



Longview, WA 98632

MEETING of NOVEMBER 10, 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 5:02 p.m., on Wednesday, November 10, 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
Heidi Heywood
Max Anderson
Mindi Linqvist (arrived @ 5:50)

COLLEGE PRESIDENT: Jim McLaughlin

Others in attendance: Ellen Peres, Lisa Matye, Laura Brener, Sue Groth, Nolan Wheeler, Margit Brumbaugh, Tracy Stanley, Kam Todd, Brendan Glaser, Bonnie Terada, Brendan Glaser, and Linda Clark

2. **INTRODUCTION OF GUESTS** – President McLaughlin introduced newly-elected ASLCC **President Seth Stewart; Casey Tilton, the College’s new Director of Safety and Security;** and Sandy Junker, Suzanne Johnson, and Rob Atherton representing Head Start.

3. **APPROVAL OF AGENDA** – Chair Heywood explained that three additional items had been brought forth to add to the agenda. Under Consent Agenda item 4C, the addition of Head Start/Early Head Start/ECEAP policy bylaw changes PGOV 1d; addition of Item 10B, Resolution 56 pertaining to the Achieving the Dream grant; and 10C, Succession Planning.

MOTION: By Max Anderson, seconded by Thuy Vo,

That the agenda be approved as presented with the addition to the consent agenda for Head Start/Early Head Start/ECEAP policy bylaw revisions PGOV 1d; and Item 10B, Resolution 56 for support of the Achieving a Dream application and 10C, Succession Planning.

MOTION CARRIED unanimously.

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

4A. Minutes from the October 20, 2010 Board Meeting

4B. Head Start/Early Head Start/ECEAP Policy Changes PGOV 4a and 5a

4C. Head Start/Early Head Start/ECEAP Policy Revisions PGOV 1d

MOTION: By Max Anderson, seconded by Thuy Vo,

That the consent agenda be approved as amended, including minutes from the October 20, 2010 Board Meeting revisions to Head Start/Early Head Start/ECEAP policies PGOV 1d, 4a and 5a

MOTION CARRIED unanimously.

5. **COLLEGE INPUT**

5A. President's Report – President McLaughlin explained that in an effort to reduce operating expenses, a campus-wide efficiency closure will be held December 27-30. We are still awaiting final results of the October accreditation visit. The Administration **continues to work on the Governor's** across-the-board reduction plan and expects more reductions in the near future.

Vice President Lisa Matye:

- o Priority registration begins November 15, and new student registration begins November 29.
- o We received \$50,000 in additional allocations for Workstudy, which will benefit both students and the College
- o The Talent Search grant application will be ready for submittal in the very near future
- o **E-learning FTE's are at 335.6, which is the highest in the College's history**
- o **The College will be closed in observation of Veteran's Day. We have 195 students who are currently receiving Veteran's benefits to attend LCC**

Vice President Laura Brener:

- o Curriculum efforts to increase efficiency for students are evident in the 24 people enrolled in the new Fast Track GED program. Along that same vein, Pre-college developmental math has undergone major revisions to reduce redundancy, enabling students to reach college-level math courses faster. The Math lab has also been redesigned to help students, all with support from funding from the Gates Foundation. Pre-College English courses are being redesigned the same way.

Vice President Ellen Peres:

- o Head Start Administration will be moving into the new building in two weeks.
- o Staff are currently moving into the newly remodeled area in Admissions
- o Plans are well underway to demolish the Maple Terrace Apartments. The Fire Department contacted her and would like to use the **apartments for fire training; we'll continue to research the viability.**

5B. ASLCC Report – ASLCC President Seth Stewart reported that members of the Council went to Olympia and participated in a mock legislative session, and leave tomorrow for a national leadership conference.

5C. LCCFAHE Report – Kam Todd explained that Faculty have been very busy this week with advising for winter quarter. He and Steve Alkazin met with a Higher Ed group to discuss potential impacts of election results. The LCC Faculty have invited the 19th district legislators to campus on December 6. On Friday, November 12, a meeting will be held for all faculty—both full-time and part-time--to discuss contract negotiations and other items of importance.

5D. WFSE Report – Tracy Stanley reported that classified employees are excited about the efficiency closure between Christmas and New Years. Union stewards recently attended contract training, and negotiations are going on, and on, and on.

5E. LCC Foundation – Margit Brumbaugh was excited to report that the **Foundation's donor data base and financial data base are now talking!** It has been a long process but should prove extremely beneficial and time-saving. The annual appeal will begin at the end of the month. Mark your calendars for the 2011 Chili cook-off scheduled for July 15.

5F. Legislative/Public Relations – Sue Groth displayed the award LCC received from the Portland Chapter of the Public Relations of America group. The **College's** entry was the year-long activities to celebrate our 75th anniversary. She also handed out copies of the winter class schedule. On the legislative side, we have invited our local legislators to meet one-on-one with the President.

5G. Head Start/ECEAP Written Report – September 2010 budget status reports and monthly program reports were included.

5G. Other – None

6. INSTITUTIONAL MONITORING

6A. Bi-Annual Head Start Report –Sandy Junker and Suzanne Johnson presented the bi-annual update on the Head Start/Early Head Start/ECEAP Programs, including special programs, results of the Head Start Program

Information Report (PIR), Enrollment, Early Head Start, Planning for 2010-11, and Reauthorization of Head Start.

Sandy summarized the success of the Health Care Institute pilot program where parents are provided training on use of a **medical reference guide, "What to do when my Child Gets Sick."** **Statistics** indicated that doctor usage decreased from 43% to 2% and ER visits decreased from 4% to 0%. Although the grant has now ended, training continues through community support. The Oral Health/ABCD Dental program for children under age six continues to be extremely successful. There are currently 18 certified dentists providing services to 3928 children in program.

Suzanne summarized the Program Information Report (PIR), including end of year statistics regarding enrollment, family demographics, education of staff, and health/nutrition/mental health/family services. She also talked about the upgraded Creative Curriculum, an online system that integrates ongoing assessment and reporting, program planning and parent communication features for children birth through Pre-K. Enrollment for 2010-11 (including Head Start/ECEAP, and Early Head Start) is at 499 with a waitlist of 225+ children.

Sandy discussed the Early Head Start program, which was fully implemented on September 1 with ARRA funding. The program includes 3 models—home base, combination, full day teen. There will be an open house on December 13. The program will receive its first federal review the week of November 14th. Sandy also reviewed the 2010-11 program planning timeline, including the strategic plan update scheduled for February 2011. She also discussed the basic changes of the Head Start Reauthorization.

Last but certainly not least, Sandy talked about the state-level awards for the Head Start program. NORPAC received the Corporate award and will go on to compete at the regional level. James McBride, whose son attends LCC Head Start, was named father of the year, and Robb Atherton, was the regional Beating the Odds winner. Sandy introduced Robb who told his story. He said Head Start provided support and encouragement to him, and from there, he has embarked on a remarkable turnaround in his life.

- 7. PUBLIC COMMENT** – None
- 8. SELF-MONITORING** – None
- 9. DIRECTION SETTING/VISION**
 - 9C. Planning Calendar Review** – No changes

10. BOARD BUSINESS/INFORMATION ITEMS –

- A. Review Proposed 2011 Board Meeting Schedule** – The Board reviewed the proposed meeting schedule in October, and offered the following motion:

MOTION: By Thuy Vo, seconded by Max Anderson,

That the 2011 Board meeting schedule be approved as presented

MOTION CARRIED unanimously.

- B. Resolution 56** – President McLaughlin explained The College is applying for a Gates-sponsored grant called “Achieving the Dream” which is based on evidence to improve student success and equity. Currently six Washington state colleges have received funding and there is room for ten more. The grant application requires Board approval/commitment to the project.

MOTION: By Max Anderson, seconded by Mindi Linquist,

That Resolution 56 be approved as presented

MOTION CARRIED unanimously.

- C. Succession Planning** - Heidi Heywood explained that this topic had been included on the agenda in light of President McLaughlin’s retirement announcement the previous day. **The Board’s mission this evening is to** embark on a search for a new president, the process, and the role of a Search Committee to be chaired by Max Anderson. She explained that an ad hoc committee of the Board consisting of Max and her had worked with Nolan Wheeler to draft a potential list of committee members with a good representation of LCC and community constituents, as well as a preliminary timeline for community/college input, advertising, screening and interviewing. At this time, AAG Bonnie Terada asked for a fifteen minutes executive session for attorney consultation.

At 6:10, Chair Heywood called for an executive session for attorney consultation and asked Nolan Wheeler to participate. Heidi re-opened public session at 6:25 p.m. No action taken.

Max Anderson reviewed the list of potential search committee members and the rationale used in the process. Additional suggestions were solicited. The timeline, process and charge to the committee were discussed, and the Board agreed to schedule a special meeting to finalize the Committee list and charge.

11. COMMUNITY LINKAGES – None

12. EXECUTIVE SESSION – None

14. ADJOURN EXECUTIVE SESSION –

15. ADJOURNMENT – With no further business, the meeting was adjourned at 7:05 p.m.

MOTION: By Thuy Vo, seconded by Mindi Linqvist,
That the meeting be adjourned.

MOTION CARRIED unanimously.

On December 15, 2010, the Board of Trustees of Community College District 13 approved minutes of the November 10 regular meeting.

James L. McLaughlin, Secretary