

MINUTES

September 17, 2025

1. CALL TO ORDER (DETERMINATION OF QUORUM)

Chair Silva called the regular meeting of the District 13 Board of Trustees to order at 5:00 p.m. on Wednesday, September 17, 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, Chair
Bogi Kim, Vice Chair
Liz Cattin
Alice Dietz
Mike Karnofski

COLLEGE PRESIDENT: Matt Seimears

2. INTRODUCTION OF GUESTS

Others in Attendance: Nolan Wheeler, Kristen Finnel, Kendra Sprague, Shelley Williams (AG), Wendy Hall, Tracy Stanley, Alexander Ivory-Brown, Covenant Adegbami, Andre Stephankowski, and Tracy Powell.

Virtual Attendees: Laura Sampson, Richard, and Nunya Business

3. APPROVAL OF AGENDA

MOTION: By Trustee Cattin, seconded by Trustee Karnifski, the agenda be approved with an additional agenda item under Board Business to discuss the proposed renaming of Maple Street.

MOTION CARRIED unanimously

4. CONSENT ITEMS

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

- a. July 30, 2025 Board Minutes
- b. August 13, 2025 Board Minutes

- c. Revised Miscellaneous Fee Schedule
- d. Head Start/ECEAP/EHS Program Governance Structure

MOTION: By Trustee Karnifski, seconded by Trustee Cattin,
The consent agenda be approved as presented.

MOTION CARRIED unanimously

5. College Input (Reports)

President's Report - President Seimears

- LCC will host a regional FAFSA event, facilitated by ESD 112 Post-Secondary Readiness Manager Tim Merlino, on October 6, 2025. The purpose of the event is to review school-specific FAFSA data, learn about 2025-26 FAFSA updates, share best practices, and network with colleagues.

Vice President of Effectiveness and College Relations - Wendy Hall

- Enrollment update:
 - State FTE for Fall 2025 is 1,854, compared to 1,696 on the same calendar day last year (+9.3%).
 - Total FTE for the Fall quarter 2025 is 2,386, compared to 2,155 on the same calendar day last year (+10.7%).
 - 2025-26 Annual State FTE is 947, compared to 835 on the same calendar day last year (+13.4%).
 - 2025-26 Annual Total FTE is 1,157, compared to 1,013 on the same calendar day last year (+14.2%).
 - International student enrollment is 33 (+8%)
- Data Request from previous Board of Trustees meeting
 - Running Start enrollment, 2024-25: 61% female, 39% male
 - All students of traditional age (24 and younger) enrollment, 2024-25: 63% female, 37% male
 - All students of nontraditional age (25 and older) enrollment, 2024-25: 73% female, 27% male
- Accreditation Update
 - The year 7 report (Evaluation of Institutional Effectiveness) was submitted to NWCCU in August 2025.
 - Held an in-service conference session on accreditation, open to all employees, on Monday.
 - Held a faculty accreditation session during the fall 2025 assessment day, September 17, to prepare faculty for the visit.
 - Invitations were sent to Trustee Silva and Trustee Cattin to the Board of Trustees-specific accreditation meeting in October.

- All Board members will be invited to the exit meeting on October 17, 2025.

Vice President of Administrative Services - Nolan Wheeler

- Beams are being installed on the softball facility this week.
- The baseball grandstand project is still in architectural design and should go out to bid soon.
- CVTS-DES project team is finalizing the contract with Nealy Construction from Puyallup, Washington. JH Kelley is the primary subcontractor. The kickoff meeting will be scheduled soon.
- Soccer and volleyball have started.
- Shout out to Alexander Ivory-Brown for assisting with Student Housing!
- The See Something-Say Something Campaign has begun. Posters have been placed around campus and in classrooms. Students and staff should report any threats of violence. Jesus Villahermosa, the keynote speaker from the August Safety Summit, will provide an all-employee active threat training on Jan 30, 2026.

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

- Foundation
 - Capital Campaign Update:
 - Campaign Progress: As of September 11, 2025, the Foundation reached 96.42% of the campaign goal (totaling \$14,463,638). Several large gifts in the works have not been counted yet!
 - Family Campaign Task Force: A task force has been formed, consisting of staff members Michaela Jackson (Chair), Nolan Wheeler, Tracy Stanley, Danielle Casey, and Natalie Richie, as well as faculty members Adam Wolfer and Armando Herbelin, and retirees Ann Williamson (Co-Chair) and Don Correll.
 - The Family Campaign launched Monday at the LCC Fall In-Service and will run through October 17, 2025. Staff and faculty have already pledged over \$40,000.
 - LCC employee givers receive a scarf to show their pride and wear it on "Show your support Wednesdays."
 - Hosting an after-hours social for staff, faculty, and retirees tomorrow night; running prize patrols; trivia games; friendly competition between employees and retirees; October 1, 2025, tailgate at the volleyball game
 - Facilities Naming: Vocational Center
 - Chuck Martin IT Lab
 - Chuck & Pat Martin Lobby & Learning Area
 - Chuck Martin Server Room

- Allan Evald Welding Lab
 - Scholarships: The first 2025-26 scholarship cycle awarded 146 scholarships totaling nearly \$330,900. The second cycle begins on October 1 with \$450,000 available.
 - Athletic Booster letters were sent to 1,092 athletic supporters, raising \$8,700 as of September 9, 2025.
 - Audit: The Foundation's 2024-25 books are closed. Reports have been submitted to the auditor, and the audit is scheduled for next week.
 - Max Anderson was named the 2025 LCC Alumnus of the Year.
- HR Updates:
 - Sunshine Award - Summer 2025
 - Exempt winner - Alexander Ivory-Brown, Assistant Director of DEI, Student Programs and Housing
 - Classified winner - Rudy Wallace, Security Guard
 - Service Pins/Years of Service Employee Recognition - 610 combined years of service.
 - Classified Appreciation BBQ was well attended.
 - New Employee Onboarding Orientation resumed last week and was well attended.

Vice President of Instruction, Kristen Finnel

- Fall Inservice Week has been an enormous success. Faculty could attend many great conference sessions, and LCC welcomed seven new tenure-track faculty to campus. Adjunct Faculty Orientation was well attended, and new and exciting opportunities were shared with them.
- Seeing the enthusiasm around campus with the return of faculty is exciting. Enrollment continues to increase, and numerous additional class sections have been opened to accommodate the waitlisted students.
- 27 students are enrolled in the BSCS's new 4-year degree beginning this Fall.
- A few Head Start updates:
 - Senator Jeff Wilson visited Memorial Park HS Center last week.
 - United Way - Day of Caring- worked on the grounds at East HS
 - The Kelso School District also helped on the Barnes Head Start grounds.
 - Altrusa is making playdough kits for all Head Start children.
- LCC received Program Builder funding (\$110,000) from Career Connect Washington to build out Career Launch programs connected to our Welding, Early Childhood, Automation, Instrumentation & Robotics, and Education pathways. This will connect students to paid internships that also count toward college credit. These will be LCC's first Career Launch Endorsed programs. LCC will engage industry partners in this work at the fall advisory committee meetings.

- Received the Early Achiever's Grant funding for Early Childhood education and began a new partnership with the Castle Rock ECEAP program. They are sending numerous staff to participate in LCC's ECE degree program.
- The Suspenders4Hope project will kick off on Thursday with a staff and faculty training on suicide prevention.
- After some initial delays from the federal government, the \$330,000 BEDA grant was returned to us for some edits/changes. The grant was resubmitted to SBCTC, and LCC awaits final approval before the funding is released. This funding covers our College and Career Prep programs.

Assistant Director of DEI, Student Housing, Outreach, and International Programs and Housing - Alexander Ivory-Brown

- DEI
 - Continue to develop programming for faculty.
 - Developing a checklist to ensure compliance with Federal requirements.
- Housing
 - Every unit is occupied
 - 2020-21: 35 students
 - 2021-22: 42 students
 - 2022-23: 44 students
 - 2024-25: 48 students
 - 2025-26: 61 students
 - Campus Services has assisted in preparing the units, which has been beneficial.
 - Currently developing housing plans with community members.
- Outreach
 - Developing plans to put on a Showcase. High School students would attend a one/two-day camp on campus to learn what college life is like. This would involve faculty members so they can create relationships with prospective students.
 - Show students they can continue their involvement with drama, choir, the arts, and sports beyond high school.
 - Showcase non-traditional roles for students.
 - Males in nursing, females in engineering.
- International programs
 - Increasing the number of students who attend LCC. Continue to have a positive relationship with our partners in Japan. There were 19 students in 2024, and 21 students in 2025.

Associated Students of LCC - Covenant Adegbam, Administration Director

- Plan: Host high-quality, community-involved events that effectively reach diverse audiences and positively impact students and the broader community.
- Faculty Expectations: Support ASLCC by promoting student events in class, being open to engaging more with Student Government, showing their presence at student-led activities, providing transparent feedback,

and including student representatives in meetings and faculty-related discussions.

- Mission Statement: To bridge the gap between the student government and faculty to better advocate for and represent the needs of students. ASLCC is committed to building a stronger two-way relationship between student leaders and faculty, ensuring students' voices are heard and supported more effectively.

Faculty Association of Higher Education/LCC

- No report

Washington Federation of State Employees/LCC - Tracy Stanley

- Classified staff are busy finishing projects and starting new ones.
- Looking forward to having more students on campus.
- Classified BBQ received good feedback.
- Keynote and professional development sessions received good feedback. There was less participation than hoped for as the Admissions Building was opened for business at the last minute.
- Gearing up for Monday.
- Statewide convention first week of October. Re-elect statewide officers.

Head Start/ECEAP/EHS, Budget Status, Program Reports, and *Seattle Times* Article Written Report

- Mindy Leasure provided the Head Start/ECEAP/EHS Budget Status and Program Reports to the Board in written format. The Board had no questions.

6. PUBLIC COMMENT - none

7. INSTITUTIONAL MONITORING

- a. FY25 Year-End Budget Review - Vice President Nolan Wheeler shared the LCC Funds Equity Summary and Operating Revenue and Expenditure Activity for review and discussion. Trustee Karnofski noticed a decrease in the equity fund balance, which includes the bookstore and food services. Vice President Wheeler explained that an alternative fund could be used, if needed, to cover related expenses.

8. BOARD BUSINESS

- a. FY26 Operating Budget - Vice President Nolan Wheeler presented the balanced LCC FY26 Operating Budget Summary for the Board's review and discussion.

MOTION:

By Trustee Karnofski, seconded by Trustee Kim,
The FY26 Operating Budget should be approved as presented.

MOTION CARRIED unanimously.

- b. Committee Assignments – The Board reviewed 2024-25 committee assignments and confirmed the 2025-26 Board representation on college and state committees. The Board made no assignment changes.
- c. Review Board Self-Evaluation - The Board reviewed and discussed the results of the July self-evaluation. Trustee Cattin observed that the Board members were aligned.
- d. Athletic Facility Sponsorship – Vice Presidents Kendra Sprague and Nolan Wheeler presented the Athletic Facility Naming and Sponsorship Plan and shared schematics of the new stadium. With the addition of a \$5.5 million state-of-the-art multi-purpose stadium, LCC is strengthening its commitment to students, athletics, and community. Trustee Karnofski inquired about uniform naming rights. Vice President Wheeler stated that Rightline sponsors the LCC Basketball team and includes a small logo on the uniforms.
- e. Tenure Review/Celebration/Reception Format - Kristen Finnel provided options for the Board to receive tenure review documents. The Board requested that the Office of Instruction provide them with an annual Tenure Review binder containing all materials. The binders will be collected from the Board each year once the review process is complete. The March 2026 Board meeting will be scheduled at 4:00 p.m., so the Board can attend the Tenured Faculty Celebration Reception from 5:00-6:00 p.m.
- f. Public Comment Protocols - Vice President Kendra Sprague reviewed peer institutions and collaborated with the Executive Leadership Team to draft public comment protocols for the Board’s consideration. The Board directed staff to implement a 15-minute public comment period, allowing the Board Chair discretion to extend as appropriate. Staff will post the protocols on the college website under *Board of Trustees: Agendas & Minutes*. Future Board agendas will include a link to instructions on “How to make a Public Comment”.
- g. Proposed Renaming of Maple Street – The Board discussed a proposal from a Longview City Council member to rename a portion of Maple Street near the college after Charlie Kirk. Vice President Wheeler shared that he analyzed the financial implications of an address change at the City’s request. The Board subsequently directed Staff to send a letter of opposition to the City of Longview.

9. POLICY GOVERNANCE

- a. Board Policy Review - At the July 30, 2025, Board meeting, Trustees agreed to review three policies per month to return to the regular review cycle proactively.
 - i. [2.01 - Governance Commitment](#)

- ii. [2.02 - Governing Style](#)
- iii. [2.03 - Board Job Description](#)

MOTION: By Trustee Cattin, seconded by Trustee Karnofski, to approve policy 2.01 and 2.02 as presented; to waive the minimum two-meeting policy review requirement; and to approve the proposed language changes in policy 2.03 as presented.

MOTION CARRIED unanimously.

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 - N/A

14. ADJOURNMENT – With no further business, Chair Silva called for a motion to adjourn the meeting at 6:11 p.m.

MOTION: By Trustee Kim, seconded by Trustee Cattin,
The meeting be adjourned.

MOTION CARRIED unanimously

On October 15, 2025, the Board of Trustees of Community College District 13 approved the minutes of the September 17, 2025, Regular Meeting.



C. Matt Seimears, Secretary to the Board