

MINUTES

September 20, 2023

4:30 – 5:00 Annual Head Start Governing Board Training

Attending: Liz Cattin, Marc Silva, Mike Karnofski, Alice Dietz, Bogyong Kim, Chris Bailey, Sue Orchard, Kendra Sprague, Wendy Hall, Nolan Wheeler, Kristen Finnel, Mindy Leasure (via Zoom), and Bryanna Doumit.

Mindy Leasure, Director of Head Start/EHS/ECEAP, provided the training for the governing body. This training has combined the Executive Leadership Team and the Board of Trustees (see attendee names above). These groups represent two branches of the governing body--the policy council is the third branch.

Topics of the training included an overview of Head Start, EHS and ECEAP, a description of the Head Start governance structure, an overview of the importance of effective governance, a layout of governing body responsibilities, and the key roles and responsibilities of board members. Head Start Governance FAQs and resources were also provided.

1. CALL TO ORDER

(DETERMINATION OF QUORUM)

Chair Liz Cattin called the regular meeting of the District 13 Board of Trustees to order at 5:00 p.m., on Wednesday, September 20, 2023, in the Heritage Room 100 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

COLLEGE PRESIDENT:	Chris Bailey
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2. INTRODUCTION OF GUESTS

Sue Orchard, Wendy Hall, Kendra Sprague, Nolan Wheeler, Kristen Finnel, Shelley Williams (AG), Lucas Myers, Tracy Stanley, Charlotte Curry, Emme McCarthy, and Bryanna Doumit. Griffin Sauters, representative from KLOG radio, joined at 5:16 p.m. via Zoom.

3. APPROVAL OF AGENDA

MOTION: By Mike Karnofski, seconded by Marc Silva,

That the agenda be approved with the addition of agenda item 8E, future agenda item topics.

MOTION CARRIED unanimously

4. CONSENT AGENDA

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

4A. Minutes of the July 19, 2023 Board Workshop

4B. Minutes of the August 3, 2023 Special Meeting

4C. Non-Federal Share Waiver for Carry Over: Reprogram - Lower Columbia College is seeking approval for non-federal share (NFS) waiver of approximately \$8,000 related to replacing a playground structure at the Barnes Head Start Center in Kelso, Washington. Details of the project the NFS is related to were provide to the Board of Trustees. Lower Columbia College Head Start Board of Trustees approves submission of the fiscal year 2022 non-federal share waiver request of \$8,000.

MOTION: By Alice Dietz, seconded by Mike Karnofski,

That the consent agenda be approved as presented.

MOTION CARRIED unanimously.

5. COLLEGE INPUT

5A. President's Report – President Chris Bailey shared that enrollment did not hit the goal for rebounding from the loss of the pandemic, and is only up 2% for fall quarter. President Bailey also shared that the federal shutdown could affect Head Start, TRIO, and other federally funded departments.

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

Vice President of Administrative Services - Nolan Wheeler

- ✓ The Tam O'Shanter turf project is in the works
 - The drainage update should be completed this week and the team is waiting on the turf to be delivered
- ✓ LCC's soccer team beat Green River's team this afternoon
- ✓ LCC will host a volleyball game at 6:00 this evening
- ✓ Some renovation projects were completed this summer, including the exterior updates to the Administration Building
 - The new sign on the Admin Building is visible from the Longview Civic Circle and has received a lot of positive attention
- ✓ The removal of the 20-inch water main running through campus would add \$3.4M to the Vocational Building project budget request

- ✓ The House Capital committee will be visiting LCC in October to view the Vocational Building project proposal

Vice President of Student Services, Sue Orchard

- ✓ As a result of the FAFSA simplification act, there will be a significant overhaul of the FAFSA and WAFSA processes for the 2024-25 award year, the first major redesign in 40 years
 - A lot of the changes will be very positive and will get more funding in the hands of more students, but the initial rollout may cause some new disruptions to processing and disbursement to students
 - The application date is delayed by at least two months
 - The FAFSA typically opens on October 1 but won't be released until something in December, which will condense processing time
 - The major changes include:
 - A different measure to determine a family's ability to pay for college and a change in methodology used to determine aid
 - A new funding formula that removes the number of family members in college from the calculation
 - Expansion of access to federal Pell grants
 - Streamlining the FAFSA Form
 - Effective and ongoing communication to students and staff will be important

Vice President of Instruction, Kristen Finnel

- ✓ All faculty returned last week for Fall In-Service, which included multiple conference sessions on a variety of topics
- ✓ Over the summer, LCC hired and started four new tenure track faculty
- ✓ Submitted the final report for College Spark, grant funding awarded to support Guided Pathways initiatives
- ✓ Received an ADN expansion grant to add 4 students to each nursing cohort, for an additional total of 24 students
- ✓ LCC will begin offering CNA skills testing to support local CNAs
- ✓ Received a nursing simulation grant and new equipment has been ordered and installed for fall quarter
- ✓ For the current nursing application cycle, out of 47 qualified applicants, 40 were admitted to the program for fall and winter quarters for the traditional campus-based program option
 - 68 out of 78 qualified applicants were admitted to both the eLearning and campus based LPN2RN program options

Vice President of Effectiveness and College Relations, Wendy Hall

- ✓ The ELT has begun work and preparations for the Year 6 Accreditation Policies, Regulations, and Finance Review (PRFR)
- ✓ One accreditation standard requires the regular review of board policies, which is not currently being done consistently at LCC
 - Recommending that the board create a regular policy review cycle, similar to the review cycle for administrative policies

- ✓ Fall quarter assessment day was held last Thursday and focused on the new curriculum and program review process and global skills assessment
- ✓ The keynote address provided by Dr. Kira Mauseth at last week's Fall In-Service received a lot of positive feedback

Vice President of HR, Legal Relations and Foundation, Kendra Sprague

- ✓ The college recognized all new employees and long-term employees at last week's Recognition Luncheon
 - The summer quarterly award recipients, Natalie Richie and Terry Rubash, were also recognized at the event
- ✓ The presidential search process is progressing nicely
- ✓ By the end of August, the capital campaign had reached 52% of the \$10M goal
 - Additional substantial donations have been received since August
 - Discussions are occurring on increasing goal of the campaign
 - The focus of the campaign has been shifted to athletics while waiting on funding approval for the Vocational Building project
- ✓ The Foundation Donor Wall Reception will be held in November to honor LCC donors, the benefactor of the year, and the alumnus of the year
- ✓ The second scholarship application cycle will open October 1 and run through October 31
 - This will be the first time LCC will have a second scholarship cycle in a school year and is a result of faculty and student services staff suggestions

5B. ASLCC Report –ASLCC Executive Director, Charlotte Curry, reported that all positions within ASLCC are filled except for the marketing director, which the team is actively recruiting for. Over the last two weeks, the new team has been training for the upcoming year. As part of the training, the ASLCC attended a leadership conference that provided new ideas and opportunities for team development. To support students at the beginning of the quarter, the ASLCC is putting on events each day for the first few weeks of the quarter. Events include an all-campus resource fair and BBQ, various crafts, and more.

5C. LCCFAHE Report – LCCFAHE union president Lucas Myers shared that faculty are excited to return to campus and have been working hard to provide a wonderful fall quarter for students. Fall In-Service week was successful and provided a lot of helpful sessions for faculty. Faculty have a lot of input in assessment at LCC, which is very valuable. As Kristen mentioned, some new faculty will be starting this fall and will likely be great additions to the LCC community.

Geology Faculty Morgan Salisbury is in the Washington CC Consortium Study Abroad program teaching in Chile. English Faculty Hiedi Bauer was selected as an alternate for this program as well for teaching in France in Fall of 2024. The Salal (a literary publication within the Language Arts department) has a new and growing online publication and Amber Lemiere is the Faculty Advisor. One of the publications this past year by Max Smee (a LCC student) was awarded 2nd place in the Community College Humanities Associations Pacific Division for best artwork and Max was the only representative from Washington, Oregon, or Idaho. During the Summer Quarter, the Organized Leadership and Technical Management cohort with Faculty member Dana

Cummings participated with the CETYS school in Mexico, using the Collaborative Online International Learning (COIL) model. The students from LCC and CETYS created inter-cultural collages. Students from both groups demonstrated leadership skills as well as cross cultural sensitivity skills as they determined the best, most successful ways to meet the outcomes of the project.

5D. WFSE Report – WFSE union president Tracy Stanley shared that staff have been busy the last three weeks in preparation for faculty and students returning for fall quarter. WFSE is working to provide a training to staff to provide updates on the new contract that went into effect July 1. There will also be a steward training. Several staff members from LCC will attend the statewide training opportunity in November.

5E. Head Start/ECEAP Written Report –Head Start/ECEAP/EHS Budget Status and Program Reports were provided to the board in written format. No board members had any questions.

5F. Other – None.

6. PUBLIC COMMENT – None.

7. INSTITUTIONAL MONITORING

7A. Fiscal Year 2023 Year-End Budget Status Report –Vice President Nolan Wheeler shared the LCC Funds Equity Summary and Operating Budget Summary for review and discussion. The LCC Funds Equity Summary reflects the fund balances at period's end based upon the net activity for FY 2023. Overall, the college posted a net increase in fund equity fiscal year-to-date of \$580K. Historically, fund revenue lags behind expenditures throughout the fiscal year due to the reimbursable nature of higher education, particularly in Financial Aid (Fund 846), Grants (Fund 145), and Contracts (Fund 146) which rely on monthly reimbursements. The balance in Fund 148 includes the Board Reserve of \$2.9MM. Total operating revenues collected for FY 2023 were \$1.8MM higher than budgeted. This is mostly due to additional allocations from the state earmarked for specific purposes. These earmarks of around \$1.1MM caused the expenditure line item to appear over budget. However, these additional expenditures were covered by the earmarked allocations. An annualized increase in total enrollment of 3% is reflected in year-to-date tuition collections of \$4.9MM providing an additional cushion. Increased costs due to inflation and utility increases, as well as fluctuating enrollment, will require a more thorough analysis of our goods and services expenditures throughout FY 2024.

8. BOARD BUSINESS/INFORMATION ITEMS

8A. Committee Assignments for Trustees – The board reviewed 2022-23 committee assignments and decided on the 2023-24 board representation on various college and state committees. The committee assignments remained the same with the addition of Bogyong Kim to the Classified and Exempt Staff of the Year Committee and the Facilities Naming Committee.

- 8B. Review Board Self Evaluation** – The Board reviewed and discussed the collective results of their self-evaluation which was done during the July workshop. Chair Cattin asked if any results stood out to trustees. Alice Dietz mentioned that the board doesn't currently have a regular review process for board policies, which was discussed previously. Chair Cattin asked Wendy Hall to put together a recommended schedule for regular board policy review. Chair Cattin also noted that the board as a group is beginning to ask more questions and feel more comfortable post-pandemic.
- 8C. ACT/ACCT Conference Schedule & Trustee Attendance** – The Board reviewed and discussed the 2023-24 ACT/ACCT Conference Schedule and determined trustee attendance at these conferences. There has been shared interest from trustees in attending conferences, which can provide a lot of value, especially when onboarding a new president. Any trustees interested and available to attend any conferences will let Bryanna know for registration purposes.
- 8D. Resolution 86: Budget Adjustment and Delegation of Authority to Expend One-Time Local Funds for Lower Columbia College** – Requesting that the Board of Trustees approve a budget adjustment in an amount not to exceed \$500,000 from one-time local funds--and authorizes the President to expend up to that amount—for expenses relating to cybersecurity, classroom technology, and Information Technology Equipment replacement.

MOTION:

By Alice Dietz, seconded by Marc Silva,

That Resolution 86: Budget Adjustment and Delegation of Authority to Expend One-Time Local Funds for Lower Columbia College be approved as presented.

MOTION CARRIED unanimously.

- 8E. Additional Agenda Items:** Chair Cattin requested some additional agenda items, to be discussed at future Board of Trustee Meetings. She recommended a workshop be included on the October agenda regarding athletic facilities, partnerships and funding. For the November agenda, she recommended a discussion on offering honorary degrees. Chair Cattin also recommended that the board revisit the topic of onboarding the new president including trustees providing a list of important contacts for the incoming president to be introduced to. Mike Karnofski requested an update on four-year programs at LCC in December.
- 9. EXECUTIVE SESSION** – None
- 10. ADJOURN EXECUTIVE SESSION** – N/A
- 11. ACTION AS A RESULT OF EXECUTIVE SESSION** – None
- 12. GOOD OF THE ORDER** – Liz Cattin noted that President Bailey recently had the honor of being recognized by Representative Marie Glusenkamp Perez.

- 13. ADJOURNMENT** – With no further business, Chair Cattin called for a motion to adjourn the meeting at 6:04 p.m.

MOTION: By Marc Silva, seconded by Mike Karnofski,

That the meeting be adjourned.

MOTION CARRIED unanimously.

On October 18, 2023, the Board of Trustees of Community College District 13 approved minutes of the September 20, 2023 Regular Meeting

Christopher C. Bailey, Secretary to the Board