

MINUTES

GOVERNANCE COUNCIL – April 6, 2022

Members Present: Chris Bailey, Wendy Hall, Kristen Finnel, Nolan Wheeler, Kendra Sprague, Sue Orchard, Brad Benjamin, Laura Sampson (for Bryanna Smith), Dana Cummings, Catie Graham, Adam Wolfer, Michael-Ann Watts, and Ashley Cahill.

1. **Minutes of February 2, 2022**

Minutes were approved unanimously

2. **Policy 468- Last Day to Withdraw from Classes -**

Changes made to Policy 468, Last Day to Withdraw from Classes, have been reviewed by the ELT and the policy was brought to Governance Council for review.

Governance Council members held a discussion regarding how the drop date would apply to courses on a variable schedule. It was explained that each section would have a separate date for withdrawal (either week 4 or week 9), depending if the student was taking the first half or second half of the course.

It was suggested that the policy could be changed to read Fall, Winter and Spring drop dates will be 8th week of the quarter (80%), Summer course drop date would be the 6th week of the quarter (approximately 80%), to avoid confusion and students/staff from manually calculating dates. It was also mentioned that other current and future programs (such as BAS) may have variable length courses which could make it difficult to hold to strict dates. A percentage could apply to a course of any length.

After review and discussion, Governance Council approved the policy changes with no further additions.

Governance Council also held a discussion on the best way to communicate the drop dates to students and faculty. Some options could include listing the dates in the course catalog, student handbook and on the CANVAS opening page.

3. **Budget/Retention -**

President Chris Bailey reported that the 4th iteration of the budget displays figures that are fairly secure at this time. He explained that the state allocation is 2/3 of the college budget, approximately 29 million. LCC enrollment is down 24% over 2 years spring to spring and the state is seeing record low FTE's. As a result of low enrollment and other revenue loss, LCC is currently \$516,000 short of balancing the budget.

Opportunities to balance the budget include lost revenue reimbursement through CARES Act funding and carrying over funds from the current year. In addition, a 5% increase in enrollment for fall and 17% increase for running start would balance the budget.

President Bailey has requested 3% and 1.5% budget reduction scenarios from each of the VP's. Although there is a hope to retain staff, it is important to have a contingency plan in place. Any budget cuts that need to be made will be delayed until next year to provide more insight on enrollment numbers. Enrollment efforts should pay-back with fall numbers and carry over to winter and spring quarters.

After an inquiry from Brad, President Bailey reported that 85% of the total budget is salaries and benefits and 96.7% of the instructional budget is personnel.

The state allocation typically only covers 65% of the COLA and the college will receive 85% of the COLA this year. The assumption from the state is that we would make up the difference in tuition. It will be important for all staff and faculty to focus on retention and recruitment moving forward.

The college will utilize as much of the CARES funding as possible. Funds need to get into the student's hands for assistance with tuition and books.

President Bailey also reported that the unemployment rate was at 4.1% in November in Cowlitz County and went up to 6.3% in January. As unemployment goes up, enrollment typically goes up as well.

Some of the work the college has been doing has been effective in increasing enrollments and many are hopeful to see continued benefits.

4. **Campus Culture/Presence -**

Brad Benjamin reported that he felt encouraged by the full parking lots this week. They seemed fuller than in recent terms. During the past 2 years of Zoom, there has been much lost, including body language and student interaction. It is important to promote individuals coming back to campus and being involved. Water-cooler talks that sparked innovation and ideas have been missed. Brad inquired about what the new normal will look like and how LCC can get there.

President Bailey expressed that it does seem like people are happy to be back. A request was received from the library to reduce zoom hours to meet more people in person. Red Devil days are also returning and the campus cafeteria is open. A board member has also inquired about bringing STEM activities back for elementary students and tours of campus have been going well. The more information that gets out to the community and the more the community comes to campus, the better the college is going to be.

5. **Other- None**

With no further comments, the meeting was adjourned at 4:11 PM.