

# MINUTES

April 16th, 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, April 16, 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  
Bogyong Kim  
Liz Cattin  
Mike Karnofski  
Alice Dietz

**COLLEGE PRESIDENT:** Matt Seimears

**2. INTRODUCTION OF GUESTS**

Kendra Sprague, Nolan Wheeler, Wendy Hall, Dan Ruiz, Shelley Williams (AAG), Richard Arquette, Tracy Stanley, Lucas Myers, Keiko Pedersen, Andie Ingram, Tamra Gilchrist

**3. APPROVAL OF AGENDA**

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

That the agenda be approved as presented.

**MOTION CARRIED unanimously**

**4. CONSENT ITEMS**

- A. Minutes of the March 19, 2025 Board Workshop
- B. Minutes of the March 26, 2025, Special Executive Session

**MOTION:** By Liz, seconded by Bogi,

That the consent agenda be approved as presented.

**MOTION CARRIED unanimously**

**5. COLLEGE INPUT -**

Vice President of Effectiveness & College Relations - Wendy Hall

- Enrollment update
  - State FTE for Spring quarter is up 19.1%, and total FTE (which includes contract programs like Running Start) is up 12.7%
  - Annual State FTE is up 21.7%, and annual total FTE is up 16.4%.
- The President is currently reviewing the first draft of the Evaluation of Institutional Effectiveness accreditation report, due in August 2025. Over the next few months, we will work to finalize the conclusion. Ideally, our conclusion will align with the recommendations given by the peer evaluation team that visits in October.
- Thanks to the increase in our marketing budget, we were able to run seven marketing campaigns this year (instead of five). Our analytics are well above industry averages in all areas except geofencing, which is a soft spot for higher education (but still generates quite a few visits to our website).
- Total visits to the LCC website are up 21.3% year over year, with visits to our “apply” page up nearly 10%.
- Social media: We gained nearly a thousand social media followers in the last year, with the biggest gains on LinkedIn.
- The big marketing news this week is the launch of our Bachelor of Science in Computer Science degree, which has been widely reported by the media, including making the front page (above the fold) of The Daily News on Tuesday. TDN is also pursuing a second article.
- We are on track to hold our mascot launch party on National Devil’s Food Cake Day on May 19th. The event will take place in the Student Center beginning at 11:45 am.

Vice President of Administration - Nolan Wheeler

- Budget - LCC has received several estimated allocations from the State Board from both the House and Senate. We will be facing around \$1-1.2 million in cuts, some to the general budget and some to specific provisos. A major difference is that the House version reduces our current year budget by approximately \$600k for the OFM budget error. We are hearing from unofficial sources that funding for Head Start will not be included in the President’s proposed budget.
- The administrative offices for the NWAC will be moving from Clark College to LCC on July 1.
- Athletics is having an outstanding year, with various Hall of Fame events coming up in the next few weeks. There was a celebration for our men’s basketball team last week that was very well attended. It was their first championship in about 20 years.

- The lighting project in the baseball field continues to progress. We should have a contractor selected by July and begin work by the time the Black Bears season concludes in mid-August. We continue to work with the architect on the grandstand project and expect to request permission to participate in the State Treasurer's Office COP program. The anticipated start date is summer 2026.
- The softball field project continues to progress. We are waiting for compaction testing before the concrete footings and slab are poured. Plumbing, electrical, and data cabling have been stubbed up in preparation.
- We are expecting to hit the ground running with the new Vocational Center once we receive funding on July 1. The artist chosen for the Art in Public Places project is Seattle artist Mary Cross.

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

- Capital Campaign Update
  - The legislative session is set to end on Sunday, April 27<sup>th</sup>. We feel very good about the VOC building (since it was included in the Governor's, House, and Senate capital budgets). We are unsure how the turmoil over the state operating budgets will delay the final approval of the capital budgets and probably won't know until April 27<sup>th</sup> or after.
  - Vocational Building Ground Breaking – Industry Partner Open House: Friday, May 30<sup>th</sup>. We are hosting our industry and community partners on May 30<sup>th</sup> for a lunch, presentation, and groundbreaking for the VOC building. We plan to send the invitations by May 1<sup>st</sup>. Mark your calendars! 11:30 - 2
  - Campaign Progress: As of 4/14/25, we have raised \$13,653,574 and are 91.02% of our goal.
  - Athletics Naming and Sponsorships: We continue to work with our athletics team on the naming/sponsorship opportunities in the baseball facility. We hope to present this information to the Board of Trustees at their June meeting.
- March Gifts and Pledge Payments
  - Totaled \$146,337.13, which included these major gifts:
    - J&S Foundation \$50,000
    - Nutter Family Foundation \$20,000
    - Anonymous \$10,000
    - Robert Park \$10,000
    - Washington Federation of State Employees Local 1400 \$5,000
- Scholarships
  - The next Scholarship application cycle for the 25-26 academic year opened March 3rd. More than \$750,000 in scholarship opportunities will be available to applicants. Scholarship workshops will be offered on campus and in local high schools to assist students with the application process.
- The Daily News – Student in Need Campaign
  - The Daily News will launch their Students in Need Campaign March 18th and it will run until June 30th. All funds raised through the Students in Need Campaign go

directly to the Student Success Fund to help our most at-risk students with relatively small grants getting them to the next step in their education. Their goal is to raise \$35,000 this year.

- Raised just over \$20,000 (as of 4/16/2025)
- Social media/Letters to Editor/Radio spots
- **Exceptional Faculty and Foundation Grants**
  - Exceptional Faculty and Foundation Grant applications will opened March 24th and will be accepted through April 30th. Exceptional Faculty and Foundation Grants are intended to support projects that promote innovation, student learning and/or staff development. The Foundation Board approved \$50,000 in Foundation Grants, \$68,000 in Exceptional Faculty Grants, & \$20,000 in Petters (nursing) Exceptional Faculty Grants.
- **ACT Award** - The Cowlitz Indian Tribe has received the ACT Partner of the Year award and will be celebrated on May 22nd at the ACT conference in Spokane.
- **HR**
  - We are getting closer to finishing the recruitments for the eight tenured faculty positions - some offers have been made and some are still in process.
  - Our policy regarding immigration enforcement as required under the “Keep Washington Working Act” is going through the college governance process.
  - Title IX WAC updates have been delayed a bit as we are awaiting further guidance from the AAG’s office on recommended changes.
  - Red Devil Wellbeing is spearheading our first “Bring Your Child to Work Day” - Thursday April 24th - lots of fun activities across campus.

Director of Student Activities, Richard Arquette, for Sue Orchard

- Sue and Kristen are in Philadelphia for a Jobs for the Future Conference.
- The Suspenders for Hope pilot in February went very well. Additional training will be provided.
- The State Board invited LCC to apply for a re-entry navigator position.

Dean of Instruction, Tamra Gilchrist, for Kristen Finnel

- There was great attendance at the faculty appreciation lunch on April 3rd.
- There is a new directed self-placement process for math coming in summer quarter, similar to the English placement process. This is related to the new math co-requisite model coming in the fall.
- Implementation of Simple Syllabus (a centralized platform) is underway.
- The tutoring center continues to serve a large volume of students, as well as provide checked-out devices to students. More laptops were recently purchased.
- A new ticketing system was recently purchased for the Rose Center.
- The Bachelor of Science in Computer Science was recently launched. This is the first full four-year degree program for LCC.

Director of Diversity, Equity, and Inclusion, Dan Ruiz

- The Diversity Equity Officers Commission Meeting was last week. There was a meeting with Megan Matthews, Director of Equity, Office of the Governor. They would like to partner with community colleges to ensure education delivery to all, work on a common language statewide to help with the work, crosswalk/align state and Higher Education to ensure quality equity work, and engage small businesses, and represent all communities.
- The WACTC/DEOC joint meeting is on April 25, 2025. They will discuss with all community college presidents campus priorities and discuss their vision of our work in the long term.
- LCC has been categorized as an emerging HSI (Hispanic Serving Institution). There are a lot of steps to obtain certification. Dan will attend a symposium on the topic next month.
- Dan contacted Rep. Marie Glusenkemp Perez's office about coming to campus. She is excited to come but would like to meet different students than she met in Washington, D.C.
- The Students of Color Conference was held in early April.
- The Diversity and Equity Center is undergoing a remodel.

Associated Students of Lower Columbia College

- ASLCC is in the second week of Welcome Week.
- The ASLCC budgets have been finalized and will be ready for the May board meeting.
- The Fighting Smelt did very well at their recent tournament.
- Hiring for the 2025-26 ASLCC Executive Board is getting underway.
- ASLCC is providing transportation to Queer Prom at Centralia College in April.
- ASLCC will host Representatives Walsh and McEntire for campus visits.

Faculty Association of Higher Education/LCC

- There is now a "writers' room" space in AAR.
- LCC recently received Tree Certification.
- The Salal Review is preparing to publish its 25th anniversary edition with a launch party in early June.
- The SAGA club is using the Learning and Healing Gardens for various events.
- The Nursing program recently had a successful accreditation visit.
- The Choir Club is going to Portland this weekend to watch a former student perform in an opera.
- Tamara Norton and Jeanne Hamer were nominated for the Crystal Apple Lifetime Achievement Award.
- Information about the spring drama production was shared.
- The Business Achievement Center has been helping prepare students for employment.

Washington Federation of State Employees/LCC

- The classified staff union is focusing on the legislative session. They are writing letters and making phone calls to legislators about the impact of proposed cuts.
- Their international union is scheduling town hall meetings with anyone in an employee bargaining unit about the changing landscape at the federal level.
- They are also looking at how furloughs (even if they aren't mandated for higher education) are going to affect our state.

**6. PUBLIC COMMENT - there was none.****7. INSTITUTIONAL MONITORING –**

- A. International Program Presentation - Andie Ingraham and Keiko Pedersen presented updates to the International Program.
- B. Preparation for College-Level Studies: Monitoring Report and Program Report - Tamra Gilchrist presented the monitoring report.

**8. BOARD BUSINESS/INFORMATION ITEMS –**

**B. Emeritus Consideration**

**MOTION:** By Bogi, seconded by Liz,

That the title of Faculty Emeritus be conferred to Ann Williamson as recommended by the Emeritus and Sabbatical Review Committee, and in accordance with administrative policy 319.

**MOTION CARRIED unanimously**

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

That the title of Faculty Emeritus be conferred to Jim Stanley as recommended by the Emeritus and Sabbatical Review Committee, and in accordance with administrative policy 319.

**MOTION CARRIED unanimously**

**9. EXECUTIVE SESSION - None needed.**

**10. ADJOURN EXECUTIVE SESSION – None needed.**

**11. ACTION AS A RESULT OF EXECUTIVE SESSION – None needed.**

**12. GOOD OF THE ORDER –** Matt noted that the superintendent of the Longview School District is attending the same conference that Sue and Kristen are attending this week, providing opportunities for discussion and collaboration. Tamra thanked Matt for the connection to Texas A&M to visit and tour their robotics lab, which will inform program development at LCC. LCC hosted a standing-room-only CTE summit today.

**13. ADJOURNMENT –** With no further business, Mike moved to adjourn the meeting at 6:47 pm, Bogi seconded.



C. Matt Seimears, Secretary to the Board