



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT 13  
March 18, 2009**

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**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 5:05 p.m., on Wednesday, March 18, 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  
Lyle Lovingfoss  
Max Anderson  
Mike Heuer (arrived at 5:07)  
Heidi Heywood (arrived at 5:10)

**COLLEGE PRESIDENT:** Jim McLaughlin

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

**2. INTRODUCTION OF GUESTS** – President McLaughlin introduced the following: Faculty: Randy Byrum, Annette Ward, Kathy Stafford, Kathy Meier, Sharon Layton, Rita Catching, Jeanne Hamer, and Greg Finkas (Greg Finkas and Jeanne Hamer were attending as a probationary requirement); Dean Kyle Hammon, and reporter Leila Summers.

**3. APPROVAL OF AGENDA**

**MOTION:** By Thuy Vo, seconded by Mike Heuer,

That the agenda be approved as presented,  
including.

**MOTION CARRIED** unanimously.

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

A. Minutes of the February 18, 2009 meeting

B. Minutes of the March 11, 2009 Special Meeting

*Discussion:* **Correct spelling of Thuy's name under item 1 of the March 11 meeting.**

**MOTION:** By Mike Heuer, seconded by Thuy Vo,

That the consent agenda be approved as presented with the correct as noted above.

**MOTION CARRIED** unanimously.

5. **TENURE CONSIDERATION**

**5A. Executive Session to Consider Personnel Issues** – Chair Max Anderson explained that the Board had met last week for a special executive session meeting to review and discuss the probationary review materials. Therefore, no executive session would be needed during this meeting.

**5B. [ACTION] As a result of Executive Session** –

**MOTION:** By Lyle Lovingfoss, seconded by Thuy Vo,  
I move that the Board of Trustees, after giving reasonable consideration to the recommendations of the Tenure Review Committee at the March 11 special executive session, hereby grant tenure to **Randy Byrum, Annette Ward, and Kathy Stafford** effective Fall Quarter 2009.

**MOTION** carried unanimously.

6. **COLLEGE INPUT**

**6A. President's Report** – President McLaughlin explained that the College is moving ahead after last week's difficult layoffs. He also reported that he has attended several SWW Workforce Development Council meetings to discuss how the federal stimulus money will be utilized in Cowlitz County and LCC's role. The All-USA team awards will be held next week in Olympia, and LCC has a national bronze team winner in Amanda Sudar. He then asked for reports from the vice presidents. The College recently received a donation of a very expensive piece of scientific equipment, thanks to Steve Vincent of Columbia Analytical.

VP Mary Harding – Student Services

Record fall and winter enrollment will result in the College exceeding its state target by more than 200 FTE; spring quarter is following the same trend with early enrollments being extremely high. More students, reduced budget, and fewer staff make it a challenging time. She also reported on the successful Latino Steps to Success event on February 24, which is a high school outreach program. This year, 150 students from five high schools attended. The College is participating with Tacoma Community College on a grant designed to serve the hard-to-serve students, which will allow us to do some veteran's outreach activities.

Vice President Laura Brener – Instruction

She reported that Faculty have been wonderful in dealing with the large enrollment; they are accepting overloads and additional classes in order to serve as many students as possible. This weekend's regional Science Olympiad, hosted by LCC, was a tremendous success with almost 400 middle and high school students attending. The college has made a 5-year commitment to host this activity.

- 6B. **ASLCC Report** – Student President Saydra Goodrum gave an update on upcoming ASLCC activities. They are hoping to open the Cyber Café in spring quarter, and plans for the Red Devil Days activities are underway.
- 6C. **LCCFAHE Report** – Kam Todd reported that the majority of Faculty felt that the administration did a great job in regards to budget cuts. The President was open and forthcoming about the cuts as early as January, and kept the campus updated as new projections came in. Faculty are tired, but dealing with the 120% enrollment.
- 6D. **WFSE Report** – Tracy Stanley expressed appreciation for the professional way that the recent reductions were handled.
- 6E. **LCC Foundation** – Margit Brumbaugh explained that the Foundation Board is working on their budget, which will be very “bare bones.” There will be no grants this year, and no endowed scholarships, but most of the annual scholarships are intact for next year. This year's annual appeal brought in \$40,000. The Foundation is also working on compliance with 1990 which is a new accountability requirement.
- 6F. **Legislative/Public Relations** – Sue Groth also gave kudos to the Science Olympiad for bringing so many new students on campus, which is so important to future enrollment. She also said plans are underway for the College's 75<sup>th</sup> anniversary next year.
- 6G. **Other** - None

**7. BOARD WORKSHOP: Planning Session with the Cabinet –**

President McLaughlin explained that this session annually provides an opportunity to share ideas, and talk about issues and planning with the vice presidents. We need to close the loop on strategies and incorporate them into plans and priorities for the coming year.

**7A. Review Anticipated Budget Guidelines and Assumptions –** Ellen Peres opened with a brief overview of the budget development process, and shared preliminary 2009-10 operating budget assumptions based on the anticipated State budget. This year will present a unique challenge as staff will be asked to cut what they can from their budgets in an effort to meet the reduced revenue from the state.

**7B. Review Annual Outcomes for 2008 and Planning for 2010–** President McLaughlin presented a “roll-up” document showing the key findings and staff-recommended strategies for the seven expected outcomes, all of which tie into the strategic KPI goals. The recommended strategies were developed from meetings with members of the monitoring report review teams and reviewed by the Cabinet. These strategies form the skeleton upon which the budget will be built, as well as determining department and program action plans for the coming year. Dr. McLaughlin asked the Board if they were satisfied that the key strategic issues were identified. Board was unanimous in their agreement.

Heidi Heywood asked if the Access outcome could measure how many first generation college students are enrolled. Mary Harding responded that the college is working to develop the ability to measure those students.

**7C. Review Annual Priorities for 2009-10 –** Dr. McLaughlin reviewed the latest draft of the 2009-2010 annual priorities. Input from the Board is essential to ensure that the strategies are in alignment with their vision; the Board gave their approval for draft 2 as presented.

**8. BOARD BUSINESS –**

**8A.** Dr. McLaughlin explained that the Nursing Department had forwarded letters of recommendation to the Sabbatical Review Committee recommending that retired instructor, Evelyn Boyd, be awarded the title of Faculty Emeritus. The Sabbatical Review Committee met and concurred with the recommendation; therefore, consideration of this recommendation is brought to the Board for action.

**MOTION:** By Heidi Heywood, seconded by Lyle Lovingfoss,

I move that the Board of Trustees, after giving reasonable consideration to the recommendations of the Sabbatical Review Committee and in accordance with administrative policy 319, do hereby confer the title of Faculty Emeritus to Ms. Evelyn Boyd, effective immediately.

**MOTION CARRIED** unanimously.

**8B. Election of Board Officers** – Nominations for new officers occur annually in February, and elections take place in March; therefore, Chair Max Anderson called for a motion on the 2009-2010 slate of officers:

**MOTION:** By Lyle Lovingfoss, seconded by Thuy Vo,  
That Mike Heuer be elected as Chair and Heidi Heywood as Vice Chair for 2009-10.

**MOTION CARRIED** unanimously.

**9. PUBLIC COMMENT** – None

**10. DIRECTION SETTING/VISION**

**10A. Planning Calendar Review** – May 27 will be the joint meeting with both Longview and Kelso School Boards. President McLaughlin asked for input on possible agenda items before the April 15 regular meeting.

**10. ADJOURNMENT** – With no further business, the meeting was adjourned at 6:35 p.m.

**MOTION:** By Lyle Lovingfoss, seconded by Max Anderson,  
That the meeting be adjourned.

**MOTION CARRIED** unanimously.

On April 15, 2009, the Board of Trustees of Community College District 13 approved minutes of the March 18, 2009 regular meeting.

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James L. McLaughlin, Secretary