

LOWER COLUMBIA COLLEGE BOARD OF TRUSTEES  
MINUTES

**1. CALL TO ORDER AND DETERMINATION OF QUORUM**

Chair Mike Heuer called the regular meeting of the District 13 Board of Trustees to order at 5:04 p.m., on Wednesday, December 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:** Mindi Linqvist  
Thy Vo  
Mike Heuer  
Max Anderson (arrived at 5:06)  
Heidi Heywood (arrived at 5:17)

**COLLEGE PRESIDENT:** Jim McLaughlin

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

**2. INTRODUCTION OF GUESTS –** President McLaughlin introduced Leila Summers from the *Daily News*.

**3. APPROVAL OF AGENDA**

**MOTION:** By Thuy Vo, 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 November 18, 2009 meeting**

**4B. Head Start/ECEAP Policy & Procedure, PGOV 4e, and the 2009-2010 Planning Timeline**

**MOTION:** By Thuy Vo, seconded by Mindi Linquist,

That the consent agenda be approved as presented, including minutes of the November 18, 2009 Board meeting, and Head Start/ECEAP Policy PGOV 4e and the 2009-2010 Planning Timeline.

**MOTION CARRIED** unanimously.

**5. COLLEGE INPUT**

**5A. President's Report** – President McLaughlin reported on some of the quarter-ending activities, and that the Registration Office is already busy enrolling for Winter quarter. The College hosted a very successful Chamber Holiday After Hours event on December 15; attended by well over 200 people.

Vice President Mary Harding:

- o **Fall quarter enrollment ended at more than 3300 FTE's...the largest** quarter in the history of the College, and winter quarter enrollments are ahead of this time last year.
- o Both basketball teams are beginning their schedules; the LCC Lady Devils will be hosting a tournament Dec. 19-20.

Vice President Laura Brener:

- o The faculty have really stepped up to serve students this quarter, and are more than ready for the holiday break!
- o The College was recently notified that it received a grant from the State Library Association to incorporate information literacy into our pre-college and college curriculum.
- o E-learning continues to grow. Renee Carney, currently an Ed Planner in the Student Services area, was hired to replace Scott Dennis as the E-Learning Director.
- o We are currently scheduling interviews for a CEO program director.

Vice President Ellen Peres:

- o The recent cold weather resulted in several broken pipes on campus, but all have been repaired. The second floor in the Student Center was the hardest hit, but the repairs in that building included installation of a new fan system that will turn on when a specific temperature is reached.
- o Conversion of the practice soccer field into a new parking lot has begun. The contractor is hopeful to install the asphalt in mid March when the temperatures moderate.

**5B. ASLCC Report** – N/A

**5C. LCCFAHE Report** – N/A

**5D. WFSE Report** – Tracy Stanley reported that the classified staff are concerned about the **Governor’s recent budget**. They are anxious to review the early retirement notification incentives, which will be presented once OFM approves the plan. Dr. McLaughlin is hopeful that a plan will be ready to present in early January.

**5E. LCC Foundation** – Margit Brumbaugh explained that the annual appeal is underway. **The Foundation received a clean audit on last year’s financials.**

**5F. Legislative/Public Relations** – Sue Groth provided an update on some of the media articles in the *Daily News*, plus recapped an article in the Community College Times that showed LCC as the 5<sup>th</sup> fastest growing community college in the 2500-5000 sector (headcount). She and Dr. McLaughlin will be meeting with the six legislators from the 18<sup>th</sup> & 19<sup>th</sup> districts to share information on what the LCC has done this year; the consensus from the three legislators they have already talked to is that they are very pleased with what the community colleges are doing.

**5G. Other** –TACTC Legislative Action Committee (LAC) Report – Mike Heuer provided a recap of the recent ITV meeting of the LAC committee. They are urging the community colleges to make early contact with legislators (which we are already doing). They also responded to a request to have a Student Trustee on each Board. The consensus of the Colleges were in favor of having a student representative at each meeting to provide direct reporting to the Board. Max Anderson said that the input from the LCC student representative at the meetings is truly valued, and not to taken lightly. The Board also discussed sending representatives to the ACCT Legislative Summit in Washington, D.C., but agreed that it was not the right time due to economic conditions.

**6. INSTITUTIONAL MONITORING** – None

**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] Proposal to name classroom 109 in Main Building the Donna DeJarnatt Studio as recommended by the Facilities Naming Committee.**

**MOTION:** By Max Anderson, seconded by Thuy Vo,

To honor the service of former Trustee and art instructor, Donna DeJarnatt, and in recognition of the investment of the Donna DeJarnatt Memorial Fund, we approve naming classroom 109 in Main Building the Donna DeJarnatt Studio.

**MOTION CARRIED** unanimously.

**10B. [ACTION] Resolution 54 – Budget adjustment and delegation of authority to expend one-time excess enrollment funds.** President McLaughlin explained that projection of further funding reductions from the state for the coming year will result in the elimination of 10-12 fulltime positions at LCC. The Cabinet is recommending offering various separation/retirement incentive plans to try and meet the impending reductions through attrition. Incentives would be funded with excess enrollment funds generated by the unprecedented increase in enrollment.

Max Anderson explained that the Board had sufficiently vetted this idea at the last meeting, so he called for a motion.

**MOTION:** By Max Anderson, seconded by Heidi Heywood,

Approve Resolution 54 for a budget adjustment of \$400,000 of one-time funds from the past year's excess enrollment, and delegate authority to the president to expend that amount for payment of costs related to the various staff separation/retirement incentive plans offered for this fiscal year only

**MOTION CARRIED** unanimously.

**11. COMMUNITY LINKAGES – None**

**12. EXECUTIVE SESSION –** At 5:45 p.m., Chair Heuer called for a 5-10 minute executive session to discuss litigation. No action anticipated.

**14. ADJOURN EXECUTIVE SESSION –** Executive Session was adjourned at 6:00 p.m.

**13. ADJOURNMENT** – With no further business, the meeting was adjourned at 6:01p.m.

**MOTION:** By Max Anderson, seconded by Heidi Heywood,  
That the meeting be adjourned.

**MOTION CARRIED** unanimously.

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James L. McLaughlin, Secretary