



Longview, WA 98632

MEETING of OCTOBER 20, 2010

LOWER COLUMBIA COLLEGE BOARD OF TRUSTEES

MINUTES

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Chair Heidi Heywood called the regular meeting of the District 13 Board of Trustees to order at 5:07 p.m., on Wednesday, October 20, 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
Heidi Heywood
Max Anderson

COLLEGE PRESIDENT: Jim McLaughlin

Others in attendance: Ellen Peres, Lisa Matye, Laura Brener, Sue Groth, Nolan Wheeler, Margit Brumbaugh, Wendy Hall, Tracy Stanley, Karen Joiner, Brendan Glaser, and Linda Clark

2. INTRODUCTION OF GUESTS – President McLaughlin introduced ASLCC Vice President Justin Williams

3. APPROVAL OF AGENDA – Chair Heywood explained that an addition to the consent agenda is being requested for expenditures from the Student Activities Reserve Fund. Dr. Lisa Edwards explained the rationale for additional fitness equipment, as well as a new printer for student/staff ID cards.

MOTION: By Max Anderson, seconded by Mike Heuer,

That the agenda be approved as presented with the addition of item 4B to the Consent Agenda for expenditures from the Student Activities Reserve Fund in the amount of \$6200 for new fitness equipment and up to \$12,000 for a replacement printer and software.

MOTION CARRIED unanimously.

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

4A. Minutes from the September 15, 2010 Board Meeting

4B. Expenditures from the Student Activities Reserve Fund

MOTION: By Mike Heuer, seconded by Thuy Vo,

That the consent agenda be approved as amended, including minutes from the September 15, 2010 Board Meeting and the addition of expenditures from the Student Activities Reserve Fund.

MOTION CARRIED unanimously.

5. **COLLEGE INPUT**

5A. President's Report – President McLaughlin gave a recap of the accreditation visit, which concluded at 11:00 this morning with an all-campus exit meeting. He acknowledged the leadership of Laura Brener throughout the entire two-year self study process, and the invaluable coordination and organization of our accreditation liaison representative Wendy Hall. He read a brief summary of the report; the final report should be received in 2-3 weeks.

Vice President Lisa Matye:

- o Fall quarter enrollment is the largest enrolled quarter in LCC history **with 3305 FTE's, and 5007 headcount.**
- o She is working with the students to find a physical presence for a Multicultural Center on campus.

Vice President Laura Brener:

- o The accreditation visit was a great success and she thanked Wendy for her help and support.

Vice President Ellen Peres:

- o The two remodel projects, Head Start Administration and Admissions Center, have encountered slight delays due to material shortages, but full occupancy should occur within two weeks.
- o There will be a meeting in two weeks with the Cabinet and Architects **to begin final plans for the Health and Science Building. A user's group meeting will follow shortly thereafter.**

5B. ASLCC Report – Vice President Justin Williams reported on several leadership opportunities that the student government officers either have or will participate in, as well as a recap of annual events. Elections for a new President should be final before the next Board meeting in November.

5C. LCCFAHE Report – Karen Joiner said the Faculty is ready and willing to work on the recommendations of the accreditation team. They are concerned about the state budget, especially the loss of full-time faculty members during the past two years and want to ensure that they have a collective voice in the next

budget process. Faculty are beginning to think about contract negotiations, and they recently voted to try to get legislators on campus again this year.

5D. WFSE Report – Tracy Stanley reported that everything is fairly quiet for the classified employees. They will be conducting contract training on October 22.

5E. LCC Foundation – Margit Brumbaugh reported that this year's Scholarship Social was very well attended, and that thanks to Sue Groth and Marie Wise, pictures were taken of all donors and students, which are now available on the website. She also submitted the names of the donors/students in the community section of the *Daily News*, which was well received. She will be meeting with the auditors tomorrow and anticipates no problem, and last but **not least, she anticipates completion of the Foundation's software integration to be next week.**

5F. Legislative/Public Relations – Sue Groth reported that she and Dr. McLaughlin will be attending the quarterly Public Information Officers meeting tomorrow in Puyallup. The PIO officers will begin to develop legislative messaging. LCC hosted a contingent of representatives from the Thailand Ministry of Education on October 14, where they had an opportunity to tour campus and classrooms.

5G. Head Start/ECEAP Written Report – August 2010 budget status reports were included.

5G. Other – None

6. INSTITUTIONAL MONITORING

6A. Quarterly Budget Report – Vice Presidents Ellen Peres explained that she and new Finance Director Joe Quirk have been working to make the quarterly budget reports easier to understand and to please let her know if there is anything that the Board would like to see explained differently or in more detail. The Cabinet and Finance Office is in the process of working on policies for reserve funds.

7. PUBLIC COMMENT – None

8. SELF-MONITORING – None

9. DIRECTION SETTING/VISION

9C. Planning Calendar Review/Determine Quorum for November – Heidi Heywood explained that she would not be available for the November 17 Board meeting, and that Mindi Linqvist may also not be available. After checking individual calendars, they decided to move the meeting up one week to November 10. Linda will inform the Code Reviser of the change.

- 10. BOARD BUSINESS/INFORMATION ITEMS** – None
- A. Review Proposed 2011 Board Meeting Schedule** – Trustees will review prior to action at the November meeting
 - B. Committee Assignments** – The list of committee assignments was reviewed and assignments made effective this date.
- 11. COMMUNITY LINKAGES** – None
- 12. EXECUTIVE SESSION** – None
- 14. ADJOURN EXECUTIVE SESSION** –
- 15. ADJOURNMENT** – With no further business, the meeting was adjourned at 6:05p.m.

MOTION: By Max Anderson, seconded by Mike Heuer,
That the meeting be adjourned.

MOTION CARRIED unanimously.

On November 10, 2010, the Board of Trustees of Community College District 13 approved minutes of the October 20, 2010 regular meeting.

James L. McLaughlin, Secretary