

MINUTES

February 19th, 2025

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, January 15, 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

Sue Orchard, Nolan Wheeler, Wendy Hall, Shelley Williams, Richard Arquette, Dan Ruiz, Kristen Finnel, and Hannah Palenske

3. APPROVAL OF AGENDA

MOTION: By Alice Dietz, seconded by Mike Karnofski,

That the agenda be approved as presented.

MOTION CARRIED unanimously

4. CONSENT AGENDA

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

4A. Minutes of the January 15, 2025 Board Meeting

4B. HS/EHS/ECEAP Annual Self-Assessment Action Plan

MOTION: By Mike Karnofski, seconded by Bogyeong Kim,

That the agenda be approved as presented.

MOTION CARRIED unanimously

5. COLLEGE INPUT

5A. President's Report –

- Matt Seimears highlighted Lower Columbia College's strong presence at the ACCT National Legislative Summit, bringing 16 representatives, including 10 students. He emphasized that this summit was a pinnacle experience, featuring outstanding speakers and active student engagement. One keynote speaker even turned a student's question back to them, fostering meaningful dialogue.
- Lower Columbia College also had the opportunity to meet with Representatives Gluesenkamp Perez, Cantwell, and Murray. Seimears expressed immense pride in the college's participation and looks forward to building on this momentum next year.
- Sue Orchard recognized the exceptional efforts of Paz Clearwater, Richard Arquette, and Kailie Drumm in engaging students. Kendra Spague echoed this sentiment, while Alice shared her appreciation for the students' involvement, particularly Running Start participants. Bogi noted the significant improvements from last year's summit, and Marc expressed gratitude for the event's organization, highlighting Senator Cantwell's support by wearing the college's scarves. Kristen Finnel added that she received positive feedback from colleagues across other states.
- Hannah Palenske shared that Congresswoman Gluesenkamp Perez expressed interest in visiting campus to speak with students again, with Kendra adding that Senator Cantwell made a similar request.

Vice President of Effectiveness & College Relations - Wendy Hall

Enrollment & Institutional Updates

- **Enrollment:** Trending positively, as shared in Entre Chao's updates.
- **Community College Survey:** In-person monitoring report underway, focusing on student experiences.
- **Accessibility Compliance:** The Web Team has developed an accessibility training assigned by HR this quarter, ensuring compliance with new accessibility standards set for April 2026.
- **Accreditation:** Year 7 visit and report are in progress and nearing completion.
- **Faculty Exercise Plan:** Emphasis on a more narrative-driven approach.

Federal & Policy Updates

- **Leadership Change:** A sudden announcement revealed that Dr. Wamswame has retired. An interim head has been appointed.
- **Gainful Employment Monitoring:** Ongoing review of federal regulations and compliance.

Marketing & Media Updates

- **Marketing Analytics:** Performing well across all platforms, except for Snapchat.
- **Media & Cybersecurity:** The *TDN* website was hacked and remains unavailable due to cybersecurity issues. However, the college's unpaid social media presence is gaining traction, with LinkedIn showing notable growth.

Vice President of Student Services, Sue Orchard

- **Institutional Alignment:** Ongoing discussions to ensure clarity on the college's mission and standards while assessing the impact of new directives.
- **DEI Initiatives:** Significant progress in student services initiatives under Diversity, Equity, and Inclusion efforts.
- **Atomi Short-Term Program:** Successfully launched this past weekend, marking a continuation of the program that began in Winter 2015. Trustee Bogi hosting for the second consecutive year.
- **Brothers in Power Conference:** Now in its third year, Approximately 50 students are expected to attend, with Dan and Alexander collaborating with student services on event planning.
- **Suspenders4Hope Training:** The college is piloting its first training session, following the "Share, Ask, Model, Refer" framework.
- **Housing Support:** Efforts are underway to expand housing opportunities to address student housing insecurity.

Vice President of Instruction, Kristen Finnel

- **Enrollment Growth:** Increased FTE has kept deans busy as they refine processes, including implementing *Simple Syllabi* for improved accessibility. A software solution is being explored to enhance this further.
- **Bachelor's in Nursing:** Site visit scheduled for March, with faculty and staff actively preparing.
- **Faculty & Program Development:**
 - A **Computer Science Faculty Tenure Track** position has received funding.
 - Robotics equipment and related program opportunities are under review.
- **Workforce & Community Engagement:**
 - Tamra Gilchrist's recent trip to Texas provided valuable insights.
 - Collaboration with AIR is progressing, removing the need for a PAR process.
 - Strong community interest in curriculum development and apprenticeship opportunities.
- **Tutoring Fee Adjustment:** Increased from \$0.25 to \$1.00 per credit, allowing for expanded staffing. Marc Silva inquired about comparisons, and Stefanie Gilberti confirmed that LCC remains aligned with peer institutions.
- **Legislative Outreach:**
 - LCC representatives met with senators to emphasize the critical need for *Guided Pathways* funding.
 - Michaela Jackson testified in a public hearing on Tuesday.
- **Crystal Apple Awards:** LCC will host this year's ceremony.
- **New Continuing Education Course:** A self-defense class has been introduced.

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

- **Foundation Scholarship Cycle:** Opens March 3rd, with annual scholarship booklets being distributed.
- **Students in Need Campaign:** Runs from mid-March through May in partnership with *TDN*, raising funds for the Student Success Fund.
- **Capital Campaign:** Over 90% funded, with \$1.9 million remaining. The *Vocational Building* is awaiting approval.
- **Black Bears Partnership:** No current partnership, but strategies for sponsorship opportunities are being explored.
- **Athletics Hall of Fame:** Scheduled for next week (6-8 PM), with honorees recognized at halftime.
- **HR & Faculty:** Busy period for tenured faculty processes.
- **Title IX Updates:** January 9th changes are now invalid, reverting to previous regulations. Policy updates are in progress.
- **Immigration Policy:** The Attorney General's office is finalizing guidance for campus-wide implementation.
- **Executive Orders:** Ongoing discussions on navigating conflicting directives, with further updates to come.

Director of Diversity, Equity, and Inclusion, Dan Ruiz

- Dan Ruiz shared a written report (see attached)

5B. Head Start/ECEAP/EHS Written Report, Budget Status, and Program Report

▣ HS/EHS/ECEAP Biannual Report- Community Assessment & Strategic Goals

- Head Start shared their Biannual Report that included a letter from a parent that LCC has been serviced with us. They emphasized the importance of their services and how they affect the students. They shared that during the Fiscal Audit, there were no findings!

6. Institutional Monitoring

A. Academic Monitoring Report

Wendy Hall, Henry Brewster, and Stefanie Gilberti attended the Board Meeting to present on the Academic Transfer Monitoring Report touching on Closing the Loop: Action Items, DTA requirement changes, tutoring opportunities (SI Tudors), expanding DEI curriculum standards, and Closing the Loop: Actions taken.

7. Board Business/Information Items

A. Proposed Change to Bylaws

MOTION: By Mike Karnofski, seconded by Alice Dietz,

That Bylaw Policy 2.08 be overruled for this meeting.

MOTION CARRIED unanimously

MOTION: By Alice Dietz, seconded by Boygeong Kim,

That the Bylaw Policy 2.08 be amended to say *“The term of office shall be two years until a successor is elected or qualified”*

MOTION CARRIED unanimously

8. PUBLIC COMMENT

9. BOARD WORKSHOP

A. Budget: Quarterly Budget Report

- Six-Month Financial Review: No significant changes compared to previous years.
- Grants: All are currently negative, but reimbursements are expected.

- Bookstore & Food Services: Food Services revenue has doubled per day, contributing to positive overall revenue.
- Enrollment: Continues to trend upward.
- OFM Budget Error: No repayment required.
- Budget Assumptions: Based on Governor Inslee's proposed budget, using worst-case estimates for planning.
- Open Doors & Running Start: Relationship-building efforts are ongoing.

B. Update on Strategic Planning

- Project Timeline: Last year's large project was postponed due to the Year 7 Accreditation Review.
- Annual Priorities: A refresh is planned to align with strategic goals.
- Future Planning: Discussions on Strategic Planning vs. Futuring to engage stakeholders in institutional visioning.
- Accreditation Visit: Scheduled for October 15-17, with planning to follow after results are received.
- Next Steps: Wendy recommended launching strategic planning efforts in February 2026 for a cohesive approach post-accreditation.

C. Review College Mission

D. Review Draft Annual Priorities for 2025-26

10. EXECUTIVE SESSION – No executive session

11. ADJOURN EXECUTIVE SESSION – N/A

12. ACTION AS A RESULT OF EXECUTIVE SESSION – N/A

13. GOOD OF THE ORDER – None

14. ADJOURNMENT – With no further business, Bogyong Kim adjourned the meeting at 11:30 am, Alice Dietz seconded.



C. Matt Seimears, Secretary to the Board