

LOWER COLUMBIA COLLEGE
BOARD OF TRUSTEES

MINUTES

June 11th, 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 5:01 p.m. on Wednesday, June 11, 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

Stefanie Gilberti, Jessica Bilek, Morgan Stierman, Natalie Tonn, & Jolynn Amrine

3. APPROVAL OF AGENDA

MOTION: By Mike Karnofski, seconded by Liz Cattin,

That the agenda be approved as presented.

MOTION CARRIED unanimously

4. CONSENT ITEMS

- A. Minutes of the May 7, 2025, Regular Board Meeting [ATTACHMENT]
- B. 2025-26 Quid Pro Quo Agreement with the LCC Foundation [ATTACHMENT]

MOTION: By Alice Dietz, seconded by Mike Karnofski,

That the consent agenda be approved as presented.

MOTION CARRIED unanimously

5. EXECUTIVE SESSION - Entered 5:02 PM

6. **ADJOURN EXECUTIVE SESSION** – Exited 5:21 PM

7. **ACTION AS A RESULT OF EXECUTIVE SESSION** – No action taken

8. **TENURE CONSIDERATION**

MOTION: By Bogyong 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 June 11, 2025, do hereby grant tenure to Jolynn Amrine effective with the beginning of Fall Quarter 2025.”

MOTION CARRIED unanimously

MOTION: By Bogyong 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 June 11, 2025, do hereby grant tenure to Jessica Bilek effective with the beginning of Fall Quarter 2025.”

MOTION CARRIED unanimously

9. **COLLEGE INPUT -**

President's Report

- President Seimears recommended the review of the Board Bylaws during the July Board Retreat.
 - The board agreed, and this will be added to the Agenda.

Vice President of Effectiveness & College Relations - Wendy Hall

Enrollment and Marketing Update

- Enrollment continues to rise, with a 24% increase statewide and a 16.5% year-over-year increase overall.
- There has been a modest increase in the marketing budget. While final figures are still pending, approximately \$2.8 million in advertising has been deployed this year. This has generated 55,000 visits to the website—at a cost of less than \$1 per visit—and 765,000 calls to the Outreach Office.

Year 7 Report

- The draft of the Year 7 Report is nearly complete and includes updated information. An invitation to participate in the exit interview is expected.

Vice President of Administration - Nolan Wheeler

NWAC Update

Discussions are ongoing to transition NWAC hosting responsibilities from Clark College to Lower Columbia College (LCC), with a planned switchover date of July 1st.

Spring Athletics Highlights

- LCC's Baseball and Softball teams had record-breaking seasons.
- The Softball team finished with an undefeated 48-0 record.
- Coach Fuller was named Coach of the Year.
- LCC received the Athletic Directors' Cup for the third consecutive year.

Facilities Updates

- **Lighting Project:** Bids were opened on May 28th. DES rejected two bids and is currently vetting a third.
- **Grandstand:** No significant updates at this time.
- **Softball Facility:** Addressing a compaction issue. Concrete pouring will begin once test results meet standards.
- **Vocational Building:** Scheduled to go out to bid on July 7th.

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

Foundation and Development Update

- Appreciation was expressed to those who attended the Vocational Building groundbreaking. The event generated positive feedback and additional funding support.
- The Capital Campaign has reached 94% of its goal.
- The Family Campaign is currently underway, with a preview scheduled during the Spring Reception on Friday.

- All scholarship applications have been scored; awards for the upcoming academic year will begin soon.
- A feedback opportunity was provided to stakeholders.
- The “Students in Need” campaign has raised \$56,000, including a passionate \$25,000 gift from a first-time donor.

Recognition and Events

- Earlier this year, Matt, Alice, and Kendra attended the ACT Awards Ceremony.
- The Alumnus of the Year Committee selected Max Anderson. He will be honored at the Donor Wall event in November.
- The Retiree Reception and BBQ is scheduled for Friday, celebrating 10 new retirees.

Human Resources Update

- HR is focused on year-end processes.
- Several new pieces of legislation take effect July 1st, requiring updates to internal procedures.
- Faculty contract negotiations are set to begin in January.

Tribal Support

- Alice shared that the Cowlitz Tribe has contributed over \$30,000 to the State of Washington for educational purposes since opening the casino.

Vice President of Student Services, Sue Orchard

Supplemental Funding Opportunity

LCC has been invited to apply for supplemental funding. The Employment Security Department (ESD) has requested that the proposal include Longview, Vancouver, and one additional site (to be determined).

Upcoming Events

- **Multicultural Graduation Celebration:** Board members are invited to attend this special event.
- **Commencement:** Acknowledgment and appreciation were extended to the many individuals and departments involved in planning and executing Commencement. The event requires over six months of preparation and contributions from a wide range of

teams:

Commencement Acknowledgments

- **Registration Team:** Provides hands-on support ensuring the event runs smoothly.
- **Jason Arrowsmith & Team:** Manages crowd control and ensures campus safety.
- **Campus Services (Jeff & Cindy):** Responsible for physical setup and logistics.
- **Wendy Hall & Team:** Handles the ceremony script, scholastic achievement awards, program design, and social media coordination.
- **IT Department & Gavin Montes:** Oversees the live streaming of the event.
- **Disability and Accessibility Services:** Ensures the event is inclusive and accessible.
- **Foundation Team:** Coordinates refreshments and alumni engagement.
- **Red Devil Café:** Provided support and service.
- **Office of Instruction (Rachel Mistic):** Key support role.
- **Hannah Palenske:** Assisted in event coordination.
- **Esteemed Faculty:**
 - **Alex Brehm:** Recognized for leading and reading names during the ceremony.
 - **Gina and Rob Davis:** Led the Band and Choir performances.
- **Faculty Marshals:** Guided graduates during the ceremony; now identifiable with badges.
- **Alyssa Mayclin:** Recognized for her behind-the-scenes coordination.
- **Richard Arquette and ASLCC:** Acknowledged for their extensive student support.

- **Volunteers:** Special thanks to Michaela Jackson and all other volunteers for their contributions.
- **Board Members:** Sincere appreciation for attending and supporting the event.

Vice President of Instruction, Kristen Finnel**AI Committee**

The AI Committee is currently composed of 25 staff members representing departments across campus and is organized around five thematic areas. The goal is to function as a collaborative **work team**, not just a discussion group.

An external member with extensive expertise has been invited to join in the fall, bringing valuable insight to the committee's efforts.

Early Learning Center (ELC)

- LCC received a **\$30,000 Complex Needs Grant**, designated for adaptive and supportive materials for children with special needs. It can also be used to provide one-on-one support, helping to offset budget constraints.
- Preparations are underway to **open two new preschool classrooms** on September 2nd.

Arts & Culture Highlights

- The **Spring Arts Festival** was a tremendous success, featuring student artwork and the presentation of scholarship awards.
- The **25th edition of *Sala*** literary journal was released.
- The Drama Department performed *Dead Man's Cell Phone*, including a completely sold-out show attended by high school students.
- **Band and Choir concerts** have concluded for the season.
- A **ribbon dance performance** is scheduled for Friday evening.

Continuing Education

- Under the **High Demand Grant**, it has been recommended that LCC submit the **Driver's Education Program** for consideration. Notification of approval is expected by July 1st.

Facilities Update

- The **Don Talley Center** is undergoing renovations and is scheduled to reopen on **September 1st**.

K-12 and Community Partnerships

- LCC is collaborating with **13 different school districts** interested in offering **CTE and professional-technical dual credit opportunities**.
- The **Open Doors Application** is currently under review by OSPI. A meeting was held last week, and students are already preparing to enroll for the fall.

Bachelor's Programs

- Both the **BAS in Teacher Education (BAS-TE)** and the **BAS in Organizational Leadership and Technical Management (BAS-OLTM)** are experiencing strong momentum and success.

Career Launch Initiative

- A proposal will be presented on Thursday for LCC's **first Career Launch-approved degree program**. This program would feature **paid internships** and marks a significant step toward aligning academic pathways with workforce needs.

Director of Diversity, Equity, and Inclusion, Dan Ruiz

Student Engagement: There has been a noted slowdown in student activity heading into summer.

Bias Response Team:

- Work is beginning this summer to develop a formal Bias Response Team.
- A consultant has been hired to assist in refining incident response processes.
- Training sessions are scheduled for fall implementation.

Leadership Development:

- Planning is underway for the Fall In-Service **Leadership Series**, to be led by Chris Yokem.
- The long-term goal is to establish this as an annual program.

Student Mentorship:

- Alexander and Dan conducted interviews and selected **three student mentors** to support peer leadership and engagement.

DEI Initiatives:

- A new **DEI Newsletter** has launched, highlighting campus community members and their stories.
- An LCC basketball player was recently interviewed and featured.

“Chill and Chat” Series:

- This ongoing discussion series addresses various student interests and concerns.
- Feedback has been very positive and supportive of its continuation.

Cowlitz Tribe Partnership:

- The Cowlitz Tribe has agreed to participate in next year’s **Multicultural Graduation Celebration**.
- They have also expressed willingness to attend and support additional events upon request.

Associated Students of Lower Columbia College

Campus Events:

- The **All-Campus BBQ** and **PrideFest** were successfully held, contributing to a strong year of engagement.
- A total of **90 programs** were offered throughout the year, with **7,490 attendees**, representing **57.35%** of last year’s attendance.

ASLCC Leadership:

- The **2025 ASLCC Executive Team** has been selected.
- **Mara Slabu**, the new Executive Director, attended this Board Meeting to introduce herself.

Commencement Week Activities:

- Upcoming events include **cap and gown distribution**, **cap decorating**, and **Fluff-a-Stuff** for graduates.

Recognition:

- A sincere thank you was extended to this year’s **ASLCC Executive Board** for their leadership and service.

Faculty Association of Higher Education/LCC

- No Report

Washington Federation of State Employees/LCC

- **Acknowledgements:**

Tracy echoed Sue’s acknowledgments and sentiments, expressing appreciation for the efforts and accomplishments across campus.

- **Leadership Series:**

The upcoming **Leadership Series** being developed by Dan has generated enthusiasm, particularly among classified staff.

- **Campus Communication:**
Positive feedback continues regarding the **improved communication** across departments and teams.
- **Planning and Preparation:**
The campus is actively **gearing up for summer activities** and planning for **Fall Quarter**.

10. PUBLIC COMMENT - there was none.

11. INSTITUTIONAL MONITORING –

- a. Tuition Rates & Waivers
- b. Institutional Excellence & Community Enrichment Monitoring Report
 - i. Wendy Hall, Dan Ruiz, Kendra Sprague, and Nolan Wheeler presented the **Institutional Excellence & Community Enrichment Monitoring Report** to the Board.
- c. 2024-25 Operating Budget - Presented by Nolan Wheeler

12. BOARD BUSINESS/INFORMATION ITEMS –

- a. Discuss the Agenda for the Summer Workshop
 - i. **Annual Review**
 1. The workshop will include the annual review of Key Performance Indicators (KPIs) and mission fulfillment.
 - ii. **PACE Survey**

A comprehensive review of all 46 PACE Survey questions will be conducted to determine if updates or new focus areas are needed.
 - iii. **Policy and Bylaw Review**
 1. The agenda will include a review of current policies and bylaws.
 - iv. **Strategic Plan**
 1. A brief review of the current Strategic Plan to set the foundation for updates.
 2. Discussion on updating the next Strategic Plan with annual priorities and a refreshed list of objectives.
 - v. **Student Trustee Representation**
 1. Liz proposed exploring the inclusion of Student Trustees to bring student voices directly to board meetings.
 2. Bogi shared that while some other colleges have student trustees, those students often do not attend board meetings regularly. This is an item for future consideration.
 - vi. **Athletic Scholarship**
 1. Kendra mentioned topics related to the athletic scholarship program.
 - vii. **Increasing Male Enrollment**
 1. The challenge of increasing male enrollment was noted as an ongoing concern.
 - viii. **Stretch Goals vs. Mission Fulfillment**
 1. Discussion centered on the difference between stretch goals and mission fulfillment, emphasizing that mission fulfillment is an

accreditation requirement. The board debated whether to retain stretch goals.

ix. **Tenure Track Discussion**

1. Board members expressed interest in exploring opportunities for faculty growth related to the tenure track process, beyond just celebratory aspects.
2. Alice Dietz suggested that the tenure track process should be celebrated more visibly, potentially hosting an event at the Rose Center.
3. Marc proposed dedicating a specific session to the Tenure Track. He consulted William Richardson, who recommended reaching out via email to him or Shelley for deeper discussion and guidance.

13. GOOD OF THE ORDER – None

14. ADJOURNMENT – With no further business, Bogyoungeung Kim moved to adjourn the meeting at 6:55 pm, Alice Dietz seconded.

On July 30, 2025, the Board of Trustees of Community College District 13 approved the minutes of the June 11, 2025, Regular Meeting.



C. Matt Seimears, Secretary to the Board