

# MINUTES

June 12, 2024

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**1. CALL TO ORDER**

(DETERMINATION OF QUORUM)

Vice Chair Bogyong Kim called the regular meeting of the District 13 Board of Trustees to order at 5:00 p.m., on Wednesday, June 12, 2024, in the Lower Columbia College Administration Building Heritage Room 100. 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:** Bogyong Kim  
Alice Dietz  
Mike Karnofski  
Liz Cattin

**COLLEGE PRESIDENT:** Matt Seimears

**2. INTRODUCTION OF GUESTS**

Sue Orchard, Wendy Hall, Kristen Finnel, Nolan Wheeler, Kendra Sprague, Shelley Williams (AG), Tracy Stanley, and Bryanna Doumit.

- President Seimears introduced this year's employee of the year winners, Ale Sanchez and Jonna Mallery.

**3. APPROVAL OF AGENDA**

**MOTION:** By Alice Dietz, seconded by Liz Cattin,

That the published 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 May 15, 2024 Regular Board Meeting**

**4B. 2024-25 Quid Pro Quo Agreement with the LCC Foundation**

The LCC Foundation Board has approved.

**4C. 2024-25 Early Learning Center Rate Increase Proposal**

The Lower Columbia College Early Learning Center is proposing a rate increase for the 2024/2025 academic year to go into effect September 2024.

**4D. Departmental Policy & Procedure – Head Start Standards of Conduct**

The Lower Columbia College Head Start is proposing a departmental policy and procedure update.

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

That the consent agenda be approved as presented.

**MOTION CARRIED unanimously.**

**5. TENURE CONSIDERATION**

**5A. Executive Session** – The Board of Trustees, along with the Deans, President and Vice Presidents Kristen Finnel and Kendra Sprague, reviewed probationary faculty materials in detail during the June 12, 2024 executive session, and had no reason to go into executive session for further review.

**6B. Adjourn Executive Session** – N/A

**6C. Action as a Result of Executive Session**– As a result of hire date, two faculty are off the “typical” tenure review cycle by one quarter. If the Board decides to non-renew any of the 1st or 2nd year probationary faculty, it must be done in public session. No formal action is required for the continuation in the probationary process. The Board decided that both probationary faculty will continue on the probationary process and no action is needed.

**6. COLLEGE INPUT**

**6A. President’s Report** – President Seimears asked each vice president to report on their respective areas.

Vice President of Effectiveness and College Relations, Wendy Hall

- ✓ Noted that enrollment is a little lower compared to the last report, which is typical for the end of the quarter with some last-minute adjustments
- ✓ Will be holding the summer assessment institute in July and a summer open house on August 1<sup>st</sup>

Vice President of Administrative Services - Nolan Wheeler

- ✓ Started the process of accessing the congressional funding from Glusenkamp Perez’ office
- ✓ The design of the softball facility is nearly complete and then the project will go out to bid
- ✓ Meeting with the architect group tomorrow to finalize some details for an accurate cost proposal on Story Field
- ✓ Had to report a couple of instances of individuals using stolen identities to access financial aid totaling \$26,000
- ✓ LCC’s softball and baseball teams took third in their respective NWAC tournaments
- ✓ Alice Dietz inquired about an update on the water main running through campus

- Nolan noted that the request to remove the water main has been added to the Vocational Building budget and there is a consultant working on collecting an accurate cost proposal for the move

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

- ✓ The capital campaign has raised about \$12MM, which is about 80% of the goal
- ✓ The LCC alumni association is sponsoring a table every Thursday at the local “concerts at the lake” series
- ✓ The employee Giving Campaign was launched at the All Staff Meeting on May 30 and has received about 15 new employee givers
- ✓ The alumna of the year has been selected
- ✓ A ribbon cutting for the naming of the nursing simulation lab will be held on July 16<sup>th</sup>
- ✓ New Title IX regulations will go into effect August 1<sup>st</sup> and Board action will be required during the July workshop to adopt emergency rules
- ✓ Bargaining with the WFSE will continue throughout the summer
- ✓ The HR team is working to finish this year’s faculty hiring
- ✓ There were a lot of great ideas shared regarding the faculty hiring process during a recent governance council meeting

Vice President of Student Services, Sue Orchard

- ✓ There are 633 students eligible to graduate this year and about 370 students have registered for participation in commencement
- ✓ The annual Multicultural Grad Night will be held tomorrow evening
- ✓ Working to develop an MOU with Clatskanie and Rainier to allow those students to participate in the Running Start program

Vice President of Instruction, Kristen Finnel

- ✓ Hoping to recruit two tenure track nursing faculty, if the applicant pool allows
- ✓ The BAS-OLTM and BAS-TE receptions and nursing pinning ceremony will be held this week, along with commencement

**6B. ASLCC Report** – Richard Arquette provided a report on behalf of students.

- The ASLCC has completed the student budget process
- The end of the year all campus BBQ was well attended with 413 attendees
- Natasha Allen and Kat Harlan were selected as faculty members of the year out of a very large amount of nominations
- Student programs will be hosting many summer programs and trips, including the summer bridge program
- LCC will be hosting a “train the trainer” event, a leadership development program
- Welcome weeks will be held at the beginning of fall quarter to welcome students back to campus and provide assistance to all new students
- There were 27 applications for ten open positions in student government this year, and all positions have been hired

**6C. LCCFAHE Report** – LCCFAHE Union President Lucas Myers presented on behalf of faculty.

- As Richard mentioned, the faculty of the year awards are decided by the students and this year's full time faculty winner was Natasha Allen and adjunct faculty winner was Kat Harlan
- LCC Drama just completed six successful performances in Center Stage Theater in the Rose Center for the Arts over two weekends of the play Stop Kiss by Korean American playwright Diana Son
  - Fall performances will occur from November 19-23
- Josie Zbaeren and Sue Akins Fields will be delivering children's books to 12 early learning centers in Cowlitz County this Wednesday along with some art supplies and LCC swag as part of recruitment/retention outreach
  - Will also be delivering Early Achievers Grant information to the ELC director's and will attend 3 ELC staff meetings in July to explain the EA grant to their employee's as well as the WAC's regarding education for child care professionals
- The recent Governance Council meeting focused on collaboration to improve the timeline and process for recruiting and hiring talented faculty to LCC
- Morgan Salisbury is the first Fulbright Scholar Award recipient at LCC
  - There is an article that came out online in the Daily News today
  - Scholars selected for this award are required to advise and/or mentor students, assist in faculty, curriculum, and/or program development, conduct a research project designated by the host institution, conduct a research project of the applicant's choosing, teach graduate and/or undergraduate courses designated by the host institution, and teach graduate and/or undergraduate courses of the applicant's choosing
  - In addition to being a prestigious academic exchange program, the Fulbright Program is designed to expand and strengthen relationships between the people of the United States and citizens of other nations and to promote international understanding and cooperation

**6D. WFSE Report** – WFSE Union President Tracey Stanley provided a report on behalf of classified staff.

- Staff are preparing for all of the projects that will be completed during the summer while the majority of students and faculty are off campus
- WFSE is working on bargaining and it is going smoothly so far
- Staff had a lot of positive comments to share on the Spring Reception event
- Recently had a leadership conference and steward trainings are coming up

**6E. Head Start/ECEAP Written Report** – A written report was submitted to the board and no members had any questions.

**6F. Other** – None

## **7. INSTITUTIONAL MONITORING**

**7A. Institutional Excellence & Community Enrichment Monitoring Report** – Cycle 25 of the monitoring report was presented by Kendra Sprague, and Nolan Wheeler, and Wendy Hall.

**MOTION:** By Alice Dietz, seconded by Liz Cattin,

That the Mission Fulfillment and Stretch Goals for “Employee Sense of Belonging” for the Institutional Excellence & Community Enrichment Monitoring Report be approved as presented.

**MOTION CARRIED unanimously.**

8. **PUBLIC COMMENT** – None

9. **BOARD BUSINESS/INFORMATION ITEMS**

9A. **2024-25 Operating Budget – Presented by Nolan Wheeler**

The total operating revenue budgeted for FY 2025 is \$35,146,776, which is an increase of \$3.3MM from the prior year. Total operating revenue comprises revenue from several different sources including, the state appropriation, student tuition/fees, and other miscellaneous local revenue. Total operating expenditures for FY 2025 are \$35,146,776, which is an increase of \$3.3MM from the prior year. This increase is largely due to the COLA/Health Benefit increases, additional nursing enrollments, additional nursing SIM lab equipment, and funding to better serve homeless students which is funded by the state legislature this year.

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

That the fiscal year 2024-25 Operating Budget of \$35,146,776 be approved as presented.

**MOTION CARRIED unanimously.**

9B. **Emeritus Consideration**

The Emeritus and Sabbatical Review Committee met to review documentation recommending Emeritus status for retired faculty member Dr. David McCarthy. The Committee supported the request, which is being brought forth for Board consideration.

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

That the title of Faculty Emeritus be conferred to Dr. David McCarthy as recommended by the Emeritus and Sabbatical Review Committee, and in accordance with administrative policy 319.

**MOTION CARRIED unanimously.**

9C. **Discuss Agenda for the Summer Workshop (7/19/23)**

Board members were provided a draft to use as a starting point in developing the final agenda for the workshop on July 19, 2023. Historically, this workshop covers such topics as the Board’s self-evaluation, the annual report of accomplishments and the president’s evaluation/contract. The workshop also typically provides time for strategic visioning for the college.

President Seimears offered board members an opportunity to give input for agenda items. Mike Karnofski recommended the presentation from WSW on labor force data. Kendra also noted that there will be an emergency rulemaking item needed on the agenda as a result of the Title IX changes. Liz Cattin requested a DEI update and President Seimears noted that the new DEI Director will begin in July and can be included in that report. Kristen inquired about the Boards interest in having additional presentations from faculty highlighting various departments and Wendy noted that these can be tied to the monitoring report presentations. The agenda will be adjusted according to board input.

10. **EXECUTIVE SESSION** – None
11. **ADJOURN EXECUTIVE SESSION** – N/A
12. **ACTION AS A RESULT OF EXECUTIVE SESSION** – None
13. **GOOD OF THE ORDER** – Alice Dietz noted that she attended the NWAC Hall of Fame and the awardees from LCC spoke very highly of the college.
14. **ADJOURNMENT** – With no further business, Vice Chair Kim called for a motion to adjourn the meeting at 6:15p.m.

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

That the meeting be adjourned.

**MOTION CARRIED unanimously.**

**On July 31, 2024, the Board of Trustees of Community College District 13 approved minutes of the June 12, 2024 Regular Meeting**

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C. Matt Seimears, Secretary to the Board