

# MINUTES

March 19th, 2025

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**1. CALL TO ORDER**

(DETERMINATION OF QUORUM)

Chair Marc Silva called the regular meeting of the District 13 Board of Trustees to order at 5:00 p.m., on Wednesday, March 19, 2025, 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:** Marc Silva  
Bogyeong Kim  
Liz Cattin  
Mike Karnofski  
Alice Dietz

**COLLEGE PRESIDENT:** Matt Seimears

**2. INTRODUCTION OF GUESTS**

Sue Orchard, Kendra Sprague, Kristen Finnel, Nolan Wheeler, Dan Ruiz, Angie Rogers, Benjamin Haslam (AAG), Tamra Gilchrist, Stefanie Gilberti, Henry Brewster, Merry Bond, Kailie Drumm, Alex Brehm, Shane Prine, Nathan Sheperd, Natasha Allen, Dana Cummings, Mindy Leasure, Betsy Richards, Lori Babbick, Anita Quirk, Courtney Shah, Becky Connolly, Adrienne Goldshalx, Keith Liston, Corey Strand, Kierstan Wolfe, Julianne Crisman, Leszek Cromwell, Cassidy Teeters, Adam Wolfer and Hannah Palenske

**3. APPROVAL OF AGENDA**

**MOTION:** By Mike Karnofski, seconded by Liz Cattin,  
  
That the agenda be approved as presented.

**MOTION CARRIED unanimously**

**4. Consent Agenda**

- A. Minutes of the February 19, 2025 Board Workshop
- B. Minutes of the March 12, 2025, Special Executive Session
- C. Head Start/EHS/ECEAP Program Goals 2025
- D. Head Start Departmental Policy and Procedure - Selection, Eligibility, and Enrollment Criteria
- E. Head Start FY25 Non-Competing Continuation Funding Application and Budget - \$5,229,316
- F. 2025-26 Miscellaneous Fee Schedule
- G. 2025 Tutoring Center Fee Proposal [\[Attachment\]](#)

**MOTION:** By Liz Cattin, seconded by Bogyeong Kim,

That the consent agenda be approved as presented.

**MOTION CARRIED unanimously**

**5. PUBLIC COMMENT - None**

**6. TENURE CONSIDERATION FOR THIRD-YEAR PROBATIONARY FACULTY -**

**MOTION:** By Bogyeong Kim, seconded by Alice Dietz,

“... I move that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committees at the special executive session on March 12, 2025, do hereby grant tenure to Natasha Allen effective with the beginning of Fall Quarter 2025.”

**MOTION CARRIED unanimously**

**MOTION:** By Liz Cattin, seconded by Mike Karnofski,

“... I move that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committees at the special executive session on March 12, 2025, do hereby grant tenure to Larissa Arnold effective with the beginning of Fall Quarter 2025.”

**MOTION CARRIED unanimously**

**MOTION:** By Mike Karnofski, seconded by Bogyeong Kim,

“... I move that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committees at the special executive session on March 12, 2025, do hereby grant tenure to Kimberly Beebe effective with the beginning of Fall Quarter 2025.”

**MOTION CARRIED unanimously**

**MOTION:** By Alice Dietz, seconded by Mike Karnofski,

“... I move that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committees at the special executive session on March 12, 2025, do hereby grant tenure to Amy Boultinghouse effective with the beginning of Fall Quarter 2025.”

**MOTION CARRIED unanimously**

**MOTION:** By Bogyeong Kim, seconded by Liz Cattin,

“... I move that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committees at the special executive session on March 12, 2025, do hereby grant tenure to Kailie Drumm effective with the beginning of Fall Quarter 2025.”

**MOTION CARRIED unanimously**

**MOTION:** By Liz Cattin, seconded by Bogyeong Kim,

“... I move that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committees at the special executive session on March 12, 2025, do hereby grant tenure to Becky Grabenhorst effective with the beginning of Fall Quarter 2025.”

**MOTION CARRIED unanimously**

**MOTION:** By Mike Karnofski, seconded by Alice Dietz,

“... I move that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committees at the special executive session on March 12, 2025, do hereby grant tenure to Jessica Kooiman effective with the beginning of Fall Quarter 2025.”

**MOTION CARRIED unanimously**

**MOTION:** By Alice Dietz, seconded by Liz Cattin,

“... I move that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committees at the special executive session on March 12, 2025, do hereby grant tenure to Shane Prine effective with the beginning of Fall Quarter 2025.”

**MOTION CARRIED unanimously**

**MOTION:** By Bogyeong Kim, seconded by Alice Dietz,

“... I move that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committees at the special executive session on March 12, 2025, do hereby grant tenure to Natalie Tonn effective with the beginning of Fall Quarter 2025.”

**MOTION CARRIED unanimously**

**7. PROBATIONARY NON-RENEWAL -**

**MOTION:** By Bogyeong Kim, seconded by Alice Dietz,

“... I move that the Board of Trustees not renew the probationary faculty appointment of Joshua Jaspers, and direct the president to notify Joshua Jaspers and his/her probationary review committee that his/her contract for the academic year 2025-26 will not be renewed.”

**MOTION CARRIED unanimously**

8. COLLEGE INPUTS –

Vice President of Effectiveness & College Relations - Wendy Hall

- Angie Rogers provided an update on enrollment for Winter Quarter, noting that both annual and state enrollment figures have increased. For Spring Quarter, state enrollment remains up, though FTE is currently below target.
- Additionally, the Board of Trustees is invited to attend the All Washington State event, with further details to be shared at the April Board Meeting.
- With Commencement approaching on June 20th, planning for the stage party is underway. Trustees are encouraged to confirm their attendance at their earliest convenience.
- LCC will also be participating in the 4th of July Parade, and Board members are invited to join. The event will take place in the morning, and those interested in attending are asked to notify the college.

Vice President of Administration - Nolan Wheeler

- Men's Basketball secured the NWAC Championship title for the third time.
- Women's Basketball had a solid season, demonstrating strong efforts throughout. LCC hosted an NWAC watch party, engaging the campus community in the tournament.
- Story Field: Progress continues on the lighting and grandstand improvement projects. The grandstand is expected to go to bid in late April or early May, with a contractor in place by July. Construction is set to begin in August after the Black Bears' season concludes.
- Softball Facility: Contractors have begun site work, with completion anticipated in Fall 2025. Some trees in the area may require removal as the project moves forward.
- Maple Street Duplex: The project has been approved and will continue moving forward to prepare the units for student housing.
- Vocational Building: Renderings have been completed, and the team is eager to begin construction once funding is received on July 1st.
- Art in Public Places: The selection process for an artist is underway.
- Audit Reports: LCC received clean audit results for both financial statements and the Head Start program.
- LCC Operating Budget: Ongoing discussions and planning are in progress.
- CERT Team Formation: LCC has formed a Community Emergency Response Team (CERT) with around 40 participants. The team received praise from the Department of Emergency Management (DEM) and will continue to coordinate future training efforts.
- EV Station Grant: Progress is being made toward securing funding for electric vehicle charging infrastructure.
- WestRock Tour: LCC representatives toured WestRock's advanced manufacturing facility in Ridgefield and met with Terry Brown to discuss industry partnerships.

Vice President of Student Services, Sue Orchard

- Special thanks to Alice and the PUD for their generous donations to the LCC Food Pantry, supporting students in need.
- Preparations are underway for advising, financial aid processing, grade submissions, and commencement planning as the quarter comes to a close.

- The Student Code of Conduct is being rewritten to align with 2020 Title IX regulations.
- Discussions are ongoing with Washington State University Vancouver (WSUV) regarding direct transfer opportunities and ways to expand and improve transfer pathways for students
- Deans and faculty recently visited Warner Pacific University to explore additional transfer opportunities.
- Jobs for the Future Conference in Philadelphia – Kristen and Sue will be attending this conference during the next Board meeting.

Vice President of Instruction, Kristen Finnel

- Finals week is wrapping up, followed by Spring Break preparations.
- Nursing faculty accreditation was successfully passed with flying colors for both accrediting bodies. While one key element requires additional documentation, the process is on track for official board approval in September.
- LCC has officially received accreditation for the Bachelor of Science in Computer Science—the program will launch in April.
- Professional Continuing Education programs are in full swing, including CWOOG, partnership workshops, and business startup basics, running through April and May.
- Workforce Southwest Board of Directors continues to develop initiatives to support industry and educational partnerships.
- Speech & Debate: Alex Brehm is leading efforts to strengthen clear transfer pathways for students. One graduating student has earned a transfer scholarship.
- 52nd Smelt Classic Tournament—LCC hosted its largest event in a decade, bringing significant engagement to campus.
- WestRock Tour: Staff and senior leadership participated in a Friday field trip, fostering collaboration and exploring new partnership opportunities.

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

- LCC has reached 91% of its \$15 million fundraising goal, with continued efforts to secure the remaining funds.
- Ongoing partnership discussions for the new building are progressing.
- Collaboration with Athletics and the Campaign Steering Committee continues for the new baseball field, exploring additional opportunities with the new schematics.
- Scholarship season opened on March 3rd, with workshops available on campus and through K-12 partnerships to support prospective applicants for Fall enrollment.
- The Students in Need Campaign launched yesterday and will run through June 30th, with additional outreach efforts planned to help meet fundraising goals. The campaign has already been featured in The Daily News (TDN).
- A social media and media outreach campaign is underway, including radio spots, newspaper features, and digital promotions.
- The Foundation Board met earlier this week and approved \$50,000 in student and faculty grants. Faculty members are encouraged to submit proposals for innovative projects, equipment needs, and academic initiatives.
- Faculty recruitment efforts are ongoing.
- Continued collaboration with the council to finalize immigration and Title IX policies.
- During the last All-Staff meeting, the quarterly staff awards were announced:
  - Extra Mile Award: Merry Bond & Brittany Caulfield

Director of Diversity, Equity, and Inclusion, Dan Ruiz

- Collaborating with faculty on a mentorship program focused on onboarding new faculty, fostering a sense of belonging, and improving faculty retention in partnership with the Department of Instruction.
- Listening sessions are underway to gather feedback on DEI updates, including recent federal and executive orders.
- Attended a conference in Chicago as part of a workgroup, where Kevin McDonald highlighted national DEI efforts and recognized LCC's progress in advancing its initiatives.
- The Strategic Plan review reaffirmed that the college is in a strong position, and Washington continues to be a leader in this work.
- Hosted successful campus events promoting inclusion and engagement with more to come:
  - Successful International Women's Day Celebration
  - Performance Showcase - More to come
  - Open Mic Night - More to come
  - Speak the Language/Take a Bite – a cultural engagement event.

Associated Students of Lower Columbia College

- Diversity & Equity Center continues to make a significant impact—special recognition to Alexander Ivory-Brown for their leadership.
- A very busy term, with 28 programs completed, including:
  - ACCT conference participation
  - White Out event
  - Finals bags distribution
  - Women's Basketball watch party
  - S&A and Student Support Fee budgets – updates to be presented at the May Board Meeting.
- Winter Formal – successfully held its 2nd annual event.
- ASLCC Executive Board hiring for 2025-2026 is underway, with a job restructuring process in progress.
- Spring 2025 planning includes:
  - Spring Comedy Night – May 9th
  - Student Nights at Softball & Baseball games
  - Rep. Walsh & Rep. McEntire campus visit with ASLCC
  - All-Campus BBQ
  - Graduation preparations

Faculty Association of Higher Education/LCC

- Kudos to Faculty for their continued efforts in building community and fostering collaboration.
- Mentorship Program: Working with Dan to strengthen faculty mentorship initiatives.
- Contract Maintenance Meeting: Initial negotiation discussions have begun.
- Governance Council: Dan is being added to enhance faculty representation in decision-making.

Washington Federation of State Employees/LCC

- Classified Staff Appreciation Breakfast was a success—high turnout, but food ran out due to overwhelming participation.
- State Budget & Legislative Updates:
  - Awaiting the Democratic budget proposal.
  - Concerns over potential furloughs.
  - Rally on the Hill in response to misinformation spread during campaigns, with hopes for realistic budget outcomes.
  - Anticipating federal-level changes that could impact state employees.
- Upcoming Events & Training:
  - Preparing for the Biennial Convention in October.
  - Expanding training opportunities, including contract training, grievance resolution, and negotiation strategies.

9. **EXECUTIVE SESSION** - No Executive Session.

10. **ADJOURN EXECUTIVE SESSION** – N/A

11. **ACTION AS A RESULT OF EXECUTIVE SESSION** – N/A

12. **GOOD OF THE ORDER** – None.

13. **ADJOURNMENT** – With no further business, Alice Dietz adjourned the meeting at 5:58 pm, Bogyong Kim seconded.



C. Matt Seimears, Secretary to the Board