LOWER COLUMBIA COLLEGE
BOARD OF TRUSTEES

MINUTES

July 30, 2025

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1. **CALL TO ORDER (DETERMINATION OF QUORUM)**

Chair Silva called the regular meeting of the District 13 Board of Trustees to order at 8:31 a.m. on Wednesday, July 30, 2025, in the Heritage Room 100 in the Administration Building of Lower Columbia College. The LCC Board of Trustees also offered the meeting via Zoom. The following individuals were present when the meeting was called to order, establishing a quorum.

BOARD OF TRUSTEES:	Marc Silva, Chair Bogyeong Kim, Vice Chair Liz Cattin Alice Dietz Mike Karnofski
COLLEGE PRESIDENT:	Matt Seimears

2. **INTRODUCTION OF GUESTS**

Nolan Wheeler, Kristen Finnel, Kendra Sprague, Shelley Williams (AG), Dan Ruiz, Lucas Meyers, Tracy Stanley, Wendy Hall, Tracy Powell, Sherie Hockett, Janel Skreen, Lindsey Seimears, George Raiter, Mark McCrady, Wesley Benjamin, Fox Leavens, Richard Arquette, Bryanna Doumit, Morgan Salisbury, Cory Lopez, Angie Rogers, and Mike Kleiner.

Virtual Attendees: Jim Lemeron, Adena, Asha Riley, Mark Gaither, Ian King, Rae Ette Newman, April Tovar, Karen Clooninger, Magnus Altmayer, MF, Taryn Williams, Michal Ann Ure, Alyssa, Sam Orth, Ashleigh Kruckenberg, Dona Meyers, Emme McCarthy, Jay Longshore, Jolynn Amrine, John Jacobs, Karissa Vickaryous, Minka Atkinson, Nichole Baker, Reba Rukkila, Sarah, Shane Rivera, Snote, Stephani Gilberti, Alexander Ivory-Brown, John Doe, and Laura Sampson.

3. **APPROVAL OF AGENDA**

MOTION: By Trustee Karnofski, seconded by Trustee Cattin,

Amend the agenda and add a second executive session after Item #11.

MOTION CARRIED unanimously

4. CONSENT ITEMS

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

A. Minutes of the June 11, 2025, Regular Board Meeting
B. Minutes of the July 2, 2025, Special Board Meeting
C. Board Resolution #91 - Story Field Grandstand Project

MOTION: By Trustee Cattin, seconded by Trustee Dietz,

The consent agenda be approved as presented after additional discussion confirmed that the intent of Board Resolution #91 was to allow LCC to participate in the state sale of Bonds and Certificates of Participation (COPs)

MOTION CARRIED unanimously

5. PUBLIC COMMENT

- Janel Skreen, LCC Director of Environmental Health and Safety, provided a public comment about Presidential stewardship.
- Dr. James Lemerond, President of Bellingham Technical College, provided a public comment about Presidential evaluations in Washington State.
- Mary Beth Tack, Kelso School District Superintendent, provided a public comment about the PK-12 partnership.
- Kirk Roland, LCC Athletic Director, provided a public comment about support for President Seimears.
- Mark Gaither, LCC Business Technology Faculty, provided a public comment about advancements and positive changes.
- Dr. Karen Cloninger, Longview School District Superintendent, provided a public comment about collaborative partnerships.
- Sherie Hockett, LCC Payroll Manager, provided a public comment about the ethics and timing of the President's evaluation survey.
- Wes Benjamin, Kalama School District Superintendent, commented publicly about the collaborative partnership.
- Jason Arrowsmith, LCC Director of Security, provided a public comment about the Presidential survey.
- David Wallis, LCC Director of Information Technology, provided a public comment about President Seimears' leadership.
- Dr. Asha Riley, Superintendent of Woodland School District, provided a public comment about President Seimears' partnership with local superintendents.
- Dr. Rae Ette Newman, Dean, College of Education - Eastern Oregon University, provided a public comment about President Seimears' leadership.
- George Raiter, Former LCC Board Trustee, provided a public comment about community relations.
- Mike Kleiner, Discovery High School Principal, provided a public comment about -District-College work.
- Mark McCrady, LCC Foundation Fundraising Committee Member, provided a public comment about Vocational Programs and progress on the new Vocational Center.

- Ian King, LCC BAS/OER Librarian, provided a public comment about student support and budget transparency.
- Fox Leavens, LCC Language & Literature Instructor, provided a public comment about voice and budget cuts.
- Richard Arquette, a former LCC employee, provided a public comment about budget reductions.
- Julia Mitchel, LCC Tutoring Center Program Manager, provided a public comment about optics and authority.

6. COLLEGE INPUT (Reports)

A. LCCFAHE Report - LCCFAHE Union President Lucas Myers

a. The governance model started taking shape after the hiring of President Dr. Seimears. Faculty is taking more ownership, collaborating, and moving in the right direction rather than the historical transactional governance process.

b. Concerns about President Seimears' recent performance appraisal.

i. HR sent out the appraisal on the same day significant budget cuts occurred, and people were upset.

ii. The appraisal was sent to random participants; however, access was not restricted to that group, so the appraisal was forwarded to non-randomized employees.

iii. Faculty received the appraisal during non-contract days.

c. Continue to work through the Governance Council to push education forward and do what is right for LCC students.

B. WFSE Report - WFSE Union President Tracy Stanley

a. Reflected on recent events and history as a classified staff union representative during her tenure.

b. Recent budget deficits put a strain on the college community and forced the administration to make difficult decisions in a thoughtful way that will best serve our students.

c. Thanked and applauded President Seimears' leadership, transparency, communication, openness, and ability to make difficult decisions for the college's and students' mission.

7. BOARD WORKSHOP TOPICS

A. Strategic Planning and Institutional Monitoring

1. KPI Performance Review (Scorecard)/Mission Fulfillment Summary

   a. The scorecard provided to the Board summarizes Lower Columbia College's most recent institutional effectiveness results based on the 2024-25 Institutional Monitoring Reports. The scorecard includes a complete list of key performance indicators (KPIs) grouped by mission area, and if indicators are below, or meet/exceed mission fulfillment.

2. Review and approve 2025-26 Annual Priorities/Strategic Plan

   a. Each year, LCC convenes planning meetings with each institutional monitoring report review team to provide input into the college's strategic and operational planning processes. The input from these sessions forms the basis for developing the annual priorities for the coming year. The Strategic Plan incorporates the strategic initiatives, the annual priorities, and the KPIs. Newly drafted ideas have been added to the current Strategic Plan and went out for campus review in the Spring. Staff presented the 2025-26 Annual Priorities for board approval.

b. Trustee Karnofski inquired about Head Start funding and requested to add an additional item on page 10 under Institutional Excellence and Community Enrichment: "Planning for future sustainability - looking forward to Head Start and DCAP". He noted this may include TRIO, BEDA, Federal, or State Funded Programs.

MOTION: By Trustee Karnofski, seconded by Trustee Dietz,

The Board approved the 2025-26 Annual Priorities/Strategic Plan with amendments.

MOTION CARRIED unanimously

3. Moving Forward
   a. Format of monitoring report presentations next year
      i. President Seimears requested recommendations to improve the monitoring report process.
      ii. Trustee Cattin would welcome a more concise presentation highlighting one or two areas, and noted it is the Board's responsibility to know the material, allowing more discussion time. The other Board members agreed and thanked Wendy Hall for the high-level overview.
   b. Elimination of Stretch Goals?
      i. A previous board member initiated stretch goals. The terminology is more commonly used in industry than in higher education. The NWACC requirement is for colleges to define "mission fulfillment".
      ii. The Board agreed to eliminate stretch goals as long as the college strives for continuous improvement.
   c. PACE Survey focus questions
      i. Staff provided a copy of the current PACE survey to the Board for review. The survey was implemented approximately 10 years ago and has been administered several times. Previous board members requested that specific questions from the survey be included in the Monitoring Report.
      ii. Trustee Cattin recommended adding Question 5, "The institution effectively promotes diversity in the workplace", to the monitoring report and the existing list beginning next year.

B. Board Policies

1. Review Policy Governance Model (Board Policies)/Policy Review Cycle
   a. Wendy Hall called attention to the Board Policies packet and shared that Section 2 on page 6 defines the governing system of LCC. In 1999, the LCC

Board of Trustees adopted the Carver Policy Governance Model, focusing on the ends rather than the means.

b. Wendy drew attention to the Policy Review Cycle document on page 25, noted that LCC is off cycle due to transitions, and asked the Board the number of policies that should be reviewed per Board meeting to be on track proactively. The decision by the Board was to review three Board policies per meeting.
c. Trustee Karnofski pointed to Section 2.08 on page 12, which states, “Three members of the Board shall constitute a quorum for the transaction of all business.”, and on page 13, under Parliamentary Procedure, “A majority of the entire Board is required for all actions taken and for all motions passed”. Wendy Hall will clarify the language and add to the policy draft for review and approval this fall.

2. Potential Public Comment Policy
   a. Kendra Sprague advised that the LCC has public comment guidelines, but does not have an official policy. Kendra will provide additional public comment information at the September Board meeting. For clarity and consistency, Shelley Williams, Assistant Attorney General for LCC, recommended posting public comment policies and guidelines on the LCC website, reading during Board meetings immediately before the public comment section, and adding to the virtual meeting in the Zoom chat section.

C. Tenure Review/celebration/reception format
   1. Due to time constraints, Trustee Silva moved this item to the September 19, 2025, Board of Trustees meeting.

D. Male Enrollment Updates and Plan
   1. Dan Ruiz, Executive Director of DEI, Student Programming, and Housing, shared data on male students, noting that many feel pressure to enter the workforce immediately after graduation. He suggested that LCC continue partnerships with K-12 leadership and educators and explore the opportunity to bring high school students to campus so they can better envision themselves as future LCC students.

      Additional ideas include inviting high school instructors to teach courses on the LCC campus and finding ways for LCC faculty to engage with Discovery High School and other alternative schools.

      Trustee Dietz asked about enrollment at Discovery High School. Dan Ruiz reported approximately 68 students. Trustee Dietz suggested that LCC host a career fair to bring additional students to campus.

      Dan also emphasized the importance of providing parents with access to education and information about the college application process and financial aid. Other opportunities discussed included enabling alternative school students to earn a Microsoft certification through an internship with LCC, and expanding course offerings in computer science and robotics to appeal to both male and female students.

E. Student Trustees
   1. The Washington Association of Community and Technical Colleges (WACTC) has discussed the role of student trustees. Of the 34 colleges, two currently have student trustees, and one is considering the idea. It is not yet clear whether those student trustees serve as voting members. Trustee Cattin asked how other campuses engage student trustees and suggested creating a mechanism to share input and feedback. Dan Ruiz shared that he is working with ASLCC Executive Director Mara Slabu to explore ways to increase student input. The Board will revisit this topic in October.

8. BOARD BUSINESS/INFORMATION ITEMS

A. Board Self-Evaluation
   1. The board annually conducts a self-evaluation, both individually and collectively. A part of the accreditation standards requires the Board's self-evaluation. The Board took time to reflect on its performance as trustees and completed a self-evaluation instrument. Tracy Powell will prepare a compiled document based on board members' individual responses; then, that information will be provided for accreditation and shared at the next meeting. The evaluation process provides an opportunity for regular monitoring of Board process and performance as described in the Governance Process section of the Board's policy governance document.

B. Report of Annual Accomplishments 2024-25
   1. President Seimears and staff prepared the annual report of accomplishments. The narrative report is a compilation of data contained in the yearly monitoring reports. This report provides information to assess the performance of the College against expected outcomes or core themes. President Seimears noted that there is only one data set with decreased enrollment: Open Doors Youth Reengagement–a system that provides education and services to older youth who have dropped out of school or are not expected to graduate from high school by age 21. LCC has signed an agreement with Kelso High School and has projected that 40+ students will attend in the fall and receive individualized education plans rather than a one-size-fits-all approach.

C. 2025-26 Board Calendar Review
   1. Wendy Hall presented the 2025-26 Board Calendar for review. The calendar outlines meeting dates, board business, policy governance, and reports for the year.
   2. Trustee Karnofski inquired about the accreditation meeting on October 17, 2025. Wendy advised that the evaluators would likely hold one meeting with Board members, which would need to include only two board members to avoid any conflicts with public meeting laws. All Board members will be invited to the exit meeting on October 17 (time TBD), and Wendy suggested that Board members not all sit together at the meeting.

9. EXECUTIVE SESSION - Chair Silva announced the Board would convene in executive session under RCW 42.30.110 at 11:32 a.m. to review the performance of a public employee. Chair Silva expected the Executive Session to last 45 minutes; however, he extended the Executive Session by 15 minutes.

10. **ADJOURN EXECUTIVE SESSION** - Chair Silva reopened the public meeting at 1:00 p.m.

11. **ACTION AS A RESULT OF EXECUTIVE SESSION** – The Board took no action during Executive Session.

12. **ADDITIONAL EXECUTIVE SESSION** - At 1:02 p.m., Chair Silva announced the Board would convene in Executive Session under RCW 42.30.110 to discuss with legal counsel representing the agency litigation or potential litigation to which the agency or the Board is likely to become a party. Chair Silva expected the Executive Session to last until 1:12 p.m.

13. **ADJOURN ADDITIONAL EXECUTIVE SESSION** - Chair Silva reopened the public meeting at 1:12 p.m.

14. **ACTION AS A RESULT OF SECOND EXECUTIVE SESSION** – The Board took no action during the Executive Session.

15. **GOOD OF THE ORDER**

Kristen Finnel shared that LCC has a grant fund opportunity, which would require Board approval before August 22, 2025. Chair Silva directed Tracy Powell to poll Board members to find the best date for a Special Board meeting to address the grant.

Nolan Wheeler shared that LCC held a Vocational Building Construction Pre-Bid Informational Meeting. Attendance was positive with 82 contractors and subcontractors in attendance. The bid closing date for the project is August 19, 2025.

16. **ADJOURNMENT** – With no further business, Trustee Dietz moved to adjourn the Board meeting at 1:14 p.m. Trustee Cattin seconded the motion.

MOTION CARRIED unanimously

On September 17, 2025, the Board of Trustees of Community College District 13 approved the minutes of the July 30, 2025, Regular Meeting.

C. Matt Seimears, Secretary to the Board