



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT 13**

March 16, 2005

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Vice Chair, Mike Heuer, called the regular meeting of the District 13 Board of Trustees to order at 5:12 p.m., on Wednesday, March 16, 2005, in the Heritage Room in the Administration Building of Lower Columbia College. When the meeting was called to order, the following individuals were present; there was a quorum.

BOARD OF TRUSTEES: Thuy Vo
Mike Heuer
Ann Mottet

COLLEGE RPESIDENT: Jim McLaughlin

Others in attendance: Laurel Williamson, Ellen Peres, Merlene York, Bonnie Terada and Linda Peck.

2. INTRODUCTION OF GUESTS - President McLaughlin introduced Faculty members Steve Byman and Armando Herbelin, Administrators Geary Greenleaf, Fran Zarubick, Coaches Jim Roffler and Jason Hosenev, and Athletic Director Kirc Roland. Kirc, in turn, introduced members of the LCC Men's and Women's basketball teams.

3. APPROVAL OF AGENDA

MOTION: By Ann Mottet, seconded by Thuy Vo,

Discussion: Vice President Laurel Williamson asked that the Trustees add a sabbatical request for Steve Byman under item "5G".

That the agenda be approved as presented,
including the addition of item "5G...Sabbatical
Request for Steve Byman".

MOTION CARRIED unanimously.

4. **CONSENT AGENDA** - The following consent items were offered for the Board's consideration.

- A. **Minutes of the February 16, 2005 regular meeting**
- B. **Minutes of the March 9, 2005 Special Meeting**
- C. **Quid Pro Quo Agreement with the LCC Foundation: 7/1/05 - 6/30/06**

MOTION: By Ann Mottet, seconded by Thuy Vo,

That the consent agenda be approved as presented.

MOTION CARRIED unanimously.

RECOGNITION OF LCC BASKETBALL TEAMS

Kirc Roland presented the Men's Basketball NWAACC Championship Trophy, and then coaches Jim Roffler and Jason Hosenev talked about the tournament and their respective teams. The Board congratulated the teams and thanked them for being such wonderful ambassadors for Lower Columbia College

5. **COLLEGE INPUT**

- 5A. **President's Report** - President McLaughlin reported that the legislature is waiting for the state revenue forecast, which will be followed by the Governor's budget. Once the Governor's budget is released, the legislature will be able to complete their budget and we can begin our own budget process. He congratulated Laurel Williamson, Geary Greenleaf, and Mary Harding on their presentation at the League for Innovations Conference in New York.
- 5B. **ASLCC Report** - Jessica Grubb, ASLCC President, reported that the student government coordinated a book drive for the Celebration of Literacy week and collected more than 200 books for local children. They also teamed with LCC Athletics to buy new weight equipment for all students. They also participated in a coin drive to benefit Habitat for Humanity. Student government elections will be held in the spring
- 5C. **LCCFAHE Report** - Steve Byman reported that the negotiating team is in the middle of Faculty contract negotiations, which he characterized as, "Slow and steady." The team is working well together.
- 5D. **WPEA Report** - None
- 5E. **LCC Foundation** - Merlene York reported that participation in the internal campaign has reached 73%. The campaign is also making strides on community proposals. The Foundation received a \$100,000 match from the state for the Faculty Excellence fund. Not only does the LCC Foundation have the largest Faculty Excellence fund in the state, it also disburses the most to Faculty. Seven restaurants have committed to the July chili cook-

off event, and several sponsors have come forth. The Foundation recently established a new fellowship (which provides tuition and paid internship for a student) with Lower Columbia Pathologists. Also, Kaiser submitted \$20,000 for scholarships for LCC students enrolled in a medical field.

5F. Legislative/Public Relations - None

5G. Other

- Sabbatical Request for Steve Byman- Vice President Laurel Williamson explained that through an oversight, this proposal should have been made at a previous Board meeting. The Sabbatical Request Committee was called together this week and approved the concept and spirit of Steve Byman's request, but without final approval. They would like to see further clarification per the Faculty contract and articulation of outcomes and objectives on how it would benefit the institution. In summary, the Committee is requesting approval from the Board for the budgetary commitment based on a good faith agreement with the candidate to revise his proposal.

MOTION: By Ann Mottet, seconded by Thuy Vo,

That the budgetary commitment for Steve Byman's 2005-06 sabbatical request be approved on a good faith agreement that the candidate will revise his proposal to the satisfaction of the Sabbatical Review Committee.

MOTION CARRIED unanimously.

6. TENURE CONSIDERATION

6A. Executive Session to Consider Personnel Issues

Tenure Consideration - Action Anticipated - At 5:50 p.m., Vice Chair Mike Heuer explained that although the Board had held a special 2-hour executive session last week to review tenure materials, they need a short 10-15 minute executive session to conclude the discussion. Vice Presidents Ellen Peres and Laurel Williamson were asked to join. Prior to the Board adjourning to executive session, Dean Geary Greenleaf expressed his support in granting tenure to Armando Herbelin.

6B. Adjourn Executive Session- At 6:01, Vice Chair Heuer re-opened the public meeting.

6C. **[ACTION]** As a result of Executive Session -

MOTION: By Ann Mottet, seconded by Thuy Vo,

I move that the Board of Trustees, after having given reasonable consideration to the recommendations of the Tenure Review Committee at both the March 9 special executive session and the March 16 executive session, grant tenure to **Armando Herbelin**, effective with the beginning of Fall Quarter 2005.

MOTION CARRIED unanimously.

Ann Mottet explained that they, as Trustees, receive reports on all probationary Faculty members, and through the years, the process has evolved to one that supports and aids Faculty. She said it was a real pleasure to see Armando's growth during this process and the manner in which he has embraced the college and the community; "A vote on your tenure will provide LCC with an outstanding Faculty member." Mr. Vo thanked Armando for coming to LCC to teach our students.

7. **INSTITUTIONAL MONITORING -**

7A. **Title III Report** - Eileen Bergeson, Faye Olason, Scott Dennis, and Kathy Mauser presented an eighteen month update on the five-year Title III grant. Some of the equipment purchased include a mobile cart with eight laptops (with wireless access), one mobile Smart board, two computer projectors, two classroom "Quiz sets", a document imaging camera, three digital cameras for faculty website development, one digital video camera, and Real Player software for viewing streaming video. The Technology and Learning Center professional library currently houses 232 books, 45 videos, and 37 audio cassettes and CD's. Title III has also sponsored the last two Faculty In-Service days, and provided 16 large group technology trainings, and 132 individual technology trainings. Four Math faculty received training at the Developmental Math conference in California, Math study guides are now in use in the Math lab, supplemental Math instructional materials were purchased and are in use, and demonstrations of supplemental computerized Math curriculum is in progress. In addition to the above, two "Smart classrooms" have been equipped with audio enhancement systems, DVD/CD players, projectors, computers, and SMART boards. The new website plan has been developed and is in the process of implementation, and a Document Imaging System has been

retained to improve access to student data. Title III has also purchased and implemented the ANGEL course management system for instructors; to date, 21 Faculty are currently using it as course management.

8. **SELF-MONITORING** - None

9. **PUBLIC COMMENT** -None

10. **DIRECTION SETTING/VISION**

10A. **Planning Calendar Review** - No updates

11. **BOARD INFORMATION/EDUCATION** -

11A. **[ACTION]** Authorize Joint Automotive Program with Longview School District, per Resolution 48. Vice President Ellen Peres explained that the agreement to accommodate high school students into our automotive program with Longview School District has been approved by the AAG and signed. This program will initially require some of the College's capital expenses to enlarge the Don Talley Vocational Building, with repayment from Longview School District.

MOTION: By Ann Mottet, seconded by Thuy Vo

That Resolution #48 is approved as presented.

MOTION CARRIED unanimously.

11B. **TACTC Conference Report** - Ann Mottet asked that this item be tabled.

11C. **Election of Board Officers** - Ann Mottet explained that new officers are nominated annually in February for election in March. Vice Chair Mike Heuer asked for a motion on the 2005-06 slate of officers:

MOTION: By Ann Mottet, seconded by Thuy Vo,

That Mike Heuer be elected as Chair and Lyle Lovingfoss as Vice Chair for 2005-06.

- 12. ADJOURNMENT** - With no further business, the meeting was adjourned at 6:55 p.m.

MOTION: By Thuy Vo, seconded by Ann Mottet

That the meeting be adjourned.

MOTION CARRIED unanimously.

James L. McLaughlin, Secretary