

# MINUTES

May 7th, 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, May 7, 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**

Laura Sampson, Merry Bond, Bryanna Doumit, Angelica Reyes-Ramirez (All Washington Scholar), Melia Tanninen (All Washington Scholar)

**3. APPROVAL OF AGENDA**

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

**MOTION CARRIED unanimously**

**4. CONSENT ITEMS**

- A. Minutes of the April 16<sup>th</sup>, 2025 Regular Meeting [Attachment]
- B. 25-26 Service and Activities Fee, Student Support Fee, and Student Technology Fee Budget [Attachment]

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

That the consent agenda be approved as presented.

**MOTION CARRIED unanimously**

## 5. COLLEGE INPUT -

### Vice President of Effectiveness & College Relations - Wendy Hall

- Wendy reported that enrollment remains steady.
- The Mascot Launch Party is scheduled for May 19th, coinciding with National Devil's Food Cake Day.
- Preparations are underway for the Year 7 Evaluation of Institutional Effectiveness, scheduled for October. The focus will include Student Success and Achievement, and the team is enthusiastic about sharing updates and outcomes related to this area.

### Vice President of Administration - Nolan Wheeler

- See Budget Report Below

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

- Capital Campaign Update
  - As of the end of April, the Capital Campaign has raised \$13.7 million.
- Vocational Building Open House and Groundbreaking Event
  - Invitations have been sent out, with 40 RSVPs received to date.
  - The Daily News (TDN) has expressed interest in attending the event.
  - The event will serve as a showcase for industry partners, highlighting the impact and vision of the new facility.
- LCC Family Campaign Task Force
  - A task force has been formed to lead the Employee and Retiree Phase of the Capital Campaign.
  - The goal is to create meaningful opportunities for giving, encouraging participation from faculty, staff, and retirees.
  - Traditionally held in the spring, this phase of the campaign has been rescheduled (new date TBD).
- Scholarships:
  - The application period has closed.
  - Approximately 80% of submitted applications are complete.
  - The review and scoring process is underway, with awards expected to begin in June.
- Students in Need Fund:
  - The fund is close to reaching its goal, thanks to continued support.
- Exceptional Faculty Foundation Grants:
  - The grant application window has closed.
  - A strong number of applications were received.
- Partner of the Year Award:
  - Matt, Alice, and Kendra will travel to Spokane to celebrate the recipient of the Partner of the Year Award.
- WFSE Collective Bargaining Agreement:
  - Supervisor training is being conducted on changes in the Classified Staff Contract as outlined in the new agreement.
- Budget Planning:

- Collaboration continues with ELT and Nolan to prepare for potential budget cuts.
- Bring Your Child to Work Day:
  - Held on April 24, the event was a major success, with over 45 participants bringing children to campus.

Vice President of Student Services, Sue Orchard

- Written Report

Vice President of Instruction, Kristen Finnel

- Nursing Programs:
  - Merry is assisting with placing students into cohorts.
  - BSN Program received 28 applications for 26 available spaces.
  - Associate Degree Nursing Applications are now open and accepting students.
- New Fitness Certificates of Completion (COCs):
  - Two new COCs have been launched:
    - Group Fitness Instruction
    - Health Coaching
  - These represent significant accomplishments and are now ready for student enrollment.
- Articulation & Transfer Council Update:
  - Kristen attended the council meetings on Thursday and Friday.
  - A proposal to update the AA-DTA (Associate in Arts – Direct Transfer Agreement) was approved.
  - Changes aim to reduce barriers for students and allow more major-ready credits.
  - The proposal now advances to the Instructional Council meeting next week in Walla Walla.
- Faculty Research Presentations:
  - Two Tenure Track Faculty presented their research projects at Columbia Basin College.
- Continuing Education Partnership:
  - A new agreement has been signed with Kelso High School.
  - The partnership has been highly successful, resulting in a significant increase in FTEs.
- Outstanding Student Awards:
  - Scheduled for May 21st, this event will celebrate student achievements.
- BSCS Program (Bachelor of Science in Computer Science):
  - Enrollment is underway.
  - 11 students have already sought advising.
- OLTM Program:
  - Received 40 applications during the most recent cycle ending May 1st.
  - This marks the largest applicant pool to date.
- College and Career Preparation (CCP) Curriculum:

- CCP faculty have developed new curriculum aligned with OSPI standards.
- Open Doors Program:
  - Currently, there are no enrolled Open Doors students in Kelso or Longview.
  - Kelso is planning to relaunch the program in Fall.
- CTE Summit:
  - Held on April 16th, hosted by LCC.
  - Focused on enhancing dual credit opportunities.
- Perry Tech Collaboration:
  - LCC delivered information sessions to approximately 500 Perry Tech students, expanding awareness and potential recruitment.

#### Director of Diversity, Equity, and Inclusion, Dan Ruiz

- Fall In-Service Planning:
  - Final arrangements are being made for a keynote speaker and leadership series during Fall In-Service.
  - Dr. Chris Yokem will serve as the keynote speaker.
  - In addition to faculty sessions, classified and exempt staff will also have opportunities to engage with Dr. Yokem during the series.
- Campus Safety and Immigration Discussion:
  - A meeting was held with Chief Yuda of the Longview Police Department (LPD) regarding immigration-related concerns and LPD's relationship with ICE.
  - Chief Yuda emphasized that LPD has no connection or involvement with ICE.
  - LPD's presence on campus is limited to traffic-related concerns only, and they do not conduct warrants or immigration enforcement activities.
  - Chief Yuda expressed his concern that any perceived link to ICE could damage trust and relationships on campus.
  - It was agreed that now is not an ideal time for ICE-related discussions or presence on campus, to avoid confusion or misinterpretation.
  - Procedures for handling any ICE contact were also reviewed.
- Faculty Onboarding and Orientation:
  - Work is underway to develop a new faculty onboarding and orientation program, in response to feedback.
  - The goal is to provide a more comprehensive and supportive experience for new faculty members to enhance retention and integration into the campus community.

#### Associated Students of Lower Columbia College

- Richard Arquetter shared on behalf of ASLCC
- The ASLCC budget has been **approved**, and student leadership expressed excitement and appreciation for the outcome.
- **Bylaw and Club Handbook** reviews are currently underway to ensure policies remain current and aligned with student needs.

- **May Mental Health Bingo** and weekly **Decompression Sessions** (held every Thursday) are ongoing to support student well-being.
- ASLCC members **hosted and attended** the **WACTCSA Voice Academy**, engaging in statewide student advocacy efforts.
- Several new student clubs have been approved, including:
  - **Magic: The Gathering Club**
  - **Dungeons & Dragons (D&D) Club**
  - **Disc Golf Club**
  - **Nature Network**
- **Leadership and Events:**
  - **Recruitment is underway for the 2024–25 ASLCC Executive Board.**
  - **Recent and upcoming events include:**
    - **Athletic Student Nights**
    - **The All-Campus BBQ and Community Fair**
    - **Commencement/Graduation preparations**

#### Faculty Association of Higher Education/LCC

- Faculty are focused on finishing the **Spring Quarter**. **Organizational development** is underway to support future leadership.
- **Elections** are in progress; **contract maintenance** begins at the end of the month, with **negotiations next year**.
- An **end-of-quarter gathering** for faculty, friends, and family continues for the third year to build community.
- Faculty have welcomed others to **visit their classrooms** and see their work firsthand.

#### Washington Federation of State Employees/LCC

- The budget outlook is stable—“could’ve been better, could’ve been worse.”
- Quarterly conversations had modest turnout but were well received.
- Efforts are underway to **expand campus communications** and increase participation in **New Employee Orientations**.

#### 6. **PUBLIC COMMENT - there was none.**

#### 7. **INSTITUTIONAL MONITORING –**

- A. Workforce & Economic Development Monitoring Report [Attachment]
- Merry Bond and Wendy Hall presented the **Workforce and Economic Development Monitoring Report**, sharing key data insights collected.
- B. Quarterly Budget Report [Attachment]
- Nolan provided an update on the SBCTC conference allocations for both operating and capital budgets. Based on the draft SBCTC allocation report, the estimated impact to the education budget ranges from:
  - Best-case scenario: \$1.5 million in reductions
  - Worst-case scenario: \$3.5 million in reductions
- There were significant shifts in fund allocations within both the operating and capital budgets. Specifically, in the operating budget, funds moved from proviso to the state general operating fund, which alters how allocations are distributed to us under SBCTC policy.

- In response, the Executive Leadership Team (ELT) has started developing guiding principles to prepare for these reductions. Planning efforts are focused on three potential budget reduction tiers:
  - \$1.5 million
  - \$2.5 million
  - \$3.5 million
- Campus-wide collaboration will take place to identify budget reductions, with each item categorized into one of these tiers. This information will be communicated to the broader campus community in the coming weeks.
- While the CVST Building remains included in the capital budget, there have been reductions and category changes in the Minor Works funding we receive.
- At the federal level, the proposed “skinny budget” eliminates nearly all federal funding we currently receive, excluding Pell Grants. We will continue to monitor federal budget developments and share updates as they become available.

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

**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** – None

**13. ADJOURNMENT** – With no further business, Bogyoung Kim moved to adjourn the meeting at 6:20 pm, Mike Karnofski seconded.



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C. Matt Seimears, Secretary to the Board