

# MINUTES

September 18, 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, September 18, 2024, 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  
Bogyong Kim  
Liz Cattin  
Mike Karnofski

**COLLEGE PRESIDENT:** Matt Seimears

**2. INTRODUCTION OF GUESTS**

Sue Orchard, Kendra Sprague, Nolan Wheeler, Kristen Finnel, Shelley Williams (AG-via Zoom), Tracy Stanley, Richard Arquette, Becky Grabenhorst, Kailie Drumm, Donna Myers, Stacie Johnson, Dave Andrew, Angel Ruvalcaba, Jonna Mallery, Jenna Burnell, Ale Sanchez, Sadahji Williams, Devin Hendricks (via Zoom), Haylee Norris, Neptune Van, Mara Slabu, Jingfu Li, Seamus Mahoney, Liliana Rodriguez-Flores, My Ta, Brian Young, Mathew Pickett, Hannah Palenske, and Bryanna Doumit.

**3. APPROVAL OF AGENDA**

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

That the agenda be approved with an edit to agenda item 7A, removing the Financial Aid portion of the presentation.

**MOTION CARRIED unanimously**

**4. CONSENT AGENDA**

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

**4A.** Minutes of the July 31, 2024 Board Workshop

- 4B.** Head Start Health & Safety Screener - Asks the board to attest that, consistent with the terms and conditions of the Notice of Award (NOA), the agency completed a screening of the governance and leadership capacity and developed a plan to address identified training needs.
- 4C.** Head Start Governance Screener - Asks the board to attest that the agency has completed a health and safety screening of each site where children receive Head Start/Early Head Start services, consistent with the terms and conditions of the Notice of Award (NOA). And, that the agency commits to maintaining compliance with local, state, and federal health and safety requirements.

**MOTION:** By Mike Karnofski, seconded by Bogyong Kim,  
That the consent agenda be approved as presented.

**MOTION CARRIED unanimously.**

**5. COLLEGE INPUT**

**5A. President's Report** – President Matt Seimears shared summer enrollment figures. Next, President Seimears asked each vice president to report on their respective areas.

Vice President of Administrative Services - Nolan Wheeler

- Provided an update on capital projects
- Received information that the login information for the congressionally directed funding should be provided by the end of September
- All department of commerce funding has been secured
- The architect firm is hiring a civil engineer as a consultant to remove the water main to support the baseball field renovations
- Shared an update on soccer and volleyball team standings

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

- The capital campaign continues to progress towards the determined goal
- Trustees and community members have been invited to LCC's 90th anniversary celebration on October 4th
- A newsletter will be sent to all capital campaign donors providing college updates
- The first round of scholarship awarding has been disbursed to 172 recipients
- Athletic booster mailing went out to athletic supporters for season tickets to LCC athletic events
- Bargaining with WFSE is complete and the CBA is awaiting ratification
- Title IX team has been busy training on new Title IX regulations and updates
- LCC's employee years of service were recognized at Monday's Recognition Luncheon during Fall In-Service
- Employees of the quarter were also honored during the luncheon
  - Summer quarter's award is the sunshine award and both the classified and exempt winners were from the financial aid department
- HR is working towards launching New Employee Onboarding program to support LCC's new hires

Vice President of Student Services, Sue Orchard

- This week is Fall In-Service week and staff are working hard to prepare for the start of the quarter
- There was a tremendous effort from the financial aid team to manually process financial aid and provide funding to students on time for fall quarter
  - One Stop Team members, who will be introduced later in the meeting, are a critical component of financial aid success
- Donna, the new Director of Outreach, and Matt will join the upcoming local superintendents meeting to share data and work to strengthen partnerships with school districts
  - With the recent new hires in outreach, the college is in a position to further promote LCC in the K-12 system

Vice President of Instruction, Kristen Finnel

- LCC welcomed nine new faculty this week
- The Office of Instruction put on 32 conference sessions for faculty and staff to attend during Fall In-Service week
- The adjunct In-Service training was held on Monday night and had 35 participants
- SBCTC has accepted the BSCS proposal that will be brought to the Board in October
- LCC will be partnering with Youth and Family Link to offer a mobile health clinic
- DEI student training is required through legislation and a DEI module will be incorporated into the College 101 course, required for most new students
- More students are beginning to request an in-person modality for courses

**5B. ASLCC Report** – Richard Arquette introduced the new ASLCC Executive Team. ASLCC Executive Director Haylee Norris reported on behalf of the ASLCC. It was noted that the Executive Team recently attended the CUSP Conference for training to begin the year. ASLCC students are also participating in additional fall training to assist with onboarding into their new roles. The committee has been working on planning events for the year and extended an invitation to Trustees for upcoming events.

**5C. LCCFAHE Report** – LCCFAHE union president Lucas Myers submitted a report to the Board in written format. The report was written as follows. “It has been an exciting week to welcome everyone back to campus as well as the new full time faculty we have hired. We have had a great turnout at fall in service activities and our fall in service conference sessions have been fantastic. Faculty are ready for a new year. A couple small things to note:

1. At the governance council this fall we will continue our work on collaborative shared governance and our first activity will be diving into our advising model and faculty advising here at LCC. Sue Orchard, myself, Angel Ruvalcaba and others will be meeting soon to design an activity for the Governance Council to work through.
2. Faculty and Instruction overall are taking a deeper dive into AI as we figure out how to manage it effectively in our classrooms and utilize it everyday in our workflow. We will have an AI taskforce starting soon.

Lucas Myers, LCCFAHE President”

**5D. WFSE Report** – WFSE union president Tracy Stanley reported on behalf of classified staff. It was noted that WFSE is aiming to provide a voting assistance center on the 25th to provide assistance to individuals for voting on the classified contract. Information on the contract is available for review online. The contract will need to be ratified to place on the Governor's Budget by October 1st. Tracy also noted that classified staff remain busy with projects to support the start of fall quarter next week.

**5E. Head Start/ECEAP Written Report** –Head Start/ECEAP/EHS Budget Status and Program Reports were provided to the board in written format. No board members had any questions.

**5F. Other** – None.

**6. PUBLIC COMMENT** – None.

**7. BOARD BUSINESS/INFORMATION ITEMS**

**7A. Presentations from Advising & One-Stop and Financial Aid** – Angel Ruvalcaba presented on behalf of the advising and one-stop teams. The presentation included an introduction of One-Stop and Advising employees, an overview of the One-Stop and Advising roles, and a review of the changes that have been made to the student experience through the evolving admissions process.

**7B. Committee Assignments for Trustees** – The board reviewed 2023-24 committee assignments and decided on the 2024-25 board representation on various college and state committees. The committee assignments remained the same with one change; Marc Silva will now be the primary for LAC and Mike Karnofski will be secondary.

**7C. Review Board Self Evaluation** – Trustees reviewed and discussed the collective results of their self-evaluation, done during the July workshop. Chair Silva asked if any results stood out to trustees. Liz Cattin noted that Trustee engagement this past year was significant with the hiring and onboarding of a new president. It was noted that engagement has also significantly increased in Board attendance for both state and national conferences and training. Marc and Bogi attended the National Legislative Conference in Washington DC in February, and plan to do so again in 2025. Many of LCC's Trustees have been frequently attending the "Trustee Tuesday" meetings, offered by the state board. The Trustees are also looking forward to the October ACCT Legislative Congress in Seattle, where four Trustees will be in attendance. President Seimears shared that he is exploring further collaborations with Trustees from Seattle and Clark colleges, to further increase LCC's Board engagement and connection.

**7D. Resolution 89: Waiver of Tuition for Student Athletes** – The State Board for Community and Technical Colleges has authorized community and technical college boards of trustees to establish an operating fee waiver for grant-in-aid eligible student athletes, effective beginning fall quarter of the 2024-25 academic year. The resolution allows the Board of Trustees to authorize the President of Lower Columbia College to establish an operating fee waiver for grant-in-aid eligible student athletes effective

beginning fall quarter of the 2024-25 academic year. Nolan noted that there are a few things needed after the resolution is approved, such as the NWAC updating their bylaws, the college determining budget implications, etc. Guest to the meeting, Kirc Roland, shared a brief history of the NWAC, the only conference to have two different sets of rules between Oregon and Washington State. He noted that this has caused an increase of difficulty in recruiting student athletes. Guests Dan and Micky (coaches at LCC) noted how much this change would support student athletes. Chair Silva noted his personal pride in LCC athletics.

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

That Resolution 89:Waiver of Tuition for Student Athletes be approved as presented.

**MOTION CARRIED unanimously.**

**8. INSTITUTIONAL MONITORING**

**8A. Fiscal Year 2024 Year-End Budget Status Report** –Vice President Nolan Wheeler shared the LCC Funds Equity Summary and Operating Budget Summary for review and discussion.

- 9. EXECUTIVE SESSION** – Chair Silva convened the Board in Executive Session under RCW 42.30.110 at 6:25 p.m. to consider the selection of a site or the acquisition of real estate by lease or purchase. Chair Silva noted that the executive session is expected to last until 6:40 p.m. and no final action will be taken during this executive session.
- 10. ADJOURN EXECUTIVE SESSION** – The Executive Session under RCW 42.30.110 ended at 6:40 p.m. The regular meeting is reconvened at 6:40 p.m.
- 11. ACTION AS A RESULT OF EXECUTIVE SESSION** – No action was taken by the Board during Executive Session.
- 12. GOOD OF THE ORDER** – None
- 13. ADJOURNMENT** – With no further business, Chair Silva adjourned the meeting at 6:41 p.m.

**On October 16, 2024, the Board of Trustees of Community College District 13 approved minutes of the September 18, 2024 Regular Meeting**

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C. Matt Seimears, Secretary to the Board