

LOWER COLUMBIA COLLEGE BOARD OF TRUSTEES

MINUTES

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Vice Chair Heidi Heywood called the regular meeting of the District 13 Board of Trustees to order at 5:07 p.m., on Wednesday, September 16, 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  
  Heidi Heywood  
  Max Anderson  
  Mike Heuer (arrived @ 5:17)

COLLEGE PRESIDENT:       Jim McLaughlin

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

2. INTRODUCTION OF GUESTS – President McLaughlin introduced LCC employees Betty Hayes, Recruiting Specialist; Roxanna Ahmadifard, Director of Running Start; and Alina Nestjorkena, ASLCC Programming.

3. APPROVAL OF AGENDA

MOTION:                           By Lyle Lovingfoss, seconded by Thuy Vo,  
  
  That the agenda be approved as presented with the addition of a resolution item to approve a budget adjustment of \$500,000 of one-time funds from the **past year's excess enrollment as Item 10B under Board Business**.

MOTION CARRIED unanimously.

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

4A. Minutes of the July 29, 2009 workshop

MOTION: By Lyle Lovingfoss, seconded by Thuy Vo,

That the consent agenda be approved amended.

MOTION CARRIED unanimously.

5. COLLEGE INPUT

5A. **President's Report** – President McLaughlin gave a brief update on the activities of this week in preparation for students to return on Monday.

- He distributed a professional resource booklet from ACCT entitled, **“Essentials of Good CEO/Board Relationship.”** Specific topics could be discussed at a later date should the Board choose.
- He also distributed a copy of the latest *Images* magazine which is published quarterly; there is a good article on page 22 about the College.
- Earlier in the year, Head Start had applied for a grant to replace some of their administrative space, but the request was turned down; however, they just got a call and asked if we could use \$135,000 toward the project, which has prompted discussion on how we may be able to use the funds to construct an extension on the existing Head Start building.
- Negotiations continue with the WC Baseball League.

Vice President Mary Harding:

- **Enrollment: Summer enrolled ended with 1098 FTE's; 72 percent ahead of last year. Fall enrollment is currently at 2890 FTE's, which reflects an increase of 21 percent over the record enrollment of last year, and students are still enrolling!**

Vice President Laura Brener:

- With the increase of students in the summer, 61 class sections were **added, and we've already added 42 sections for fall. We have 30 brand new adjunct faculty.**
- **We're in the final stages of an agreement with City University** to offer an education (teaching) certificate on campus with a special ed endorsement. Once approved, we anticipate one cohort of 17-20 every other year. The cost of tuition will be 40% less than City University would charge on their own campus.
- We may expand participation in the Rural Online Nursing Education (RONE) program in the capacity of training other institutions.

Vice President Ellen Peres reported:

- The design process for the new Health and Science building will begin in two weeks. Our architects were introduced to City of Longview personnel. Will start demolition of apartments in February 2011.

- 5B. ASLCC Report – ASLCC President Jake Allegar introduced fellow student Alina Nestjorkena, ASLCC Programmer. He reported that student government is getting off to a quick start by attending a leadership conference in Wenatchee. **He’s looking forward to a great year.**
- 5C. LCCFAHE Report – Kam Todd said he is anticipating an active year for all. Due to increased enrollment, some classes are struggling with facility limitations; especially in the vocational programs. This year will require good relationships and communication between all facets of college staff.
- 5D. WFSE Report – Tracy Stanley reported that staff is tired, but morale is good. The union is working hard to train and orient their newest group of members, the part-time hourly employees. They are scheduling speakers at several of the local meetings.
- 5E. LCC Foundation – Margit Brumbaugh reports that the Foundation Board and committees are off and running for the new year. The annual audit is underway, and investments are moving in the right direction. They are working on new policies to comply with current regulations. The Scholarship Social will be held on October 6.
- 5F. Legislative/Public Relations – Sue Groth reports that the Publication Office has been busy preparing, printing, and distributing materials and promotions. We are preparing for the 75<sup>th</sup> anniversary celebration, but in lieu of current economic times, it will not be a lavish event. **Instead, we’ll tie small celebrations** into several special events already scheduled. Work continues on the history exhibit, which will kick off in November.
- 5G. Other –
- 6. **INSTITUTIONAL MONITORING –**
  - 6A. Recruiting Update – Vice President Mary Harding introduced our recruiting specialist, Betty Hayes, who gave a presentation on her philosophy and techniques for recruiting. She also shared a short slide show for recruiting that she shows to high school students.
  - 6B. Year-End Budget Report – Ellen Peres reviewed the 2009-10 budget, which reflected reductions in state funding and our subsequent budget cuts. All-in-all, the year ended better than anticipated due to curtailed spending throughout the campus.
- 7. **PUBLIC COMMENT – None**
- 8. **SELF-MONITORING – None**

9. DIRECTION SETTING/VISION

9A. Planning Calendar Review - The two-year planning calendar was reviewed. Max Anderson suggested possibly adding an additional half-day workshop to the annual schedule. He will put some ideas together before the October meeting.

10. INFORMATION ITEMS –

10A. Committee Assignments – The list of committee assignments was reviewed and assignments made effective 9/16/09 through 9/15/2010.

10B. Resolution 53 – Approve budget adjustment and delegate authority to expend one-time excess enrollment funds. President McLaughlin explained that the increase in enrollment resulted in an unprecedented amount of excess enrollment funds. The Cabinet discussed many scenarios to expend these one-time funds. Due to increased enrollment and the need for parking, especially as spaces by the baseball field are being eliminated and loss in the near future of the Maple Street lot due to construction of the Health and Science Building, they are recommending use of the funds for parking lot construction and renovations, a portion for Food Services renovation, and other miscellaneous facility improvements.

MOTION: By Max Anderson, seconded by Lyle Lovingfoss,

To approve Resolution 53 for a budget adjustment of \$500,000 of one-time funds from the past year's excess enrollment, and delegate authority to the president to expend that amount for parking lot construction and renovation; a Food Services renovation, and other miscellaneous facility improvements.

Discussion: The question was asked if we will capture more excess enrollment funds next year. Ellen Peres answered in the affirmative. Max Anderson said the recommended use of these funds fits within the College's master plan, and since parking is a huge issue, he is comfortable with the resolution. Question called for.

MOTION CARRIED unanimously.

11. COMMUNITY LINKAGES – None

12. EXECUTIVE SESSION – None

14. ADJOURN EXECUTIVE SESSION – N/A

13. **ADJOURNMENT** – With no further business, the meeting was adjourned at 6:42 p.m.

MOTION: By Lyle Lovingfoss, seconded by Thuy Vo,

That the meeting be adjourned.

MOTION CARRIED unanimously.

On October 21, 2009, the Board of Trustees of Community College District 13 approved minutes of the September 16, 2009 regular meeting.

---

James L. McLaughlin, Secretary