



Longview, WA 98632

MEETING of MARCH 17, 2010

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 5:03 p.m., on Wednesday, March 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
Mindi Linnquist
Max Anderson
Mike Heuer
Heidi Heywood

COLLEGE PRESIDENT: Jim McLaughlin

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

2. INTRODUCTION OF GUESTS – In addition to the five Faculty members up for tenure consideration, Jeanne Hamer, Courtney Shah, Tim Allwine, Greg Finkas, and Mary Leach, many LCC faculty and friends were present, so President McLaughlin asked all to introduce themselves. Also attending was Ray Byers from *The Daily News*.

3. APPROVAL OF AGENDA

MOTION: By Heidi Heywood, seconded by Thuy Vo,

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 17, 2010 meeting
- B.** Minutes of the March 10, 2010 Special Meeting
- C.** LCC Head Start budget, self-assessment summary and action plans, and strategic planning goals and objectives for the 2010-2011 application.
- D.** Miscellaneous Fee Schedule for 2010-2011

MOTION: By Mindi Linquist, seconded by Max Anderson,
That the consent agenda be approved as presented

MOTION CARRIED unanimously.

5. TENURE CONSIDERATION

5A. Executive Session to Consider Personnel Issues – At 5:07, Chair Mike Heuer called for a brief 10-15 minute executive session for personnel discussion; the Board adjourned to the Training Room.

5B. Adjourn Executive Session – At 5:21, Chair Heuer reconvened the public meeting and entertained the following motion:

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

MOTION: By Heidi Heywood, seconded by Mindi Linquist,
I move that the Board of Trustees, after giving reasonable consideration to the recommendations of the Tenure Review Committee at the March 10th special executive session, hereby grant tenure to **Jeanne Hamer, Courtney Shah, Tim Allwine, Greg Finkas, and Mary Leach** effective Fall Quarter 2010.

MOTION carried unanimously.

6. COLLEGE INPUT

6A. President's Report – President McLaughlin explained that the College wrapped up several hires last week (part-time and full-time), in time to comply with the state's mandatory hiring freeze effective March 17th. The legislature was not able to finalize a budget during the regular session, so we'll have to wait until the end of the special session for our final budget.

In an effort to meet the anticipated \$890,000 cuts, the Administration reviewed several options, including personnel and programs, and decided to close the Contemporary Musicianship Audio Production program at the end of this year. Based on the outlook for employment for program graduates in the current job market, we have decided not to accept new students into the program. We will continue to provide the courses needed for our currently enrolled students to

complete the program. After three years of operating the program, and considering employment data that indicates limited opportunities for LCC graduates, we had to make the hard decision to discontinue offering this program. Once current students have graduated, we estimate the savings will be more than \$100,000 a year. We anticipate that LCC will offer individual classes in audio production from time to time in response to interest from our community. These classes and other campus needs will continue to utilize the equipment and facilities in the Rose Center.

VP Laura Brener – Instruction

Two of LCC's library staff, Susan James and Vikki Carter, have been published in the state library magazine ALKI. She also reported that efforts continue to ensure that adjunct faculty have orientation opportunities quarterly where they can meet with department chairs, Deans, and herself. The recent Science Olympiad, hosted by LCC, was a huge success due in large part by participation of the LCC community. Over 400 middle school and high school students attended.

Vice President Mary Harding – Student Services

Winter quarter ended with 3454 FTE's...the largest quarter in LCC history, and 26% ahead of last winter quarter. Early spring enrollments appear to be larger than ever, running 27% ahead of this time last year. Financial Aid, Registration and Advising will all be very busy during spring break. The CCSSE survey is being administered this quarter.

Vice President Ellen Peres – Administration/Finance

We are hoping the weather cooperates so that the new parking lot can be completed. The coffee bar in the Food Services area is close to completion and a grand opening is scheduled during the first week of spring quarter.

- 6B. ASLCC Report** – Student President Laura Waltrip reported that the student executive council committees have been very busy attending meetings and planning activities. They are gearing up for the annual Red Devil Days in May and are planning a special 75th anniversary alumni dance.
- 6C. LCCFAHE Report** – Karen Joiner reported that Faculty are busy, but things are going well. They were pleased to see the quarterly adjunct faculty orientations as it was a suggestion made at a recent Governance Council meeting. There is a grievance on the table regarding turnover dollars, and the Association realizes that the administration has to work within the language set by the legislature; other colleges are in the same situation, so we'll have to see how it plays out. She said it is not a grievous wrong on either side.
- 6D. WFSE Report** – Tracy Stanley said the union is working with the Administration on union management meetings and trainings. She has been talking with Human Resources on a regular basis pertaining to budget reductions and the impact on staff. Lobbying continues at the state level. The Local is send two members to a collective bargaining seminar.

6E. LCC Foundation – Margit Brumbaugh reported that the Foundation is converting the internal accounting software, and continues work on their internal file audit. The newly updated Foundation website now includes a secure online donation option. The golf marathon is scheduled for May 13. So far, it is off to a great start with 29 golfers signed up.

6F. Legislative/Public Relations – Sue Groth reported that there is nothing new from the Legislative session; we are still waiting for a final budget decision within the next week or two.

6G. Head Start Written Report

- ✓ January 2010 Budget Status Report
- ✓ January 2010 End-of-Month Program Report
- ✓ Selection Criteria Score Sheet (3-5 Head Start/ECEAP Program)
- ✓ Selection Criteria Score Sheet (Early Head Start)
- ✓ Policy Council & Parent Committee Reimbursement Policy

6H. Other

7. PUBLIC COMMENT – None

8. DIRECTION SETTING/VISION

8A. Planning Calendar Review – May 19 will be the joint meeting with both Longview and Kelso School Boards, hosted by Longview.

9. BOARD BUSINESS/INFORMAITON ITEMS –

9A. Resolution 55 [ACTION] – Budget Adjustment and Delegation of Authority to Expend One-Time Excess Enrollment Funds. President McLaughlin explained that a budget adjustment in the amount of \$1,550,000 from one-time excess enrollment funds is requested for: Construction Projects, which in several cases will be used to match other available funds to complete projects serving current and future growth needs; Special Funds Enhancements that will position the college to move ahead with critical future projects in the event of legislative cuts or enrollment changes which reduce college funding; Instructional Equipment to replace outdated vocational equipment and provide new technology for several instructional areas, and Infrastructure Enhancements, including the purchase of a new campus phone system with emergency notification capabilities at a cost equal to that required to continue using our 23-year-old system which needs software upgrades and has reached its line capacity limit.

Heidi Heywood asked if there were other expenditures that didn't make this list. President McLaughlin explained that the Cabinet had brought forth no other significant projects than those outlined in the resolution.

MOTION: By Max Anderson, seconded by Heidi Heywood,

Approve Resolution 55 for a budget adjustment of \$1,550,000.00 of one-time funds from the past year's excess enrollment, and delegate authority to the president to expend that amount for payment of Construction Projects, Special Funds Enhancements, Instructional Equipment Replacements/Enhancements, and Infrastructure Enhancements.

MOTION CARRIED unanimously.

9B. Election of Board Officers – The nomination for new officers occurred in February, so Chair Heuer called for a motion on the 2010-2011 nominations:

MOTION: By Thuy Vo, seconded by Max Anderson,

That Heidi Heywood be elected as Chair and Mindi Linqvist as Vice Chair for 2010-2011.

MOTION CARRIED unanimously and gavel passed to Heidi Heywood.

10. ADJOURNMENT – With no further business, the meeting was adjourned at 6:14 p.m. by Chair Heywood.

MOTION: By Max Anderson, seconded by Max Anderson,

That the meeting be adjourned.

MOTION CARRIED unanimously.

On April 21, 2010, the Board of Trustees of Community College District 13 approved minutes of the March 17, 2010 regular meeting.

James L. McLaughlin, Secretary