

# MINUTES

July 19, 2023

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**1. CALL TO ORDER**

(DETERMINATION OF QUORUM)

Chair Liz Cattin called the regular meeting of the District 13 Board of Trustees to order at 8:30 a.m., on Wednesday, July 19, 2023, in the Heritage Room in the Administration Building of Lower Columbia College. The LCC Board of Trustees meeting was also offered virtually via Zoom. When the meeting was called to order, the following individuals were present; there was a quorum.

**BOARD OF TRUSTEES:** Liz Cattin  
Marc Silva  
Mike Karnofski  
Alice Dietz  
Bogyong Kim (Via Zoom)

**COLLEGE PRESIDENT:** Chris Bailey

**2. INTRODUCTION OF GUESTS**

Sue Orchard, Wendy Hall, Kendra Sprague, Shelley Williams (AG), Joanna Mosser, and Bryanna Doumit.

**3. APPROVAL OF AGENDA**

**MOTION:** By Alice Dietz, seconded by Marc Silva,

That the agenda be approved as presented with the addition of a ten-minute break at 10:00AM.

**MOTION CARRIED unanimously**

**4. CONSENT AGENDA**

The following consent items were offered for the Board's consideration.

**4A. Minutes of the June 14, 2023 Special Board Meeting**

**4B. Minutes of the June 21, 2023 Regular Board Meeting**

**4C. Head Start Carryover Request/Reprogram Application FY2022:** Seeking approval to carryover and reprogram approximately \$88,000 in unobligated funds from fiscal year 2022 to replace a playground structure at the Barnes Head Start Center in Kelso,

Washington. This expense would spend down the 2022 grant balance to zero. This project also includes a request to dispose of the existing play structure.

**4D. Head Start Parent/Community Written Concern/Feedback Policy:** Requesting a policy update for the Parent/Community Written Concern/Feedback Policy.

**4E. Head Start Attendance Policy:** Requesting a policy update for the Head Start Attendance Policy.

**MOTION:** By Mike Karnofski, seconded by Marc Silva,

That the consent agenda be approved as presented.

**MOTION CARRIED unanimously.**

## 5. COLLEGE INPUT

**5A. President's Report** – President Chris Bailey shared that, as trustees are aware, there has been a major dip in enrollment from the pandemic and a consistent decrease in enrollments over the last decade. Despite being up from last year most of the quarter, summer enrollments are now down. Fall quarter enrollments look strong and are currently up 18% overall, date-to-date. When comparing to pre-pandemic enrollment, however, enrollments are down 24% for fall. Enrollment is up in Academic Transfer, Prof-Tech, Basic-Skills, Pre-College, and Running Start. There are also more international students enrolled for this summer quarter than are typically enrolled. Outside factors, such as record low unemployment, are affecting enrollment numbers as well. LCC is also experiencing some inflated admissions application numbers as a result of a state-wide issue with fraudulent applications.

Mike Karnofski inquired about the status of the BSN, which is currently waiting on the accreditation approval from the nursing commission.

Next, President Bailey asked each vice president to report on their respective areas.

### Vice President of Student Services, Sue Orchard

- ✓ The Financial Aid department is busy with summer packaging and awarding going into fall quarter
- ✓ The upcoming Guided Pathways retreat for rural colleges will be held at Highline College
  - Discussions will occur on how to infuse Guided Pathways with strategic enrollment management and DEI work

### Vice President of Effectiveness and College Relations, Wendy Hall

- ✓ Provided LCC swag to trustees as brand ambassadors for the college
- ✓ A campus community event will be occurring next week, July 27<sup>th</sup>
  - Will provide student enrollment support and demonstrations from faculty from each career pathway
  - Will be having an unveiling of the new alumni banners across campus that display one alum from each career pathway

- The event will be broadcasted live on the radio and some alumni displayed on the alumni banners will be interviewed

Vice President of Foundation, HR & Legal Affairs, Kendra Sprague

- ✓ Have reached 47% of the capital campaign goal and 100% participation from the leadership phase and will be celebrating today
- ✓ Expect another \$2M distribution from the Klawitter Estate soon
- ✓ LCC's foundation established 14 new scholarships over the last academic year and is currently awarding scholarships to students
- ✓ The foundation is gearing up for the (first ever) second scholarship cycle
- ✓ Added two new Foundation Board members

**5B. ASLCC Report** – Due to students being on summer break, no report was provided.

**5C. LCCFAHE Report** – Due to faculty being on summer break, no report was provided.

**5D. WFSE Report** – None.

**5E. Head Start/ECEAP Written Report** – A written report was submitted to the board and no members had any questions.

**5F. Other** – None

**6. PUBLIC COMMENT** – None

**7. BOARD BUSINESS/INFORMATION ITEMS**

**7A. Board Self-Evaluation**

The board annually conducts a self-evaluation; both individually and collectively. A part of the accreditation standards requires the Board's self-evaluation. The Board took time to reflect on their individual performance as trustees, and completed a self-evaluation instrument. Bryanna will prepare a compiled document based on board members individual responses; then, that information will be provided for accreditation and shared at the next meeting. The evaluation process provides an opportunity for regular monitoring of Board process and performance as described in the Governance Process section of the Board's policy governance document.

Chair Cattin provided time for discussion on trustee individual evaluations. Chair Cattin mentioned that state engagement is something that she would like to participate more in, and if meetings were able to be recorded, they could be very beneficial to trustees with busy schedules. Marc Silva mentioned that he and Bogyong attended some ACT conferences that were very informative and beneficial to professional development as trustees. The board will discuss the collective evaluation results more in-depth at their September meeting.

**7B. Report of Annual Accomplishments**

President Bailey and executive assistant Bryanna Doumit have prepared the annual report of accomplishments. This narrative report is a wrap-up of the data contained in

the yearly monitoring reports. This report provides information to assess the performance of the College to expected outcomes or core themes.

President Bailey expressed his pride in the many successes of this year. Some highlights mentioned:

- Completed the Library/Learning Commons renovation
- Completed the design phase of a new 55,000 square foot vocational building
- Completed the Administration Building exterior renovation
- Graduated the Inaugural BAS-Organizational Leadership and Technical Management student cohort
- Gained the requisite approvals for its Bachelor of Science, Nursing, hoping to begin in 2024
- Received funding for new nursing lab simulators for labs
- Finished the year well within the budget and added significant reserves to net position leaving the college in the best financial condition since 2016
- LCC's Speech and Debate team continues to be one of the top community college programs in the nation
- The athletic program continued to shine, with four of the six teams winning west division titles
- LCC Baseball won the NWAC title again, with two athletes earning national All-American status, at least one national top ten ranking and the head coach was named National Coach of the Year
- The Finance Office was rewarded with another finding-free audit by the State Auditor's Office
- The Foundation had a fantastic fundraising year, raising well over \$4.2 million in new gifts and pledges and achieving a net equity of over \$24 million
- LCC administration and faculty representatives were able to successfully ratify a new three-year contract
- LCC's international program successfully brought back the short-term program with Atomi University, Japan, and began cultivating the market in South Korea
- Of the 21 international students spring quarter, 17 made either the President's List or Dean's List
- Continuing Education and Corporate Training revenues significantly increased over the past two years
- The recent PACE Vitality and Climate Survey continued to reflect a strong campus climate at Lower Columbia College
- Community (external) surveys show high satisfaction with LCC

#### **7C. 2022-23 Financial Statement Audit**

The 2022-23 Financial Statement Audit was provided to Trustees for an update on the recent financial audit conducted at the college. President Bailey noted that there were no significant findings in this audit.

#### **7D. Presidential Search Update/Discussion**

Vice President Kendra Sprague and Presidential Search Advisory Committee Chair Liz Cattin provided an update on the Presidential Search Process. The first Search Advisory Committee meeting was held on Monday. Search consultants are now working on

creating the job profile. The committee will meet again in mid-September to begin the applicant review process. The consultants and committee are hoping to have 3-5 semi-finalists provided to the Board of Trustees for review in October. October 30<sup>th</sup> and 31<sup>st</sup> are important dates for board members to be available for interviewing finalist candidates. For confidentiality purposes, individuals on the committee are unable to share any information on any of the applicants.

President Bailey shared that he received a lot of training from his predecessor before he began his presidency at LCC. If the individual selected is available, President Bailey would like to take advantage of training/onboarding opportunities. Based on board discussion, it was determined that it is important to line up the incoming president for success and that the individual feels connected to the board, community, vice presidents, and staff. As a small community, it is important for the incoming president to be connected to the community through board/staff introduction. Potential mentors should also be identified for the incoming president. Onboarding will be dependent on the background of the candidate selected. It was noted that connections with legislatures will also be an important focus due to the timing of the start date aligning with when the legislature will be reconvening. President Bailey hopes to support the Capital Campaign as much as possible before his retirement. Maintaining strong donor relationships is a concern for the foundation. Trustees will start thinking of key individuals in the community that will be important for some immediate introductions for the incoming president.

**7E. Instructional Assessment and Relationship to Institutional Accreditation**

Vice President Wendy Hall and Joanna Mosser, Political Science faculty and Instructional Assessment Committee Chair, provided an overview of institutional effectiveness at LCC. The overview included information about Curriculum and Program Review, Global Skills assessment, and institutional monitoring at the college.

***Break from 10:00-10:17***

**8. SETTING DIRECTION/VISION**

**8A. Monitoring Report Dashboard and KPIs**

Board members were provided the year-end summary of the College's key performance indicators, also known as Core Indicators of Effectiveness (LCC Dashboard). This document provides an opportunity to look at current Key Performance Indicators (KPIs) as well as a starting point to planning for next year. The document is a summary of the five monitoring reports that have been provided over the last academic year and assists with the board evaluation process. The beginning of the document provides an executive summary of Lower Columbia College's most recent institutional effectiveness results, indicated by year next to the title of the indicator. Detailed descriptions along with five years of data for each indicator are included in the complete dashboard following the executive summary.

**8B. 2022-23 Strategic Plan and Annual Priorities**

LCC's Strategic Plan incorporates the college mission, vision and values statements, mission areas and objectives, strategic initiatives, annual priorities and key performance indicators (KPIs). In addition, categories have been added to help

illustrate the connectivity between different planning processes that occur throughout the college.

One part of the Strategic Plan that changes significantly every year is the list of annual priorities, which are developed based on input from monitoring review teams. The teams extensively review data and conduct an analysis on the data. They also participate in operational planning with President Bailey. It is a very inclusive process that involves faculty, staff, students and community members.

**MOTION:** By Alice Dietz, seconded by Marc Silva,

That the 2023-24 Strategic Plan, including annual priorities for 2023-24, be approved as presented.

**MOTION CARRIED unanimously.**

**8C. Strategic Visioning and Planning**

Trustees were provided an opportunity to discuss strategic visioning and direction of the college for next year, as well as in years to come. As a result of President Bailey's retirement announcement, the main strategic planning discussion will be postponed until the new president is onboarded.

President Bailey updated the trustees on a recent presentation he attended by Arthur Levine, noting the importance of shifting from "just-in-case education" to "just-in-time education". Dr. Levine emphasized the importance of offering certificate programs that provide students the opportunity to enhance in their current career rather than receiving a degree before starting a career. In Cowlitz County specifically, manufacturing and health care are important areas of focus. Trustees will consider this information in future strategic planning.

**9. EXECUTIVE SESSION** – At 11:22 a.m., Chair Cattin called for an executive session pursuant to RCW 42.30.110, to review the performance of a public employee, and to discuss with legal counsel representing the agency litigation or potential litigation to which the agency or the Board is likely to become a party. Chair Cattin stated that the executive session will last for 30 minutes and no final action will be taken during this executive session.

**10. ADJOURN EXECUTIVE SESSION** – Chair Cattin adjourned the executive session and re-opened the public meeting at 11:52 a.m.

**11. ACTION AS A RESULT OF EXECUTIVE SESSION**

**MOTION:** By Alice Dietz, seconded by Marc Silva,

That this addendum to Christopher C. Bailey's employment contract amends the annual salary. The annual salary shall be, two hundred fifty-four thousand, twenty dollars (\$254,020), effective September 1, 2023, with economic openers for future salary and benefit adjustments. In

addition, the District amends section V.3. Benefits to allow for a maximum accrual of 300 hours of vacation leave in accordance with college policies unless the President's request for leave is deferred by the Board.

**MOTION CARRIED unanimously.**

President Bailey noted that he is very proud to serve at LCC and expressed his appreciation to the Board of Trustees for their dedication to the college.

12. **GOOD OF THE ORDER** – Mike Karnofski notified the trustees of National Night Out on August 1<sup>st</sup> and invited all to attend. Liz Cattin reminded the trustees of the LCC Community Event on July 27<sup>th</sup>. Marc Silva mentioned the local Squirrel Fest, at which LCC will have an informational booth.
13. **ADJOURNMENT** – With no further business, Chair Cattin adjourned the meeting at 11:57 a.m.

**On September 20, 2023, the Board of Trustees of Community College District 13 approved minutes of the July 19, 2023 Regular Meeting**

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Christopher C. Bailey, Secretary to the Board