

MINUTES

January 15th, 2025

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, January 15, 2025, 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, Nolan Wheeler, Wendy Hall, Shelley Williams, Richard Arquette, Dan Ruiz, Kristen Finnel, and Hannah Palenske

3. APPROVAL OF AGENDA

MOTION: By Bogyong Kim, 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 December 11th, 2024 Regular Meeting
- 4B.** February Board Retreat

5. COLLEGE INPUT

5A. President's Report –

- President Seimears shared his report during the tour of the new Athletic equipment.

Vice President of Effectiveness & College Relations - Wendy Hall

- Winter Quarter is going strong with great assessment day figures.
- Gainful Employment has completed reporting to the US Department of Education by the January 15th deadline.
- Lower Columbia College is leading as #2 in the state for enrollment.
- Winter quarter enrollment is up by 20% year over year.
- Marketing analytics are strong with a large amount of traffic to the “apply” page in fall quarter.

Vice President of Administrative Services - Nolan Wheeler

- The campus officially transitioned to Gmail during the holiday break. While there were a few hiccups, it made for a good IT project.
- Men's & Women's Basketball- Our basketball teams are off to a great start for the season. They are home against Pierce tonight.
- Story Field - We were unable to reach an agreement with the Cowlitz Black Bears ownerships on the use of the \$1.3MM allocated to Lower Columbia College through the Department of Commerce. The lease agreement signed in December does not allow LCC to access these funds without agreement from the Black Bears ownership. This has triggered a termination agreement in the lease following the 2025 season. We still plan on moving forward with the lighting and grandstand improvements without the Commerce funding. These projects are considered essential. We continue to work with the architects on this project and now have the ability to adjust our schedule to one more favorable to LCC.
- Softball Facility - DES should be issuing the contractor a “notice to proceed” within the week.
- 1954 Maple Street Duplex - There is a State Board Resolution on their Feb 5 & 6 agenda to approve the purchase of the property.
- Head Start Audit - The SAO is conducting an audit of the Head Start Program this month. They estimate completing the audit around January 30th.

- Financial Statements - Our financial statement auditors had a pre-audit meeting with our finance office team to begin our annual financial statement audit.
- Nolan has begun compiling our budget assumptions for our FY26 budget development. A draft will be shared with the board at the February workshop.

Vice President of Student Services, Sue Orchard

- Enrollment is up which means an increase in services for students
 - Advising Appointments are up by 10%, Counseling Appointments are up by 65%, DAS is up 27%, Financial Aid is up 18%, Loan Usage is decreasing by 65%, Running Start is up 14%, BFET is up 40%, Participation with ASLCC is up by 35%
- Potential Title IX changes, more to come.
- The advising department has created a way of recognizing part time students for their academic achievements.

Vice President of Instruction, Kristen Finnel

- An Instructional Designer has been successfully onboarded and is acclimating well to their role.
- The Art Gallery has reopened, now featuring interactive artwork to enhance visitor engagement.
- A fire sprinkler system has been installed in the Head Start and Early Learning Center Building. Childcare services are operational, with 190 children currently on the waiting list.
- The Professional Technical Program is undergoing a comprehensive revamp.
- Collaboration with Kelso is ongoing for the Open Doors Program.
- Approval for the Head Start Grant has been secured.

Director of Diversity, Equity, and Inclusion, Dan Ruiz

- The Strategic Plan has been submitted.
- A cohort of ten has been established.
- The State Board DEI Director will visit on January 30th. During this visit, the Director plans to meet with leadership to discuss key topics, including student-related challenges, potential barriers, funding allocation, and alignment with the strategic plan. This review will involve Director Ruiz, President Seimears, and Assistant Director Ivory-Brown.
- The new Assistant Director of DEI, Alexander Ivory-Brown, has been onboarded and is transitioning smoothly into the role.
- A Faculty Mentorship Program is in the early stages of development.

5B. ASLCC Report –

- A student legislative advocacy training session is scheduled to take place soon.
- Students will be traveling to Olympia on January 30th for legislative engagement.
- Lower Columbia College will be taking a group of students to Washington, D.C., to participate in the ACCT National Legislative Summit.

5C. LCCFAHE Report –

Written Report was submitted

5D. WFSE Report –

No updates at this time.

5E. Head Start/ECEAP Written Report

Attached

5F. Other – None.

6. PUBLIC COMMENT – None.

7. Board Business/Information Items

- A. February Retreat Planning**
- B. Tour of Athletic Facilities**

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

Alice Dietz shared that ACT Nominations are due March 14th and to contact her with any questions.

12. ADJOURNMENT – With no further business, Bogyong Kim adjourned the meeting at 5:36 pm, Alice Dietz seconded.



C. Matt Seimears, Secretary to the Board