

MINUTES

December 11th, 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 5:00 p.m., on Wednesday, December 11, 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 (Via Zoom)
Alice Dietz

COLLEGE PRESIDENT: Matt Seimears

2. INTRODUCTION OF GUESTS

Sue Orchard, Kendra Sprague, Nolan Wheeler, Wendy Hall, Shelley Williams, Richard Arquette, Dan Ruiz, Angie Rogers, and Hannah Palenske

3. APPROVAL OF AGENDA

MOTION: By Alice Dietz, 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 November 20th, 2024 Regular Meeting

4B. ASLCC Reserve Budget Request: \$10,000 for purchase of new Mascot Outfit

MOTION: By Bogyong Kim, seconded by Alice Dietz,

That the consent agenda be approved as presented.

MOTION CARRIED unanimously.

5. Public Hearing

A. Revision of CHapter 132M-126 WAC to meet new federal regulations for Title IX for the Education Amendments

MOTION: By Alice Dietz, seconded by Liz Cattin,

That the consent agenda be approved as presented.

MOTION CARRIED unanimously.

6. COLLEGE INPUT

6A. President's Report –

- President Seimears has been working on a series of Economic development tours. He began with a tour of Randco Tanks. He shared that he went in unknown and learned the was a company started in 2001 in someone's garage. He was able to tour this facility and watch their processes and creation steps and hear how the business grew. He will be during Rightline next week, and will be accompanied by Natasha Allen, LCC's Welding Instructor.
- President Seimears shared that further development came from the WSW Vancouver meeting last night, Toyota is seeking potential collaboration and apprenticeship programs with local automotive programs.
- Dan Ruiz Director of DEI was asked to share about some of his Economic Development, he shared that he was able to establish contact with Firaio Fekadu, an LCC Engineering Instructor, and has worked with them and Gibbs and Olson to establish potential engineering internship opportunities.

Vice President of Effectiveness & College Relations - Wendy Hall

- The institution is moving into Winter Quarter enrollment. State enrollment numbers are currently up, which is typical for Winter Quarter. Enrollment figures are expected to continue increasing and align with normal trends. The gap for Full-Time Equivalent (FTE) enrollment is anticipated to close.
- The annual report was submitted to the Northwest Commission, and feedback has been received. The timeline for submission was successfully met. Congratulations were extended regarding enrollment progress, and the provided data sheets were praised for being well-organized, clear, and exceptionally thorough.
- The approval process for the Bachelor of Science in Computer Science (BSCS) degree, classified as a new degree level, has generated significant discussion at the state level. A resubmission of the proposal is tentatively planned for the end of this week.

**Board of Trustees Meeting Minutes
December 11, 2024**

- The Daily News (TDN) will be publishing an article regarding FAFSA, providing further information and awareness for students.
- The Heritage Room is undergoing refurbishment. Updates include reframing and displaying board photos, as well as adding new title plaques to enhance the presentation of historical records.

Vice President of Administrative Services - Nolan Wheeler

- This fall, outreach was conducted to MM and RA Long to partner with food services. The class has been assisting with rebranding efforts, including developing a new logo, and has begun working on recipes. The board was presented with cookies as part of this effort. Students will be present in the cafe three days a week.
- Under Coach Mickey Polis, the men's basketball team is currently 8-0, including a notable win over Clark College. They continue non-league tomorrow at PCC.
- The women's basketball team holds a 3-4 record under Coach Lucas Myers.
- A complex situation is ongoing regarding the Black Bears, with Shelley actively assisting in navigating this issue. If an agreement cannot be reached, projects for lighting and the grandstand will proceed as planned. Nolan noted that without an agreement with the Black Bears, the June 30th deadline is no longer applicable.
- The prebid walkthrough was conducted successfully, and the project will proceed to the bidding stage.
- Headstart is currently undergoing an audit. No updates have been received to suggest any issues at this time.
- The Finance department is actively preparing for the January audit.
- The Office of Financial Management (OFM) made several errors in the state budget; however, LCC will continue to create a contingency plan as we prepare our FY25.
- Emergency Management is implementing changes by eliminating the Emergency Building Plan, which will be replaced with the Community Emergency Response Team (CERT). This change will align with standardized emergency operations across the county. Thirty responses have been received for the volunteer call, representing a diverse pool of participants.
- The bid to host FEMA has been accepted, and the event is scheduled to take place in March.

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

- The Capital Campaign has reached \$13.5 million of its \$15 million goal.
- Work is underway on the upcoming college magazine, which will celebrate the institution's 90th birthday. Collaboration is ongoing with Wendy to finalize content.
- The Retiree Holiday Luncheon will host 50 retirees and has a location change to the Heritage Room.
- Next week, the college will host a Thank-a-Thon, featuring cookies and cocoa, during which donors will be called to express appreciation for their support.
- The compensation studies are in the final stages, with a third-party consultant managing the process. This includes reviews of Exempt and Executive compensation processes.
- Preparations are underway for recruiting eight tenure-track faculty positions. This process has proven challenging due to issues related to the Google Conversion.
- Don Lemmons' service will be held on December 21st at 11 AM.
- Public Service announcements.
- Working on the magazine - 90th birthday of the college. Collab with Wendy
- Retiree Holiday Luncheon - 50 retirees - Location Change to Heritage Room.
- Next week is our thank a thon, cookies & cocoa to call donors to thank them
- The Foundation Board has approved Charles Cloater as the Benefactor of the Year. A press release is planned for early January.

Vice President of Student Services, Sue Orchard

- The TRIO program's 2023-2024 annual report demonstrated significant success. TRIO not only met all federally mandated outcomes but exceeded them.
- The Vet Navigator position has been successfully filled, with the new hire scheduled to begin on Monday.
- Efforts are being finalized to hire a fourth navigator for the One-Stop program.
- Kristen, Dan, Matt, and Sue recently met with the superintendents of Kelso and Longview school districts. These meetings focused on establishing relationships, providing additional support and services, and strengthening agreements between the college and the districts.

Vice President of Instruction, Kristen Finnel

- The institution is currently down two deans.
- Henri Brewster has been hired, and begins in January.
- Approval has been granted for the Certificate in Criminal Justice, and marketing efforts can now begin.
- All 15 available seats for Winter have been successfully filled. A soft rollout of the BSN application window is underway.
- The BSN program will have an onsite accreditation visit in March, while the Nursing Board will conduct a virtual accreditation. Several reports are being prepared in advance.
- A total of 32 applications have been received for the ADN program.
- The RCA is hosting several holiday events, including *Breakfast with Santa*.
- The Instructional Designer position has been accepted.
- The State Board for Community and Technical Colleges (SBCTC) recently conducted a facility utilization report, which was successfully completed. Facility use has increased exponentially. Kudos to Shalaina Williams for her work on this successful report.

Director of Diversity, Equity, and Inclusion, Dan Ruiz

- Alexander Ivory-Brown has been hired as Assistant Director and will begin on January 2nd.
- An *Equity in the Classroom* workshop is underway with a cohort of 10 participants in partnership with WSU Vancouver. This collaboration will include coursework opportunities.
- Partnerships with Kelso and Longview school districts continue to progress, with both districts expressing enthusiasm about collaborating with LCC.
- Meetings with nursing faculty are ongoing in preparation for the upcoming pinning ceremony. The event will include a drumming ceremony in partnership with the Cowlitz Tribe.
- The college's Strategic Plan was resubmitted following a misplacement at the state level. During the resubmission process, Dan also submitted additional required materials.

6B. ASLCC Report –

- Welcome week events are to come in January.
- Applications for Olympia will open in January.
- A total of 58 students and 78 children have been adopted through the Giving Tree initiative. Additionally, the remaining 13 families that were not initially adopted have now been supported.

6C. LCCFAHE Report –

No updates at this time.

6D. WFSE Report –

- Discussions are ongoing regarding the Governor's Budget and lobby training opportunities.

- The college will host a legislative reception next January, with specific lobby days focused on higher education. The goal is to secure meaningful engagement with legislators.
- A recent legislative breakfast addressed concerns regarding perceptions of “overpaid state workers,” which has caused some unease.
- There is optimism that the state budget will pass despite challenges.
- Significant time has been spent in Olympia, with activities expected to wind down over the holidays before gearing up for the legislative session beginning January 13th.

6E. Head Start/ECEAP Written Report

Attached

6F. Other – None.

7. PUBLIC COMMENT – None.

8. INSTITUTIONAL MONITORING

7A. Student Access, Support & Completion Monitoring Report

- Vice President Sue shared the annual student access, support, and completion monitoring report with gratitude expressed to Angie Rogers, Vice President Wendy Hall, and all others that worked on this project.

7B. Mission Fulfillment and Stretch Goals (ACTION)

Mission Fulfillment and Stretch Goals –

MOTION: By Bogyong Kim, seconded by Liz Cattin ,

That the Mission Fulfillment and Stretch Goals - be approved
as presented.

MOTION CARRIED unanimously.

8. EXECUTIVE SESSION – No executive session

9. ADJOURN EXECUTIVE SESSION – N/A

10. ACTION AS A RESULT OF EXECUTIVE SESSION – N/A

11. GOOD OF THE ORDER – None

12. ADJOURNMENT – With no further business, Bogyong Kim adjourned the meeting at 6:11 pm, Liz Cattin seconded.



C. Matt Seimears, Secretary to the Board