

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 5:05 p.m., on Wednesday, November 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: Mindi Linqvist
Heidi Heywood
Max Anderson
Thuy Vo (arrived at 5:10)
Mike Heuer (arrived at 5:12)

COLLEGE PRESIDENT: Jim McLaughlin

Others in attendance: Ellen Peres, Mary Harding, Laura Brener, Nolan Wheeler, Sue Groth, Margit Brumbaugh, Wendy Hall, Kam Todd, Molly Howard, Jake Allegar, Bonnie Terada, and Linda Clark

2. INTRODUCTION OF GUESTS – President McLaughlin introduced instructor Mark Bergeson and past trustee, Lyle Lovingfoss

3. APPROVAL OF AGENDA

MOTION: By Max Anderson, seconded by Mindi Linqvist,
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 October 21, 2009 meeting

4B. Head Start/ECEAP Policy Council Changes:

- Governing Body Roles and Responsibilities
- Recruitment/Selection/Enrollment Criteria
- Information on Sharing & Decision-Making between the Governing Board and Policy Council
- Internal Dispute Resolution
- Parent/Community Written Concerns (Complaint Procedure & Form)
- Parent Reimbursement Policy
- Strategic Plan Update

MOTION: By Max Anderson, seconded by Mindi Linquist,

That the consent agenda be approved, including minutes of the October 21, 2009 Board meeting, and Head Start/ECEAP Policy Council Changes as presented

MOTION CARRIED unanimously.

5. COLLEGE INPUT

5A. President's Report – President McLaughlin reported that he had spoken with Longview School District Superintendent, Dr. Suzanne Cusick regarding a joint meeting date with both Boards; they agreed that May 19 would work well and be hosted by Longview. He also invited the Board to the December 15 Holiday After Hours event at the LCC Rose Center, and distributed a copy of the program cover and information from the recent Workforce Training Board **Conference showing LCC receiving a Governor's Best Practices Award for the R.O.N.E. program.**

Vice President Mary Harding:

- Enrollment **is currently at 3257 FTE's (plus 200 Running Start students and other non-countable FTE'S), which is 21% ahead of last fall's count. We are also over 5200 unduplicated head count...both record enrollments.** We began enrolling for Winter quarter on November 16.
- The Financial Aid Office has processed \$3.1 million in Pell Grants, which is 82% more than last year. Additionally, 2470 Stafford loans have been processed, which is 112% ahead of last year. However, event with the huge increase in volume, financial aid processing is caught up for the quarter!
- The Governor declared November 16-20 as Student Services week, and **LCC's Student Services held some activities on the 16th.**
- As for athletics, the Volleyball Team begins the NWAACC tournament in Mt. Hood tomorrow, **November 19, and LCC's coach, Marcy Gilchrist, was named the Association's Coach of the Year.** The annual red and

white basketball scrimmage and spaghetti feed was held November 17. The annual athletic auction fundraiser will be held on January 22.

Vice President Laura Brener:

- o Finals are scheduled for December 8-**10...only two weeks left!**
- o We are working with a new State initiative for student completion, supported by the Gates Foundation. One component of the initiative is funding for math reform, which the College is applying for. Grants will be given to applications that focus on new and innovative ideas and restructuring. If awarded, our goal is to have a new pre-college math in place by fall.

Vice President Ellen Peres reported:

- o Progress is continuing on the Health & Science building design, which will be submitted in December
- o **Starting user's meetings for the new Head Start addition**
- o The new parking lot is progressing, although permitting snags and weather have slowed the start
- o The Food Services project to add a café is ready to go out for bid. Speaking of Food Services, it recently received another gold star from the Health Department—for five years in a row.

5B. ASLCC Report – ASLCC President Jake Allegar reported that they had great attendance for the first movie night of the year. There will be an open coffee social in the Cyber Café on November 19. The Executive Council approved a proposal from the Multicultural Club for space in the quiet lounge. Student government officers will be attending the national student leaders of America conference next week in Washington, D.C. Finally, the first ASLCC newsletter was published last week.

5C. LCCFAHE Report – Kam Todd talked about the wear and tear on faculty from the increased enrollment. The student demographic is much different as many are agency-supported and must finish successfully in a short timeframe. The Faculty is working hard to accommodate students, but are somewhat frustrated **by the workload with no COLA's, increments, or pay increase in sight.**

5D. WFSE Report – Molly Howard reported that things are quiet in the classified union; they are working with HR to schedule contract training.

5E. LCC Foundation – Margit Brumbaugh reported that the Foundation Board met this past Monday and results from the annual audit were clean. Even with the poor investment market last year, the Foundation was still able to provided \$500,000 in support to the College. The Board is looking to hold another golf marathon in 2010 for their major fundraising event for the year. Scholarship applications for next year begin in January, and she reported that the Mashinter Estate has directed additional contributions to an endowed scholarship.

5F. Legislative/Public Relations – Sue Groth provided an update on the recent opening of the 75th anniversary exhibit, Legacy of Learning. The event was video-taped and will be available for viewing on our website, as well as on KLTv. The exhibit will also be open before the next Symphonic Band concert **on November 24, which also marks the Band's 30th anniversary.** Legislatively, work has begun on the 2010 system-wide messages.

5G. Other – None

At 5:35, Chair Heuer called for a recess to honor past Trustees, Lyle Lovingfoss, whereby he was granted the title of Trustee Emeritus.

6. INSTITUTIONAL MONITORING –

6A. Bi-Annual Head Start Report – Suzanne Johnson/Paul Youmans presented the bi-annual update on the Head Start Program, including a report on special programs, results of the Head Start Program Information Report (PIR), Enrollment, Program Governance/Roles & Responsibilities, the upcoming Federal Monitoring Review and upcoming Events.

Suzanne provided information on the, "I Am Moving I am Learning" program, which promotes increasing physical activity during daily routines, improving the quality of structured movement, and promoting healthy nutrition choices, all to combat the detriments of obesity and poor nutrition that affects many of our children and adults. She also provided an update on the Oral Health Initiative Grant (the four-year grant ended June 30), which has helped hundreds of Head Start students and younger siblings to receive dental screenings and fluoride applications. A reported success rate is a 50% decrease in students having untreated caries. The ABCD dental program continues to make a difference in the health of our children ages 0-5 years of age; we currently have 2880 children enrolled. Recruitment efforts for additional local dental and medical providers to become ABCD trained and certified continues.

Suzanne and Paul also discussed the program information report, which provides information on the end of year statistics regarding enrollment, family demographics, education of staff, and health/nutrition/mental health/family services. 439 children are enrolled for 2009-10 in Head Start/ECEAP with a waitlist of 197.

Paul discussed the changes for program governance resulting from the Reauthorization of Head Start in December 2007, including the roles and responsibilities for the Board and Policy Council.

Suzanne reviewed the Program Planning Timeline for 2009-10 for activities, including grant timelines, self-assessment processes and timelines, budget process, community assessment, and development of strategic plan goals and objectives. Suzanne also discussed the upcoming Federal Monitoring Review, which occurs every three years. We anticipate the review sometime in early spring 2010.

6B. Cycle XI Access Monitoring Report – Vice President Mary Harding led the report along with review team member, Mark Bergeson. They reviewed some of the action plans resulting from past reviews including: Financial Aid improvements to assist students, new strategies developed by the Recruiting Office, new initiatives underway in the Office of Disability Services, and special registration hours for ABE and ESL students. They reviewed results of the key performance indicators, including general enrollment, participation rate of the college’s service district, and participation rate/success of diverse student populations. Summarily, the report indicates that LCC has done a great job with accessibility to the community even while serving an unprecedented number of students.

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 –

10A. [ACTION] Meeting schedule for 2010

MOTION: By Max Anderson, seconded by Heidi Heywood,

That the 2010 Board of Trustees meeting schedule be approved as presented.

MOTION CARRIED unanimously.

11. COMMUNITY LINKAGES – None

12. EXECUTIVE SESSION – At 6:50 p.m., Chair Heuer called for a 15-30 minute executive session to discuss potential litigation and personnel issues. No action anticipated.

14. ADJOURN EXECUTIVE SESSION – Executive Session was adjourned at 7:15 p.m.

13. ADJOURNMENT – With no further business, the meeting was adjourned at 7:18 p.m.

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

MOTION CARRIED unanimously.

On December 16, 2009, the Board of Trustees of Community College District 13 approved minutes of the November 18, 2009 regular meeting.

James L. McLaughlin, Secretary