



Longview, WA 98632

MEETING of FEBRUARY 17, 2010

LOWER COLUMBIA COLLEGE BOARD OF TRUSTEES

MINUTES

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Chair Mike Heuer called the workshop of the District 13 Board of Trustees to order at 8:37 a.m., on Wednesday, February 17, 2010, 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
Mike Heuer
Max Anderson
Heidi Heywood
Mindi Linqvist (arrived at 10:15)

COLLEGE PRESIDENT: Jim McLaughlin

Others in attendance: Ellen Peres, Mary Harding, Laura Brener, Sue Groth, Kyle Hammon, Linda Clark, and *Daily News* reporter, Leila Summers.

2. APPROVAL OF AGENDA

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

MOTION CARRIED unanimously.

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

3A. Minutes of the January 20, 2010 regular meeting

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

MOTION CARRIED unanimously.

4. COLLEGE INPUT

4A. President's Report – President McLaughlin discussed the latest news on the legislative front, including some of the bills that would affect the College. The Cabinet's plan to meet the projected \$890,000 budget reduction next year shouldn't interfere with day-to-day operations. He said he hopes to spend quality time during this meeting to discuss plans for next year and beyond, as well as reviewing the seven outcomes from last year.

Vice President Mary Harding:

- o Winter quarter went down in the record books as the biggest quarter in the history of LCC—25 percent ahead of last year—and we expect a very large spring quarter as well.

Vice President Ellen Peres:

- o Facilities: Hoping to have the new parking lot completed by March 1 since the weather is cooperating, and the new café area in Food Services is under construction.

Sandy Junker and Suzanne Johnson arrived at 8:55

5. INSTITUTIONAL MONITORING

5A. Transfer Monitoring Report – Dean Kyle Hammon presented the Transfer Monitoring Report discussing some of the past action plans, results, and comments from the review team.

5B. Bi-Annual Head Start Report – Program Director Sandy Junker and Assistant Director Suzanne Johnson provided an in-depth update of the Head Start/ECEAP program, starting with an eleven-minute video of our local program. Sandy also reported that the self-assessment was completed on February 10. Strengths were identified in each component area, and areas of opportunity were discussed. Head Start staff have been diligently preparing for an upcoming program audit, which will be conducted March 14-19.

The Head Start/ECEAP program was recently notified that it received an Early Head Start grant, which will serve 60 children and families, prenatal to 3 years. Sandy discussed results of the community assessment, including changes from the last three years and the revised criteria for selection of families. She also reviewed highlights of the February 2 strategic planning day where 60 community members, staff and parents developed strategic goals and objectives focusing around mental health, education, family services, disabilities, parent involvement, health and nutrition.

Sandy also discussed the Head Start Budget for 2010-11 and the full Head Start grant application that is due on March 31, 2010. The budget for Head Start this next year will be \$2,274,657.

Suzanne provided a summary of the Creative Curriculum results in language development, cognitive development, social/emotional development, and physical health, and discussed the strategies for 2009-2010.

6. PUBLIC COMMENT – None

7. BOARD BUSINESS/INFORMATION ITEMS

7A. Nomination of Officers for 2010-2011 – After a brief discussion, the following motion was made for nominations, with election to take place at the March 17 meeting:

MOTION: By Thuy Vo, seconded by Max Anderson,

To nominate Heidi Heywood for Chair and Mindi Linqvist for Vice Chair.

MOTION CARRIED unanimously.

8. BOARD WORKSHOP: Planning Session

President McLaughlin explained that this session will provide an opportunity to share ideas and talk about issues and planning. The discussion will incorporate the following items, which will be used to **build next year's operating plan and budget**: Review of anticipated budget guidelines and assumptions, annual outcomes, and Annual Priorities for 2010-2011. Dr. McLaughlin explained the difficulty in developing **next year's budget** as the legislature is once again dealing with less revenue to balance the state budget. In light of the tough political agenda, the State Board has agreed upon a brief message to the legislature including: Minimizing cuts to community colleges as we help retrain the workforce, restore financial aid, and provide adequate funding for worker retraining.

Ellen Peres provided an overview of the budget development process, as well as the budget assumptions for 2010-2011 based on an estimated required reduction of \$891,000. The completed budget will be scheduled for Board approval in June.

President McLaughlin presented a review matrix document showing the key findings for the seven expected outcomes, all of which tie into the strategic KPI goals. The recommended annual priorities will be developed by the Cabinet and reviewed by Operations Council, Governance Council, and the Leadership Team. 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 for input from now through the end of May.

9. ARCHITECT'S PRESENTATION OF HEALTH & SCIENCE BUILDING –

Leavengood Architects summarized the development of the proposed building and discussed potential partnerships with Cowlitz PUD and the Bonneville Foundation for energy saving features. He also presented drawings and video clips of the proposed building.

- 10. WORKING LUNCH** – At 11:53, Chair Mike Heuer called for a 90 minute break so the board could attend a production in the Wollenberg Auditorium.

Chair Heuer reconvened the public meeting at 1:15 p.m. – Discussion continued on the 2010-2011 Annual Priorities. The board suggested adding goals around diversity, University Center, support of the student-sponsored Multi-Cultural Center, and additional east campus renovations.

- 11. EXECUTIVE SESSION** – None

- 12. ADJOURNMENT** – With no further business, the meeting was adjourned at 1:45 p.m.

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

MOTION CARRIED unanimously.

On March 17, 2010, the Board of Trustees of Community College District 13 approved minutes of the February 17, 2010 meeting.

James L. McLaughlin, Secretary