



Longview, WA 98632

MEETING of FEBRUARY 16, 2011

LOWER COLUMBIA COLLEGE BOARD OF TRUSTEES

MINUTES

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Chair Heidi Heywood called the workshop of the District 13 Board of Trustees to order at 8:37 a.m., on Wednesday, February 16, 2011, 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: Max Anderson
Heidi Heywood
Mindi Linqvist
Thuy Vo (arrived at 10:05)
Mike Heuer (arrived at 11:10)

COLLEGE PRESIDENT: Jim McLaughlin

Others in attendance: Laura Brener, Lisa Matye Edwards, Nolan Wheeler, Joe Quirk, Sandy Junker, Suzanne Johnson, Paul Youmans, Sue Groth, Wendy Hall, Kyle Hammon, and Linda Clark.

2. APPROVAL OF AGENDA

MOTION: By Mindi Linqvist, seconded by Max Anderson,
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 19, 2011 regular meeting

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

MOTION CARRIED unanimously.

4. COLLEGE INPUT

4A. President's Report – President McLaughlin explained that this workshop will afford the opportunity to share information with the Board on several important topics, and to get their guidance and recommendations. As he introduced those in attendance, he explained that with the departure of Ellen Peres, Nolan Wheeler will become Interim Vice President of Administrative Services. Nolan, Joe Quirk and Sue Groth will also be joining the Cabinet. We will be in a good position to hire a permanent replacement when the new president gets here. He thanks Ellen for her years of service to the College.

Vice President Laura Brener:

- Instruction is very excited about the new math reform; the Board will be seeing a presentation later in the day. The English staff are energized by the reforms and are researching the same type of strategy for their courses.
- Work continues to identify classes that have a high rate of non-completions, and to provide more help to students to ensure their success.
- LCC recently hosted the 4th annual welding competition for middle and high school students—great job by staff and again, a great success. We are preparing for the 3rd annual Science Olympiad on March 12th.
- LCC has partnered with North Seattle College on a RONE project, which is going extremely well.
- On February 17, LCC will host the official signing ceremony between Concordia University, Clark College, Centralia College and Lower Columbia College for the new BA in Early Childhood Education agreement.

Vice President Lisa Matye Edwards:

- LCC has the most Workstudy students (278) of any community college in the system. Because the college utilizes the dollars so well, we have just been awarded an additional \$50,000. Workstudy provides students with flexible employment and valuable learning opportunities, plus it provides needed services for the College.
- Discipline issues are rising on campus (which appears to be a national trend). We are creating better processes to help students.
- The ASLCC has approved funds to remodel the upstairs in the Student Center—adding windows, lighting, etc.

Interim Vice President Nolan Wheeler:

- He met with the Administrative Services managers yesterday to ensure a smooth transition.

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 –Sandy Junker, Suzanne Johnson and Paul Youmans provided an in-depth update of the Head Start/EHS/ECEAP programs. Two Head Start fathers received awards for Region X, and James McBride would continue at the National level. Norpac received the Regional Corporate award and would be competing for national recognition. She also reported that self-assessment activities are in progress for Head Start and ECEAP, and will start in March for the Early Head Start program.

Paul provided information from the 2011 Community Assessment Update. Every three years, an in-depth community assessment is done, and an update on the other two years. He discussed the strengths and challenges in several categories, including demographics, internal data, health, nutrition, medical/dental, mental health, education, economy, housing, transportation, disabilities, child care, and community partners.

Suzanne provided a summary of the Outcomes Report for Fall 2010 for the programs 3-5 year olds, including vocabulary, speech, language, phonological awareness, social/emotional growth, and physical growth. She also reviewed the strategies for 2010-11.

Sandy gave a brief snapshot of the next steps, which include revising the strategic plan, reviewing/revising selection criteria, and writing and submitting grants. She discussed projected budget issues within the state and federal arenas. We are working on strategies to meet the projected funding shortfalls.

6. PUBLIC COMMENT – None

7. BOARD BUSINESS/INFORMATION ITEMS

7A. President Search Update – Nolan Wheeler reported that applications are coming in. He discussed a list of potential consultants to vet the candidate applications, and will be in contact with the Board before selection is made. He anticipates a list of potential finalists for the Board's consideration to be ready the end of March or early April.

7B. Trustee Selection - Heidi explained that Thuy's appointment ends September 30, 2011; so, the Board may want to develop a list of potential candidates. Max Anderson said a good starting list may be past Foundation Board members. McLaughlin said he would be more than willing to coordinate the effort if the Trustees wanted to submit names to his office.

7C. Attendance at the Governance Institute for Student Success – Heidi explained that Trustees and Presidents from Washington State have been chosen to participate in this institute on June 26-28. Max, Heidi and Mindi would all like to attend.

7D. Nomination of Officers for 2011-2011 – After a brief discussion, the following nominations were made:

MOTION: By Mindi Linqvist, seconded by Thuy Vo,
To nominate Max Anderson for Chair

MOTION: By Max Anderson, seconded by Thuy Vo,
To nominate Mindi Linqvist for Vice Chair

MOTIONs CARRIED unanimously.

8. BOARD WORKSHOP: Planning Session

8A. Legislative/TACTC Update – Sue Groth said she has participated every Monday morning in the Chamber legislative briefings. Our district legislators have been very good to participate; word from them is that the budget is still in flux and they are not sharing any particulars as of this date. The state need grants may be in jeopardy and may have to be paid from local dollars; specifically excess tuition money. President McLaughlin explained that the College has been using the excess tuition dollars to help preserve staff and college capacity, as well as upgrading necessary infrastructures and purchasing needed capital equipment. They also discussed the Governor’s Education re-organization proposal and its potential impacts.

8B. Facility Planning – Richard Hamilton and Dr. McLaughlin gave an update on the Maple Terrace apartment demolition. Richard said the units were completed fenced off, and utilities are being shut off and/or capped off. Both the Longview Police and Fire Departments are planning to use the site for training; we are awaiting the demolition permit from the City. The City will take all liability for the burn, including public notification, etc. Once the apartments are demolished and cleaned up, then work begins (funding anticipated) to begin construction on the new Health and Science Building. Richard and Dr. McLaughlin discussed several scenarios of how best to utilize the buildings and classrooms that will be vacated once the new building is online and staff moved from existing facilities. Discussion included the possibility of building/creating a University Center and converting a portion of Applied Arts to a Fitness Center. The Trustees said they were still interested in a University Transfer Center, but saw no rush to take down the Administration Building. More formal plans, including community input, will be sought as the building progresses.

8C. Completion Goals and Targets – Laura Brener talked about the amount of time and funds that have been put into transitioning students into college-level courses (i.e. I-Trans, I-Best). The conversation and subsequent efforts now center on how we retain them once they transition. Faculty are working on specific strategies to make students successful in each individual class; not just looking at the end result of getting them through. We’ve been utilizing Tutoring Services and Supplemental Instruction to assist in these efforts. Wendy Hall explained that the new accreditation standards will require that we

set institutional targets by year 5 of the new 7-year cycle, but that we are in good shape and already moving in that direction.

8D. Math Reform – Laura Brener introduced Faculty Brad Benjamin and Dawn Draus. They provided an overview of why the College is changing the processes of pre-college math, and the improvement plan. The new format, the MyMathLab program, will save the students approximately \$1687.25. In addition, there are six different entry points to each section, so that students do not have to repeat learning and can complete pre-college math quicker. For those who are struggling, extra help is available, and they can repeat individual sections.

8E. Budget Environment/Guidelines – President McLaughlin introduced several documents to help explain the current budget environment. Lisa Matye Edwards talked about the factors impacting LCC. Dr. McLaughlin shared a chart of enrollment production versus state funding allocation, and said that the trend of less funding will likely continue. Speaking of efficiencies, LCC is serving 47% more FTE over their target and spending 32% less to do so.

Budget Reserve Policy and Resolution 57 – He explained that one of the recommendations from the accreditation team was that the Board should establish an operating reserve policy to address risks for which funds may be unexpectedly required. Therefore, he is recommending approval of Resolution 57, as well as an addition to section 4.4 of the Board's Policies on Budgeting.

MOTION: By Max Anderson, seconded by Mike Heuer,

To approve Resolution 57 and revisions to Policy 4.4 as presented

MOTIONs CARRIED unanimously.

8F. Review Outcomes for 2010 and Planning for 2012, and Review Annual Priorities for 2011-12 - President McLaughlin presented a review matrix document showing the key findings for the Board's expected outcomes, all of which tie into the strategic KPI goals. The recommended annual priorities were to be developed by the Cabinet for presentation to the Board, and will form the skeleton upon which the budget will be built, as well as determining department and program action plans for the coming year. After review and discussion, the Board agreed with the proposed annual priorities.

9. EXECUTIVE SESSION – None

- 10. ADJOURNMENT** – With no further business, the meeting was adjourned at 2:45 p.m.

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

MOTION CARRIED unanimously.

On March 16, 2011, the Board of Trustees of Community College District 13 approved minutes of the February 16, 2011 workshop.

James L. McLaughlin, Secretary