



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT 13
January 21, 2009**

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Chair Max Anderson called the regular meeting of the District 13 Board of Trustees to order at 5:03 p.m., on Wednesday, January 21, 2009, 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
Heidi Heywood
Max Anderson

COLLEGE PRESIDENT: Jim McLaughlin

Others in attendance: Mary Harding, Laura Brener, Ellen Peres, Wendy Hall, Margit Brumbaugh, Nolan Wheeler, Sue Groth, Bonnie Terada, Kam Todd, Tracy Stanley, Justin Rosetti, and Linda Clark.

2. INTRODUCTION OF GUESTS – President McLaughlin introduced Lynell Amundson, Tamra Bell, and Dale Groff who was attending as part of his tenure track requirement.

3. APPROVAL OF AGENDA

MOTION: By Heidi Heywood, seconded by Thuy Vo,
That the agenda be approved as presented.

MOTION CARRIED by unanimous consent.

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

4A. Minutes of the January 6, 2009 special meeting

MOTION: By Heidi Heywood, seconded by Thuy Vo,
That the consent agenda be approved amended.

MOTION CARRIED by unanimous consent.

5. **COLLEGE INPUT**

5A. President's Report – President McLaughlin reminded the Trustees of the January 26-27 TACTC Legislative conference in Olympia, and the Jan. 25 new trustee orientation for Heidi Heywood. The conference will afford Trustees an opportunity to hear the latest on the state's budget status, as well as an opportunity to speak to local legislators. He also reported:

- He has been meeting separately with the seven monitoring report review teams this month to discuss the "big picture" of how the College is doing in regards to its expected outcomes. Once the meetings are concluded, he will be working with Wendy Hall and the Cabinet on the annual matrix summary of outcomes, which he will share with the Board as we work toward next year's annual priorities.
- On January 5, 2009, the policy for LCC to become a tobacco-free campus took effect. It was a long process, but the transition was relatively easy.
- The Cabinet/staff are still working on the budget revision process and scenarios.

VP Mary Harding – Student Services

- Fall quarter enrollment ended at 2809 FTE's; a 21% increase from this time last year, and winter enrollment appears to be running at about the same level. Increases are being seen across-the-board, from distance education to traditional classes, plus 145 FTE worker retraining students.
- Buzz Gorman, Director of Financial Aid, will be retiring the end of this month after 31 years at Lower Columbia College.

Vice President Laura Brener:

- The increased enrollment has resulted in many overfull classes, and both the Deans and Faculty have done a great job responding to the needs of students.
- The RONE program launched this month with a cohort of twelve students at 4 remote locations.

- The Community Conversation lecture series has proven very popular. The lectures are held every Thursday at noon in the RCA Auditorium, and the theme changes quarterly.
- Dale Groff has been collaborating with another part-time instructor to provide performance venues for the non-music major students.

Vice President Ellen Peres

- The LCC Health and Science Building users group toured two more facilities this month; one at Green River Community College and Bellevue Community College. The tours have provided valuable time for the users to discuss design elements for the proposed LCC building.
- 5B. ASLCC Report** – ASLCC Representative Justin Rosetti gave a summary of the activities that will be associated with the upcoming Winter Festival, including a 10-week “Recycle Mania” program. There will be a special student government election in February.
- 5C. LCCFAHE Report** – Kam Todd also responded to the increased enrollment from the Faculty perspective. The overload of students, the uncertainty of funding, plus preparations for next year’s full scale evaluation have put a stressful load on Faculty. However, they are glad to see full classes. The contract re-opener regarding e-learning is complete and will be voted on in February. Trying to equalize the advising load is still problematic but work continues to find a solution. He has been selected as one of the three WEA lobby representatives from the Lower Columbia Region, so he will be spending quite a bit of time in Olympia during this session to lobby for education. Changes have been made to the process used for ABE adjunct contracts, which has resulted in some confusion; however, information meetings are scheduled with the adjuncts and Dean Kerr to explain the process.
- 5D. WFSE Report** – Tracy Stanley explained that their union (statewide) is suing the Governor for proposed budget reductions. Mainly, they want the contract put back on the floor so at the least, the non-monetary articles are addressed. Locally, information meetings are being held on campus to inform our members of what is going on statewide.
- 5E. LCC Foundation** – Margit Brumbaugh reported that the annual campaign is underway and emphasis is being placed on scholarship and non-directed donations. The market has directly affected many endowed scholarships, so communication is being initiated with the donors. There will be fewer Foundation grants this year, as well as fewer Exceptional Faculty grants. The Foundation’s chili cook-off will be held this year on July 10.

5F. Legislative/Public Relations –Sue Groth distributed two handouts for use as talking points when speaking with legislators, as well as the public, in light of the proposed budget reductions. She will bring extra copies to the January 26 legislative reception in Olympia.

5G. Other –

6. INSTITUTIONAL MONITORING

6A. Professional/Technical and Customized Ed Monitoring Reports – Wendy Hall, Lynell Amundson, Tamra Bell and Brendan Glaser presented the 10th Cycle of these two reports Report. Action as a result of past review of the reports were discussed, as well as analysis from the review teams, and the following highlights:

Professional/Technical Monitoring Report

- Licensure rates for both Registered Nursing and Welding fell somewhat in 2007 (the most recent year for which test scores are available).
- Alumni satisfaction with the quality of instruction increased to 92% in 2008, up 5% from 2007.
- Enrollment in Professional/Technical courses increased 2% between 2006-2007 and 2007-2008.
- Over the five-year period ending in 2007-2008, only three programs experienced an increase in FTE: Chemical Dependency Studies, Nursing, and Welding. Several programs experienced an increased in FTEs between 2007-2008 and the 2006-2007.
- At 150, the number of AAS degrees granted in 2007-2008 decreased 19% from the prior year.

Customized Education Monitoring Report

- The number of students enrolling in certificate training and professional development courses fell 34% in 2007-2008.
- At 28, the number of customized client contracts increased 33% in 2007-2008.
- The number of individuals completing pre-employment testing decreased 48% in 2007-2008.
- At 5,364, the number of individuals taking food handler card tests at LCC increased 9% in 2007-2008.

6B. Quarterly Budget Report – Vice President Ellen Peres provided a status update on the second quarter operating budget, including the local funds equity summary, a revised quarterly variance of budgeted revenues including a column showing the adjusted budget, expenditures, and an operating budget status review.

7. **PUBLIC COMMENT** – None
8. **SELF-MONITORING** – None
9. **DIRECTION SETTING/VISION**
 - 9A. **Planning Calendar Review** - The two-year planning calendar was reviewed.
10. **INFORMATION ITEMS** –
11. **COMMUNITY LINKAGES** – None
12. **EXECUTIVE SESSION** – None
14. **ADJOURN EXECUTIVE SESSION**
13. **ADJOURNMENT** – With no further business, the meeting was adjourned at 6:24 p.m.

MOTION: By Heidi Heywood, seconded by Thuy Vo,
That the meeting be adjourned.

MOTION CARRIED by unanimous consent.

James L. McLaughlin, Secretary