

# MINUTES

April 17, 2024

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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, April 17, 2024, in the Administration Building Heritage Room. The 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 (Via Zoom)

**COLLEGE PRESIDENT:** Matt Seimears

**2. INTRODUCTION OF GUESTS**

Wendy Hall, Sue Orchard, Nolan Wheeler, Kendra Sprague, Shelley Williams (AG), Richard Arquette, Theresa Stalick, Kirk Roland (Via Zoom), Mickey Polis (Via Zoom), Griffin Sauters (KLOG Via Zoom), and Bryanna Doumit.

**3. APPROVAL OF AGENDA**

**MOTION:** By Mike Karnofski, seconded by Liz Cattin,

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 March 20, 2024 Regular Board Meeting**

**MOTION:** By Liz Cattin, seconded by Mike Karnofski,

That the consent agenda be approved as presented.

**MOTION CARRIED unanimously.**

**5. COLLEGE INPUT**

**5A. President's Report** – President Matt Seimears shared

On behalf of the Executive Leadership Team, President Seimears presented each past Board chair an honorary plaque to express appreciation for each individual serving as chair.

Next, President Seimears asked each vice president to report on their respective areas.

Vice President of Effectiveness and College Relations – Wendy Hall

- ✓ Enrollment for Spring is looking very strong
- ✓ The BSN proposal has been submitted to the Northwest Commission
- ✓ Working on commencement stage party preparations
  - Details for the stage party rehearsal will be sent out soon

Vice President of Administrative Services - Nolan Wheeler

- ✓ Working on next year's operating budget
  - Will be presented to the Board in June for approval
- ✓ The FY23 financial statement audit is close to completion
- ✓ Has been in constant contact with the project management team for the Story Field improvement project
- ✓ Provided an update on LCC sports teams so far this season

Vice President of Student Services - Sue Orchard

- ✓ Registration is identifying about 100 fraudulent applications each week
  - Implementing additional practices to assist with mitigating this issue
- ✓ Anticipating that the financial aid team will be able to start processing student FAFSAs on June 8<sup>th</sup> and the process will be condensed into a three-week period
- ✓ Partnering with Youth and Family Link this Friday to provide FAFSA application help to potential students and will be holding an additional FAFSA support event on campus next Wednesday
- ✓ Commencement will be held on June 14<sup>th</sup> at Kelso High Stadium
- ✓ The newly hired director of international programs will be providing an international program report to the Board next month

Vice President of Foundation, HR & Legal Affairs - Kendra Sprague

- ✓ The scholarship application process is open and closes in April
  - Over \$675,000 worth of scholarships to award this year
- ✓ The students in need campaign launched in mid-March and is nearly halfway to the fundraising goal
- ✓ The application process for exceptional faculty and foundation grants has opened and will be awarded in late May
- ✓ The Capital Campaign has reach about 76% of the fundraising goal
  - Holding a meet and greet with President Seimears as part of the alumni giving portion of the campaign
- ✓ Heavy employee recruitment continues in HR
- ✓ The faculty hiring process has unfortunately resulted in two failed searches
- ✓ The WSFE bargaining process will begin next week

**5B. ASLCC Report** – Charlotte Curry presented on behalf of the student union. The ASLCC is keeping busy planning events for students and encouraging campus retention. The recent club fair had high participation and the ASLCC has been funding

some club requests. The ASLCC has also begun this year's hiring process. There have been 27 applications received for eight open ASLCC positions.

**5C. LCCFAHE Report** – LCCFAHE Union President Lucas Myers reported on behalf of faculty. Heidi Bauer made the waitlist to study post-colonial French culture and renewable energy in Antigua this summer. She was also interviewed last week for an episode on The Department Chair Leadership podcast. Nursing faculty are excited for the potential of adding a Bachelors of Science in Nursing to LCC programs. The Fighting Smelt Speech and Debate Team attended a tournament in Reno at which 52 schools competed, spanning from California to Virginia and Illinois to Texas. Eight students represented LCC, including 2 Running Start, 2 International, 2 “traditional,” and 2 “non-traditional” students. Two students advanced to semifinals in international public debate. The Business Achievement Center has expanded services to students. Lastly, the contract maintenance team will be meeting this spring to tidy up some language in the contract from contract negotiations, as well as the upcoming COLA.

**5D. WFSE Report** – WFSE Union President Tracy Stanley presented on behalf of classified staff. Tracy noted that heavy workloads and short staffing are still presenting issues in some areas, but recruitment is continuous. The union is hoping to address some turnover concerns with OFM regarding pay scales. WFSE is also preparing initial proposals for contract bargaining.

**5E. Head Start/ECEAP Written Report** – A written report was submitted to the board and no members had any questions.

**5F. Other** – None.

**6. INSTITUTIONAL MONITORING**

**6A. Preparation for College Level Studies Monitoring Report** – Theresa Stalick presented Cycle 25 of the Preparation for College Level Studies Monitoring Report. No action is needed after review of this report.

**7. PUBLIC COMMENT** – None

**8. BOARD BUSINESS/INFORMATION ITEMS**

**8A. Workshop: ASLCC S&A Budget** –To assist with reviewing the ASLCC S&A Budget in May, Chair Silva requested a workshop be provided to the Board on the budget. Richard Arquette presented to the Board and provided an overview on S&A fees and what the fees support/have invested in, S&A Revenue by Fiscal Year, The S&A Budget timeline, and an update on the student support fee approved in last year's budget. Lastly, Richard provided an opportunity for questions on the budget process.

**9. EXECUTIVE SESSION** – None

**10. ADJOURN EXECUTIVE SESSION** – N/A

**11. ACTION AS A RESULT OF EXECUTIVE SESSION** – None

12. **GOOD OF THE ORDER** – None

13. **ADJOURNMENT** – With no further business, Chair Silva called for a motion to adjourn the meeting at 6:33 p.m.

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

That the meeting be adjourned.

**MOTION CARRIED unanimously.**

**On May 15, 2024, the Board of Trustees of Community College District 13 approved minutes of the April 17, 2024 Regular Meeting**

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C. Matt Seimears, Secretary to the Board