

MINUTES

January 17, 2024

1. CALL TO ORDER

(DETERMINATION OF QUORUM)

Chair Liz Cattin called the regular meeting of the District 13 Board of Trustees to order at 5:00 p.m., on Wednesday, January 17, 2024, in the Administration Building Heritage Room 100. The 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: Liz Cattin
Marc Silva
Bogyong Kim
Mike Karnofski

COLLEGE PRESIDENT: Matt Seimears

2. INTRODUCTION OF GUESTS

Kristen Finnel, Nolan Wheeler, Sue Orchard (via Zoom), Wendy Hall (via Zoom), Kendra Sprague (via Zoom), Shelly Williams (AG- via Zoom), Tracy Stanley (via Zoom), Richard Arquette (via Zoom), Tamra Gilchrist, Merry Bond, Micheala Jackson, and Bryanna Doumit.

3. APPROVAL OF AGENDA

MOTION: By Mike Karnofski, seconded by Marc Silva,

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 13, 2023 Regular Meeting

4B. Minutes of the December 18, 2023 Special Meeting

MOTION: By Marc Silva, seconded by Mike Karnofski,

That the consent agenda be approved as presented.

MOTION CARRIED unanimously.

5. COLLEGE INPUT

5A. President's Report – President Matt Seimears updated the Board of Trustees on the presidential onboarding process. He shared that he has been learning a lot about the community and the campus in his first few weeks as the new President of LCC. President Seimears also shared an update on winter quarter enrollments at the college.

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

Vice President of Administrative Services - Nolan Wheeler

- ✓ The audit exit meeting will be scheduled for the last week of January
- ✓ Received the results from the Office of Civil Rights Review
 - There are about seven required action items from the review
- ✓ Will start work on next year's budget to present to Trustees in February
- ✓ Both men's and women's basketball teams are off to a great start this season

Vice President of Student Services, Sue Orchard

- ✓ The college will be making some organizational shifts to better serve students
 - CASAS testing has been moved to the Main Building, the same building that currently offers proctored and community testing
 - The One Stop Center will be moved into the Admissions Center lobby
 - College and Career Preparation staff will be moved into the admissions building, where the One Stop is currently located
- ✓ LCC's financial aid team was the first to launch mass packaging in the system, which has allowed the team to speed up processing time
- ✓ Staff continue to prepare for the FAFSA simplification process
- ✓ The college is actively recruiting for a new Director of International Programs
- ✓ LCC will be recruiting for an Assistant Director of Diversity, Equity and Belonging; a new position funded by the students

Vice President of Instruction, Kristen Finnel

- ✓ The Hispanic Health Resource Fair will be held on campus on January 28th
- ✓ The state board is working with math faculty on a co-requisite model to eliminate a level of pre-college courses
 - One of LCC's math faculty, currently on sabbatical and doing work for the state board, is spearheading this work
- ✓ LCC was re-approved for Academic I-BEST
 - These courses provide 1.75 FTEs

Vice President of Effectiveness and College Relations, Wendy Hall

- ✓ Communications of inclement weather/campus closures went well with a minimum amount of pushback/questions
- ✓ The last planning meeting with the last monitoring team has been delayed due to the weather
- ✓ Work is underway for the next accreditation report
 - The Board does not have a role in this specific report
- ✓ Marc inquired about how campus closures are communicated to students
 - Wendy noted that the college uses the Rave text alert system, Flash Alert messaging system, campus email, four social media platforms, the LCC website, and Canvas to notify students

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

- ✓ As of the end of December, the capital campaign has raised \$11.1MM of the \$15MM goal
 - Moving forward with an athletic focus until funding is received for the new building
 - Establishing an alumnus giving task-force
- ✓ The year-end annual appeal raised nearly \$75,000 for the Student Success Fund
- ✓ A number of scholarship recipients participated in a “thank-a-thon” calling campaign in December
- ✓ The Athletics Hall of Fame will be held on February 21st
 - Funds raised from the event raffle will support athletic scholarships
- ✓ The Annual Report to the Community, sent out to 10,000 mailboxes in the service district, should be mailed out in February
- ✓ The final report for the recent foundation audit listed no concerns
- ✓ HR is implementing a new product called Onboard to help streamline and modernize the onboarding process that will go-live in February
- ✓ In the recruitment stages for eight full-time tenure track faculty
- ✓ Reminded Trustees to report any lobbying activity on behalf of the college

5B. ASLCC Report – Richard Arquette provided an ASLCC update.

- Continue to hold events open to all students
- 22 students participated in the Esports interest meeting
- The majority of student government officers will participate in Legislative Advocacy Day in Olympia on January 25th
- The student fee budget process will begin on February 1st
- Running start student Josie Saccio has been selected as an SBCTC legislative intern
- LCC is participating in the Guided Pathways IDEAL Fellowship and five students were selected to participate

5C. LCCFAHE Report – No faculty report was provided.

5D. WFSE Report – WSFE Union President Tracy Stanley reported on behalf of classified staff. Tracy thanked staff in the security and campus services departments for keeping the campus safe during inclement weather and the communications team for providing clear communications to LCC employees regarding campus closures.

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

5F. Other – None

6. PUBLIC COMMENT – None

7. BOARD BUSINESS/INFORMATION ITEMS

January 17, 2024

- 7A. Update on Four-Year Programs at LCC**— As requested by Trustee Karnofski at the October Board Meeting, an update was provided to the Board on four-year programs at LCC. The update was provided by Tamra Gilchrist, Merry Bond, and Micheala Jackson. The update included an overview of the Bachelor of Applied Science in Teacher Education including current enrollment, graduates, pathways, expansion, and partnerships. An overview of the Bachelor of Applied Science in Organizational Leadership and Technical Management was also provided, including enrollment, graduates, and expansion. The proposed Bachelor of Science in Nursing was also discussed, including an overview of the degree and an approval timeline. Lastly, an opportunity for a Bachelor of Science in Computer Science was discussed.
- 7B. Review/Discuss Agenda for February 21, 2024 Board Workshop** —Trustees were provided an opportunity to review the regular agenda topics for the February workshop and determine what additional topics/workshops should be added to the agenda. Trustees noted having discussion on the upcoming strategic planning process.
- 7C. Determine July, 2024 Board Workshop Date** – As a result of presented meeting conflicts with the current July workshop date, trustees discussed July availability for setting a new workshop date.

MOTION:

By Bogyong Kim, seconded by Marc Silva,

That the July, 2024 Board workshop be moved from July 10, 2024 to July 31, 2024, due to meeting conflicts.

MOTION CARRIED unanimously.

- 8. EXECUTIVE SESSION** – None.
- 9. ADJOURN EXECUTIVE SESSION** – N/A.
- 10. ACTION AS A RESULT OF EXECUTIVE SESSION** – None.
- 11. GOOD OF THE ORDER** – None.
- 12. ADJOURNMENT** – With no further business, Chair Cattin called for a motion to adjourn the meeting at 6:14 p.m.

MOTION:

By Mike Karnofski, seconded by Marc Silva,

That the meeting be adjourned.

On February 21, 2024, the Board of Trustees of Community College District 13 approved minutes of the January 17, 2024 Regular Meeting

Matt Seimears, Secretary to the Board