

MINUTES

July 31, 2024

1. CALL TO ORDER

(DETERMINATION OF QUORUM)

Chair Marc Silva called the regular meeting of the District 13 Board of Trustees to order at 8:31 a.m., on Wednesday, July 31, 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: Marc Silva
Liz Cattin
Mike Karnofski
Alice Dietz
Bogyong Kim (Via Zoom)

COLLEGE PRESIDENT: Matt Seimears

2. INTRODUCTION OF GUESTS

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

3. APPROVAL OF AGENDA

MOTION: By Mike Karnofski, seconded by Liz Cattin,

That the agenda be approved as presented with the addition of two five-minute breaks between item 5 and 6 and between item 9 and 10.

MOTION CARRIED unanimously

4. CONSENT AGENDA

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

4A. Minutes of the June 12, 2024 Special Board Meeting

4B. Minutes of the June 12, 2024 Regular Board Meeting

MOTION: By Mike Karnofski, seconded by Marc Silva,

That the consent agenda be approved as presented.

MOTION CARRIED unanimously.

5. COLLEGE INPUT

5A. President's Report – President Matt Seimears shared that he attended the WACTC summer presidents retreat and there was a packed agenda and a lot of discussion. Topics included upcoming effects of AI, effects of inflation, etc. Matt also shared that he was recently part of a new presidents initiative nationwide, recommended by a representative of EAB. During this initiative, Matt was able to look at national data and trends. LCC was noted to be ahead of the curve in regards to financial aid initiatives. As mentioned on the self-evaluation provided to the Board, Matt is currently on ten boards on behalf of the college and continues that work. Matt also shared that LCC is gaining ground on the year 6 and year 7 accreditation reports for the NWCCU. He also met with Wendy yesterday to discuss strategic planning for the college in depth. Lastly, Matt shared that the college continues work on the partnership with the Cowlitz Black Bears.

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

Vice President of Effectiveness and College Relations, Wendy Hall

- ✓ As of close of business July 29, State FTE for Summer quarter is up 17.1% and total FTE for Summer quarter is up 22.8% compared to the same calendar day last year
 - State FTE for Fall quarter is up 5.7% and total FTE for Fall quarter is up 6.5% compared to the same calendar day last year
 - The Pre-Pandemic Difference for Summer State FTE is -6.9%, compared to -20.4% and for Fall State FTE is -17.2%, compared to -21.9% on the same calendar day last year
- ✓ Shared comments received on Alice Dietz commencement speech
- ✓ Put together an LCC care package for Senator Marie Glusenkamp Perez, a recommendation from Marc Silva and Bogyong Kim
- ✓ The new Executive Director and Assistant Director of DEI will be joining the college's monitoring review teams
- ✓ The annual Open House and Career Pathways event will be held tomorrow afternoon from 4:00-6:30
- ✓ Another successful Summer Assessment Institute was held last week
- ✓ Will be submitting the PRFR Year-6 accreditation report in August and more details will be shared at the September Board Meeting
- ✓ The Year-7 accreditation report, focused on student outcomes, will include a visit and will be conducted in 2025

Vice President of Student Services, Nolan Wheeler

- ✓ The finance department is working on the year-end close
- ✓ Updated the Board on various capital projects, including HVAC work, softball and baseball facilities improvements, etc.
- ✓ LCC will host the Safe Schools Summit for the third year in a row next week, that includes public safety officials and officials from local school districts

- Alice inquired about what type of safety training occurs at the event and Nolan noted that there is a range of training topics that individuals can choose to attend

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

- ✓ The capital campaign has reached 85% of the goal, with the alumni campaign launching next week
- ✓ A \$90,000 matching opportunity for the capital campaign has been raised from a combined gift
- ✓ The LCC Foundation will be sponsoring a table at the concerts at the lake series every Thursday to assist with growing the alumni association
- ✓ There is a robust communication plan in place, set to start next week, to support the campaign, including radio adds
- ✓ The Foundation Board retreat was held earlier this month that ended with a ribbon cutting for the naming of the Richard Nau simulation lab
- ✓ The manual inputting of financial aid has slightly delayed this scholarship awarding process
- ✓ Foundation net assets are at \$33.8MM as of end of FY24, a 33.5% growth
- ✓ This year, the foundation has provided \$1.7MM in support to the college
- ✓ The bargaining team continues work with WFSE to solidify a contract
 - Compensation proposals have to be approved by OFM
- ✓ Working on Title IX changes to ensure that updates are made by the required date of August 1

Vice President of Student Services, Sue Orchard

- ✓ LCC continues to gain momentum on bringing back in-person events, including welcome events for students the first week of fall quarter
- ✓ A lot of planning is occurring around student and workforce services for fall quarter
- ✓ Workforce programs will be bringing a mobile health clinic on site
- ✓ The financial aid team has been very solution focused during the FAFSA simplification process
- ✓ Trustee Cattin inquired about the mobile health clinic and Sue noted that the clinic is free to students

Vice President of Instruction, Kristen Finnel

- ✓ Updated the Board on a newly approved automotive accreditation
- ✓ There are a total of 155 students enrolled in all three bachelors' programs
 - 20 students have enrolled so far in the newly approved BSN program
 - 26 students have enrolled in the BAS-OLTM, 4 students from articulation agreements with Perry Technical Institute
 - 32 students have enrolled in the BAS-TE
- ✓ There are 69 individuals enrolled in the new paraeducator program, an Associate's Degree that leads into the BAS-TE, compared to 12 enrolled last quarter
 - Looking into an online option for this program
- ✓ LCC is looking at a potential ELL endorsement
- ✓ The proposal for the BS in Computer Science has been completed and sent out for external review, and feedback was positive

- ✓ Working with the Department of Licensing to potentially start a Driver's Education School on campus as a result of a new senate bill that requires drivers education for individuals 18-25
- ✓ Mindy Leasure, director of Head Start, is planning on submitting a focus grant to the Community Foundation of Southwest Washington
 - Liz Cattin asked for more clarification on what the funds would be used for

5B. ASLCC Report – Due to students being on summer break, no report was provided.

5C. LCCFAHE Report – Due to faculty being on summer break, no report was provided.

5D. WFSE Report – Tracy Stanley presented on behalf of classified staff. Staff are busy assisting faculty and staff while working on summer projects and preparing for fall quarter. Tracy also presented an update regarding WFSE bargaining. President Seimears noted that this has been a large topic amongst Presidents as well.

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

5F. Other – None

Chair Silva called for a break from 9:23 to 9:30

6. PUBLIC COMMENT – None

7. ENVIRONMENTAL SCANNING

7A. External Labor Market Data Presentation

As requested by Mike Karnofski at the June Board Meeting, Miriam Halliday, Chief Executive Officer of Workforce Southwest Washington, presented labor market data to the Trustees.

7B. Institutional Research Update on Male Enrollment Data

Wendy Hall presented an updated report on male enrollment and achievement trends at LCC. President Seimears noted that K-12 partners are sharing the same concerns and this is a topic on an upcoming superintendent meeting agenda. Kristen noted that this information is at the top of mind when program planning.

8. SETTING DIRECTION/VISION

8A. Diversity, Equity and Inclusion Update/Report

As requested by Liz Cattin at the June Board Meeting, an update was provided to the Trustees on Diversity, Equity and Inclusion work at LCC. LCC has hired an Executive Director of DEI, Dan Ruiz. President Seimears and the Executive Leadership Team provided an update on Dan's onboarding process. President Seimears noted that LCC will also be onboarding an Assistant Director of DEI. Kendra noted that HR DEI data will be presented to the ELT at the end of August and the data is looking really good. Wendy noted that Dan participated in the debrief session for the recent DEI Listening

and Feedback Sessions. There was a lot of positive information shared from LCC's students and employees during these sessions. The Trustees were provided the informational slides from the consultant's debrief session.

8B. KPI Scorecard

The scorecard provided to the Board summarizes Lower Columbia College's most recent institutional effectiveness results based on the 2023-24 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. This document provides an opportunity to look at current KPIs as well as a starting point to planning for next year. Wendy noted that the scorecard now includes more disaggregated data and looks different from year's past.

8C. 2024-25 Strategic Plan and Annual Priorities

Each year, LCC convenes planning meetings with each of the institutional monitoring report review teams to provide input into the college's strategic and operational planning processes. The input from these sessions forms the basis for development of the annual priorities for the coming year. The Strategic Plan incorporates the strategic initiatives, the annual priorities and the KPIs. The 2024-25 Annual Priorities (updated from 2023-24 but unchanged since the February retreat) and Strategic Plan (unchanged except for the Annual Priorities) are presented for board review and approval. Because revising a strategic plan during an accreditation review period is not advisable, the college plans to begin updating the entire Strategic Plan following the October 2025 Year Seven Comprehensive Accreditation Visit. Wendy noted that there are some sections of the Strategic Plan that need to be reviewed, such as the mission, vision, and values, but much of the document is a living document that involves many individuals and a lot of collaborative work on campus.

Mike Karnofski inquired about offering GED programs in additional languages, including Spanish, in additional locations, including Kelso. Mike also noted his support for engineering and cyber security programs.

MOTION: By Liz Cattin, seconded by Alice Dietz,

That the 2024-25 Strategic Plan, including annual priorities for 2024-25 with the additions recommended by Mike, be approved as presented.

MOTION CARRIED unanimously.

8D. Strategic Visioning and Planning

Trustees were provided an opportunity to discuss strategic visioning and direction of the college for next year, as well as in years to come. As mentioned during Agenda Item 8C, more in-depth strategic planning will follow the Year Seven Accreditation Visit.

9. BOARD BUSINESS/INFORMATION ITEMS

9A. Board Self-Evaluation

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 their individual performance as trustees, and completed a self-evaluation instrument. Bryanna 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.

9B. Report of Annual Accomplishments for 2023-24

President Seimears and executive assistant Bryanna Doumit have prepared the annual report of accomplishments. This narrative report is a wrap-up of the data contained in the yearly monitoring reports. This report provides information to assess the performance of the College to expected outcomes or core themes. President Seimears noted that this report is a summary of all of the hard work occurring across campus and noted some highlights of the report.

9C. Meeting Interruptions – Alternate Location to Adjourn

Chair Silva noted that this request came from discussions in an ACT Trustee Tuesday Meeting. In the event of a meeting interruption, as a last resort, the Board can designate an alternate location to adjourn with the motion below.

MOTION: By Alice Dietz, seconded by Liz Cattin,

That the Board designates Room 101 in LCC's Health and Science Building as the alternate location that the Board will adjourn to in the event of an interruption under RCW 42.30.050.

MOTION CARRIED unanimously.

9D. Emergency Rule Changes to 132M-126 WAC

On April 19, 2024, the U.S. Department of Education released its Final Rule under Title IX. This rule requires institutions of higher education to adopt student disciplinary procedures addressing sex discrimination, including sex-based harassment. The deadline for implementing this new rule is August 1, 2024. In addition to complying with the new Final Rule, the college is updating its student conduct code to address the extent of the college's jurisdiction, abuse of others, abuse in later life, plagiarism with the use of artificial intelligence, deliberate damage to another's academic work, discriminatory harassment, harassment or bullying, hazing, a warning as a corrective action, expanding disciplinary terms and conditions to include campus housing suspension or termination, and procedures in student conduct matters. These new definitions of prohibited behavior and updated procedures are necessary to address conduct that may pose a threat to the general welfare of the college community and/or college operations and to protect the constitutional and procedural rights of

individual students. LCC will be following the permanent rulemaking process following the approval of the emergency rule.

MOTION: By Mike Karnofski, seconded by Liz Cattin,

That the Board adopt the emergency rule changes to chapter 132M-126 WAC as drafted.

MOTION CARRIED unanimously.

Chair Silva called for a break from 11:40-11:45

10. **EXECUTIVE SESSION** – At 11:49 a.m., Chair Silva called for an executive session pursuant to RCW 42.30.110, to review the performance of a public employee. Chair Silva stated that the executive session will last until 12:05 p.m. and no final action will be taken during this executive session.
11. **ADJOURN EXECUTIVE SESSION** – The executive session under RCW 42.30.110 ended at 12:05 p.m. and the regular meeting reconvened at 12:06 p.m. No action was taken by the Board during Executive Session.
12. **ACTION AS A RESULT OF EXECUTIVE SESSION** – It was determined that there was no action needed as a result of executive session.
 - **EXECUTIVE SESSION** –At the request of President Seimears, at 12:10 p.m., Chair Silva called for an executive session pursuant to RCW 42.30.110, to review the performance of a public employee. Chair Silva stated that the executive session will last until 12:20 p.m. and no final action will be taken during this executive session.
 - **ADJOURN EXECUTIVE SESSION** – The executive session under RCW 42.30.110 ended at 12:20 p.m. and the regular meeting reconvened at 12:20 p.m. No action was taken by the Board during Executive Session.
 - **ACTION AS A RESULT OF EXECUTIVE SESSION** – It was determined that there was no action needed as a result of executive session.
13. **GOOD OF THE ORDER** – Mike Karnofski noted that the City of Kelso will be hosting a kids market on August 8th and they are looking for volunteers. Marc Silva noted that Squirrel Fest will be held on August 17th and is also looking for volunteers.
14. **ADJOURNMENT** – With no further business, Chair Silva called for a motion to adjourn the meeting at 12:23 p.m.

MOTION: By Mike Karnofski, seconded by Liz cattin,

That the meeting be adjourned.

MOTION CARRIED unanimously.

On September 18, 2024, the Board of Trustees of Community College District 13 approved minutes of the July 31, 2024 Regular Meeting

C. Matt Seimears, Secretary to the Board