

# MINUTES

May 15, 2024

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**1. CALL TO ORDER**

(DETERMINATION OF QUORUM)

Vice Chair Bogyong Kim called the regular meeting of the District 13 Board of Trustees to order at 5:00 p.m., on Wednesday, May 15, 2024, in the Administration Building Heritage Room. 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:** Bogyong Kim  
Liz Cattin  
Mike Karnofski  
Alice Dietz

**COLLEGE PRESIDENT:** Matt Seimears

**2. INTRODUCTION OF GUESTS**

Kendra Sprague, Sue Orchard, Wendy Hall, Kristen Finnel, Nolan Wheeler, Shelley Williams (AG), Charlotte Curry, Mathew Pickett, Tristan Bouchard, Richard Arquette, Michal Ann Ure, Tamra Gilchrist, Merry Bond, Andie Ingram, Jeffrey Chao, Minka Atkinson (via Zoom), Griffin Sauters (KLOG- via Zoom), Theresa Stalick (via Zoom), and Bryanna Doumit.

- ❖ Wendy Hall introduced LCC's All-Washington Academic Team members Isha Sarah Snow, Lillian Williams-Chambers, and Micah Boursaw (not in attendance). The students were congratulated and Kendra presented a check to each on behalf of the LCC Foundation.

**3. APPROVAL OF AGENDA**

**MOTION:** By Mike Karnofski, 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 April 17, 2024 Regular Board Meeting**

**4B. Head Start Budget Revision Amendment – Playground Equipment FY2023**

**4C. Head Start Policy Revision - Ongoing Monitoring**

**4D. Head Start COLA FY2024**

**MOTION:** By Liz Cattin, 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 asked each vice president to report on their respective areas.

Vice President of Effectiveness and College Relations, Wendy Hall

- ✓ As of close of business May 13, State FTE for Spring quarter is up 15.5% and total FTE for Spring quarter is up 11.4% compared to the same calendar day last year
- ✓ 2023-24 Annual State FTE is up 6.3% and Annual Total FTE is up 4.1% compared to the same calendar day last year
- ✓ Verified that the Trustees received invitations to the commencement stage party rehearsal
- ✓ Noted that LCC is in an accreditation reporting year and the report due in August is about halfway to completion
  - Will likely be presented to the Board at the summer retreat

Vice President of Administrative Services - Nolan Wheeler

- ✓ LCC has hired a new IT Director, David Wallis, after about six months of the position being vacant
- ✓ Have begun preparations for the 2025-27 capital budget request
- ✓ On track to have the budget ready to be presented to the Board at the June meeting
- ✓ Hired an outside accounting firm to conduct the financial statement audit, which is included in Board packets for review
- ✓ There are a busy couple of weeks coming up for LCC athletics
  - Softball tied for second in the south
    - The first game of the NWAC championship tournament will be held tomorrow against Douglas College
  - Baseball received second in the west and will be hosting a super-regional tournament this weekend
    - If LCC wins, the team will be participating in the NWAC tournament (hosted by LCC) and will get to choose the primary game
- ✓ Dave Andrew was inducted into the NWAC Hall of Fame and received the Outstanding Service Award

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

- ✓ The Students in Need Campaign, in partnership with the Daily News, is underway and has reached just under \$20,000 raised
- ✓ The capital campaign is just shy of 80% of the campaign goal

- ✓ The campaign is in the alumni giving phase and will be kicking off a nine-week giving campaign that will end with LCC's 90<sup>th</sup> anniversary in October
- ✓ Will be holding a meet-and-greet with President Seimears on May 31 and information has been sent to all alumni in the database
- ✓ Had a successful implementation of Onboard, a new recruitment platform to assist with the onboarding of new employees
- ✓ In the middle of bargaining with the Washington Federation of State Employees
- ✓ Annual contract maintenance will be held with faculty on Friday
- ✓ Engaging with a consultant who will conduct a pay equity survey on exempt and administrative employees

Vice President of Student Services, Sue Orchard

- ✓ Washington State is one of the lowest FAFSA filing states in the nation
  - LCC continues to monitor and support FAFSA completion rates
- ✓ Looking at grant funding opportunities to provide support for FAFSA events
- ✓ Just a few weeks away from this year's commencement ceremony
- ✓ One of the sub committees of the student success task force hosted a graduation card signing party
- ✓ Examining mental health supports on campus

Vice President of Instruction, Kristen Finnel

- ✓ Presented the statement of need for the BS in Computer Science to the state board last week and received approval to move to the next phase
- ✓ A nurse and teacher appreciation event was held last week with roughly 110 individuals in attendance, at which, marketing began for the fall launch of the newly approved BSN
- ✓ Two faculty are working together with Intel on a collaboration to provide partnership opportunities
- ✓ Next week, 49 award winners will be recognized at the Outstanding Student Awards Ceremony

**5B. ASLCC Report** –Charlotte Curry provided an update on behalf of students. This month, ASLCC held some programs in conjunction with athletics to encourage students to attend athletic events. An all-campus BBQ and the Red Devil Days Street Fair will be held on May 29<sup>th</sup>. The ASLCC will be finishing up interviews this month and will announce newly elected officers at the June Board meeting. The student affairs director attended the student voice academy. The ASLCC has been able to support some one-time funding requests.

Charlotte Curry, Tristen Bouchard, and Matthew Pickett presented the 2024-25 Student Fee Budget Recommendations, which includes the Services and Activities Fee budget, Student Support Fee budget, and Student Technology Fee. These fees provide funding for clubs and organizations, student activities, athletics, student centers, student technology resources, and other initiatives. All budget allocations included the current year's budget for comparison.

This budget represents 6 months of work, involving numerous campus partners, conducting values activities to ensure values alignment of the budget, and conducting a comprehensive, transparent budget process. Each individual request involved an

interview, review by the committee, and an opportunity to appeal in order to comprehend what each department, club, and organization was requesting. This process was undertaken with the guidelines outlined in RCW 28B.15.045 and was student-driven by the ASLCC S&A Budget Committee and Student Technology Fee committee, made up primarily of students, with budget projections provided by LCC's VP of Administration.

Mike Karnofski commended the ASLCC for the well-written report and inquired about the section of the report noting identifying and removing expenses which are considered "Impermissible" per the ASLCC Financial Code. Specifically, Mike asked if any expenses were indeed identified as impermissible. Richard Arquette noted that some support for salaries were noted as impermissible. Mike also inquired about some language in the report stating "recommendation" and Liz seconded the question inquiring if it was a requirement or a recommendation. Trustees recommended changing the language in the future to "requirement" if stronger language is needed.

**MOTION:**

By Liz Cattin, seconded by Alice Dietz,

That the 2024-2025 S&A Fee, Student Support Fee, Student Technology Fee budgets be approved as proposed by the ASLCC.

**MOTION CARRIED unanimously**

**5C. LCCFAHE Report** – LCCFAHE Union Vice President Michal Ann Ure reported updates on behalf of faculty. Lucas Myers is working to create a New Faculty Retreat to help onboard new full time faculty members this fall. Josie Zbaeren and Early Childhood Education attended/hosted a Celebration of Young Children and passed out information about ECE programs at LCC and coloring activities for children with LCC information and LCC swag. They also taught a parenting class to parents and preschool teachers at St. James in Cathlamet. The participants received information on ECE, EDUC, and BAS-TE programs and the Early Achievers grant. ECE also hosted a director's dinner for 30 Early Learning Director's and Assistant Director's in April. They received training hours for Merit. The trainer was Laurie Severson from Head Start. They also held a tour for R.A. Long students in April. Students toured the LCC campus to learn more about the college, ECE programs, the new CTE program, and the Early Achievers grant. A visit has also been scheduled with Kelso High School to allow students an opportunity to visit the Child Development classes in April and for students to learn more about the new CTE program, ECE, and Education courses at LCC. Lastly, the contract maintenance team will be meeting Friday to tidy up some language in the contract from contract negotiations, as well as the upcoming COLA.

**5D. WFSE Report** – No report.

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

**5F. Annual International Program Report** –LCC’s new International Program Director, Andie Ingram, presented an update on LCC’s International Program. The presentation included information on where the International Program has been, where the program is now, and where it is going.

**5G. Other** – None.

**6. INSTITUTIONAL MONITORING**

**6A. Workforce & Economic Development Monitoring Report** –Along with the provided written report, Dean Tamra Gilchrist, and Dean Merry Bond presented Cycle 25 of the Monitoring Report for review and discussion.

**6B. Quarterly Budget Status** – Vice President Nolan Wheeler presented the quarterly budget report, which is reflective of the first nine months of the fiscal year. The report included a Funds Equity Summary and Operating Revenue & Expenditure Activity. Nolan mentioned that LCC is in good shape budgetarily for the year.

**7. PUBLIC COMMENT** – None.

**8. BOARD BUSINESS/INFORMATION ITEMS-**

**8A. Honorary Degree Consideration** –The Honorary Degree Committee met to review documentation recommending Honorary Degree status for Don Lemmons. The Committee unanimously supported the request, which is being brought forth for Board consideration.

Trustee Karnofski noted that he knows Don Lemmons well and recommended awarding both Don and his wife Clara the Honorary Degree. Vice Chair Kim moved to the next agenda item and then called for a five-minute break to allow time for the Honorary Degree Committee to discuss the proposal and make a recommendation.

**8B. Financial Report** –The 2023 Financial Report is being provided to the Board of Trustees to provide an update on the recent financial audit conducted at the college. Nolan noted that there were no audit findings.

Vice Chair Kim called for a five-minute break from 6:18 p.m. to 6:23 p.m.

**8A. Honorary Degree Consideration** – During the break, Michal Ann Ure contacted two additional members of the Honorary Degree committee to provide a recommendation on behalf of faculty and the committee. With the support of Michal Ann, Lucas Myers, Brad Benjamin, and Kristen Finnel, the committee supported the request for both Don and Clara Lemmons.

**MOTION:**

By Mike Karnofski, seconded by Alice Dietz,

That the Honorary Degree be granted to Don and Clara Lemmons as recommended by the Honorary Degree Committee, and in accordance with Board policy 2.09.

**MOTION CARRIED unanimously**

9. **EXECUTIVE SESSION** – None
10. **ADJOURN EXECUTIVE SESSION** – N/A
11. **ACTION AS A RESULT OF EXECUTIVE SESSION** – None
12. **GOOD OF THE ORDER** – Trustee Dietz noted that the PUD and LCC cooperative student intern is doing an outstanding job and the PUD is interested in expanding.
13. **ADJOURNMENT** – With no further business, Vice Chair Kim called for a motion to adjourn the meeting at 6:27 p.m.

**MOTION:** By Mike Karnofski, seconded by Liz Cattin,  
  
That the meeting be adjourned.

**MOTION CARRIED unanimously.**

**On June 12, 2024, the Board of Trustees of Community College District 13 approved minutes of the May 15, 2024 Regular Meeting**

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C. Matt Seimears, Secretary to the Board