



Longview, WA 98632

MEETING of JULY 20, 2011

LOWER COLUMBIA COLLEGE BOARD OF TRUSTEES

MINUTES

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Chair Max Anderson called the regular workshop of the District 13 Board of Trustees to order at 8:40 a.m., on Wednesday, July 20, 2011, in Heritage Room at Lower Columbia College. He determined that there was not a quorum, but the third trustee should arrive within an hour. He started the meeting with discussion topics (Item 4), and proceeded with the “action” items when Mike Heuer arrived at 9:37 a.m. When the meeting was called to order, the following individuals were present

BOARD OF TRUSTEES: Max Anderson
Heidi Heywood
Mike Heuer arrived at 9:37 a.m.

COLLEGE PRESIDENT: Jim McLaughlin

Others in attendance: Laura Brener, Lisa Matye Edwards, Nolan Wheeler, Sue Groth, Wendy Hall, Bonnie Terada, Joe Quirk and Linda Clark.

Dr. McLaughlin welcomed incoming president, Chris Bailey, and introduced guests Erin Brown, Legislative Liaison for the State Board, and Mauri Moore, outgoing TACTC president. He also welcomed Greg Garrison from the *Daily News*.

2. APPROVAL OF AGENDA

MOTION: By Heidi Heywood, seconded by Mike Heuer,
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 June 15, 2011 Board meeting

3B. Ratification of Faculty Contract

Background: The College and the faculty association successfully completed contract negotiations this past June. Among the items discussed, agreements were reached to streamline the Professional Partner Program, the duties of department chairpersons, the evaluation of adjunct faculty and professional development requirements for professional technical faculty. The teams also agreed on the duties of adjunct faculty, the terms of employment of affiliate faculty and the role of faculty in the Cooperative Education (COOP) and the Individual Certificate (ICP) Programs. Clarification of the Complaint Resolution process and the Family and Medical Leave process was also accomplished.

MOTION: By Heidi Heywood, seconded by Mike Heuer

That the consent agenda be approved as presented, including Minutes from the June 15, 2011 board meeting and ratification of the 2011-2014 LCCFHE Contract.

Discussion: *Laura Brener said that negotiations went very well; the two sides agreed more than they disagreed. The focus was on clarifying ambiguities, cleaning up language, and streamlining policies and procedures.*

MOTION CARRIED unanimously.

4. **COLLEGE INPUT**

4A. President's Report – President McLaughlin said that summer quarter is well underway with enrollment almost as high as last year's record number. He asked the vice presidents for brief reports from their respective areas.

Laura Brener – Summer quarter has had a smooth start even with significant personnel changes—Karen Joiner taking over for retiring Dean Helen Kuebel, and Maggie Stuart stepping in as Interim Dean for Jon Kerr. Responsibilities will be realigned as needed.

Lisa Matye Edwards – The gymnasium floor replacement project is well underway; the old floor has been removed and we're anticipating the new floor being ready for fall sports. WorkStudy funding from the State is 34% of what we received last year. The new budget calls for backfilling with matching money into the student help budget. Student Services is working diligently to implement new rules and regulations from this year's legislative session. Fortunately, the legislators threw out the proposal to pay other states for students who take online credits out of state. We are complying with the Gainful Employment regulations for data collection and reporting. She will be attending a state meeting tomorrow to

interview/select a new software vendor. LCC received a Talent Search grant, which will help stimulate recruitment and information efforts to local middle and high school students. This is a great opportunity to strengthen relationships with the K-12 schools.

Nolan Wheeler – Demolition of the Maple Terrace apartments has been postponed several times, so we're now looking at August 12, 20 and 27. The City of Longview will handle all publicity for the burn. We are hoping that for enough funds left in the demolition budget to build a parking lot in the space and have it online by December. The gymnasium/fitness center project is on a 24-month timeline. A pre-bid walkthrough was conducted yesterday.

5. BOARD BUSINESS/INFORMATION ITEMS

5A. 2011-12 Fiscal Budget [ACTION]

- ✓ Operating Budget
- ✓ ASLCC Student Activities Budget
- ✓ Athletic Budget

- **2011-12 Operating Budget** - President McLaughlin explained that the strategies for adopting, adhering and coping with the mandated State budget reductions is based on the commitment of the college to their annual priorities and the driving principles behind the mission of the college. Foremost is the commitment to preserve the current workforce and the capacity of the college to conduct its core mission, manage enrollment within a range of 3200-3500 FTE, and continue to offer a strong summer quarter of Instruction choices; we will utilize increases in local funds generated primarily from excess tuition to fund key improvements and equipment acquisitions; continue to seek outside funding and partnerships to deliver critical programs and resources; optimize technical and operational efficiencies where possible; and continue to manage significant growth and maintain current service levels with part-time resources to backfill full-time workloads. He thanked Joe Quirk for putting the budget together in such a short time frame due to the late legislative session. Joe led a discussion highlighting the revenue and expenditure assumptions. Reserves will be 10 percent as approved by the Board. We are being conservative with FTE projections as excess enrollment dollars are critical to budget flexibility.

MOTION: By Heidi Heywood, seconded by Mike Heuer,

That the fiscal year 2011-12 Operating Budget of \$21,070,358 be approved as presented.

MOTION CARRIED unanimously.

➤ **2011-12 Student Program Budget and 2011-12 Student Activities Athletic Budget**

Background: Lisa Matye Edwards presented both the ASLCC program budget and the athletic budget. She explained that the students had worked with Joe Quirk and prepared a conservative budget, down \$51,000 from last year. However, they retained a larger contingency in order to fund requests and opportunities that may arise later in the year. The major change to the athletic budget from last year is the addition of women's soccer. The budget is designed to fairly and equitably meet needs for the upcoming year within available funds, and she recommends approval of both.

MOTION: By Heidi Heywood, seconded by Mike Heuer,

That the fiscal year 2011-12 Student Program Budget of \$300,000 and the Student Athletics Budget of \$234,059 be approved as presented.

MOTION CARRIED unanimously.

5B. Discussion with TACTC Staff - Erin Brown, Legislative Liaison for the State Board, and Mauri Moore, outgoing TACTC president spoke to the Trustees about the mission and value of the State Trustees Association. Mauri explained that this was her tenth and final visit with a system board for the purpose of gathering information on how to make TACTC a better unit. She encouraged all individual trustees to become active on various TACTC committees and to attend the annual conferences. Erin discussed the legislative portion of the association and offered her assistance to all boards.

6. INSTITUTIONAL MONITORING

6A. Report of Annual Accomplishments for 2010-2011 – President McLaughlin presented the 2010-11 report of annual accomplishments. This report provides an annual wrap-up of the progress on the Board's identified outcomes, as well as goals for the coming year.

President McLaughlin also presented and discussed the key "plus and minus" issues of last year.

7. PUBLIC COMMENT – None

8. SETTING DIRECTION/VISION – Max Anderson prefaced the afternoon session by saying how exciting it is for the Board to have the opportunity to review and discuss key strategic issues with administration.

GISS Institute – Heidi Heywood provided an overview of the June GISS Institute. There is a paradigm shift from access to completion—students attaining degrees or certificates—for success in the workplace.

Overview of Monitoring Reports - President McLaughlin and Wendy Hall led a discussion on how the Board's expected college outcomes dovetail with accountability and student success. Wendy explained that student completion could be more easily identified by integrating specific data into the monitoring reports. The board will be working on a way to add student completion to their expected outcomes, and will articulate their expectations to Administration for roll out to the campus in September.

Student Intervention and Persistence – Lisa Matye Edwards discussed some of the reasons students don't persist in education, including lack of financial aid and momentum failure due to life issues. She talked about strategies that are in place to manage interventions and the importance of making personal connections with each student as much as possible.

Developmental Programs – Laura Brener discussed the various bridges in place for student success from developmental programs to college-level courses, such as supplemental instruction in the classroom and online courses, tutoring services and by using cohorts.

Achieving the Dream - President McLaughlin explained that LCC had received funding to be part of the ATD project, which virtually mirrors the same focus as the GISS Institute and the new accreditation standards. He presented information showing the correlation between our expected outcomes and the new core themes as needed for accreditation. He said, "We have the tools and we're ready for the challenge."

- 8B. Approve Core Themes** – Dr. McLaughlin explained that the Board needed to approve the initial core themes for submittal to the Commission in September as the first order of business in the new accreditation process. Upon conclusion of discussion, Chair Anderson called for a motion to approve the core themes.

MOTION: By Heidi Heywood, seconded by Mike Heuer,

That the Core Themes be approved as amended to reflect under Core Theme III, Object 2E, that student progress be changed to student progress and completion.

MOTION CARRIED unanimously.

9. **EXECUTIVE SESSION** – At 2:10 p.m., Chair Anderson called for a short executive session to discuss a personnel issue. No Action anticipated
10. **ADJOURN EXECUTIVE SESSION** – The public meeting was reopened at 2:30 p.m.
11. **[ACTION] As a Result of Executive Session** - None

12. ADJOURNMENT – With no further business, the meeting was adjourned at 2:35p.m.

MOTION: By Mike Heuer, seconded by Heidi Heywood,
That the meeting be adjourned.

MOTION CARRIED unanimously.

On September 21, 2011, the Board of Trustees of Community College District 13 approved minutes of the July 20, 2011 workshop.

James L. McLaughlin, Secretary