



MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT 13  
April 21, 2004

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**1. CALL TO ORDER AND DETERMINATION OF QUORUM**

Chair, Kay Cochran, called the regular meeting of the District 13 Board of Trustees to order at 5:06 p.m., on Wednesday, April 21, 2004, 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:** Ann Mottet  
Lyle Lovingfoss  
Kay Cochran  
Gary Healea  
Mike Heuer

**COLLEGE PRESIDENT:** James L. McLaughlin

Others in attendance: Laurel Williamson, Mary Harding, Ellen Peres, Brian Poffenroth, Wendy Hall, Janelle Runyon, Brendan Glaser, Bonnie Terada, and Linda Peck.

**2. INTRODUCTION OF GUESTS**

Dr. McLaughlin introduced Jessica Grubb, representing the ASLCC, Lynell Amundson, Jeff Davis, and Rita Fontaine. Rita introduced Dr. Pham, professor at the Institute for Oriental Culture Studies in Vietnam, Mr. Tinh, researcher at the Institute of Southeast Asian Studies, and translator Mr. John Pham from Asian American Association. She explained that it had been her privilege and pleasure to be involved in an international cultural exchange program with an emphasis on Vietnam and Dr. Pham and Mr. Tinh were visiting as part of the exchange.

**3. APPROVAL OF AGENDA**

**MOTION:** By Lyle Lovingfoss, seconded by Ann Mottet,  
That the agenda be approved as presented.

**MOTION CARRIED** unanimously.

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

**4A. Minutes of the March 17, 2004 regular meeting**

**4B. Proposed Tuition Waivers for 2004-05**

Chair Cochran explained that the consent agenda contained proposed tuition waiver revisions to be effective Fall quarter 2004. These revisions were developed to comply with the Legislative directive to the state community college system to reduce tuition waivers by over \$3.5 million to offset budget reductions. Several meetings were held on campus to review tuition waivers before determining a final recommendation.

**MOTION:** By Lyle Lovingfoss, seconded by Mike Heuer,

That the consent agenda be approved as presented, including minutes from the March 17, 2004 board meeting and the 2004-05 tuition and fee waiver schedule, effective fall quarter 2004, as presented.

**MOTION CARRIED** unanimously.

5. **COLLEGE INPUT**

**5A. President's Report** -President McLaughlin reported on the following:

- ▶ The Foundation received a \$100,000 state match for the Faculty Excellence fund, which now totals just over \$1 million! Faculty Excellence awards are used to provide professional development opportunities for Faculty.
- ▶ The Head Start program underwent a federal audit in March with outstanding results. This review consisted of an 11-member team being on campus for one week and reviewing over 600 federal requirements. Great job by our Head Start staff and administrators.
- ▶ Mary Harding provided the following enrollment information: Winter FTE's 2223, which is 6% lower than this time last year, due mainly to the reduced number of worker retraining students. She is confident that the College will still meet and exceed its annual state target.
- ▶ Laurel Williamson reported that the College recently received approval by the State Board for its nursing LERN program. Kathy Mauser developed the program which will consist of three quarters of online courses and one quarter of clinical experience that will take LPN to RN status. There is either a one-year or two-year option available. Kudos to the Kathy Mauser, Geary Greenleaf, Helen Kuebel and Jim Crabbe at the State Board. This is the only program of its kind approved by the State.

- ▶ Dr. McLaughlin reported that the LCC debate team was again highly successful in a tournament in California. The LCC teams were impressive and their cumulative placings gave them a 2<sup>nd</sup> place in the debate sweepstakes!
  - ▶ Barnes College Day was again highly successful. He shared one of many thank you letters from the students.
- 5B. ASLCC Report** – Jessica Grubb, representing the student government, explained that she was the acting ASLCC President since Andrea Daniel’s recent resignation. Jessica reported that “Red Devil” days will be held on May 10-14 with elections for next year’s officers being held on May 11 and 12. The ASLCC is currently reviewing S & A fees and hope to have a recommendation to bring to the Board in May. They also completed the first phase of next year’s budget review.
- 5C. LCCFAHE Report** – Not available
- 5D. WPEA Report** – Not available
- 5E. LCC Foundation** – President McLaughlin explained that Merlene was out-of-town but had asked that the Board be reminded that the Foundation Board’s annual meeting will be held on May 24.
- 5F. Legislative/Public Relations** – Janelle Runyon reported that she is working with the Title III web redesign consultant who will be on campus next week to conduct fifteen focus group meetings and interviews. She also invited the Trustees to attend the annual employee recognition breakfast on May 12.
- 5G. Other** – None

**6. INSTITUTIONAL MONITORING**

- 6A. Customized Education Monitoring Report** – Wendy Hall, Director of Research, Planning and Assessment introduced review team members Lynell Amundson and Brendan Glaser. She explained that this is a very focused report with only one KPI, which is client satisfaction. Many surveys were conducted to gather information and, overall, 90% of students said their expectations were met and four out of five employers were satisfied with the program. 75% of employers said they saw measurable results in the workplace after training, and 82% said they would like to see more training from LCC. Brendan talked about the financial side of offering customized training. Efforts continue to prioritize need to alignment of mission. Lynell explained that she attends the state continuing ed council meetings and most college continuing education programs are facing the same type of financial problems due to budget cuts and a poor economy. Our Continuing Ed department is evaluating offering cluster training to meet community needs. The Board expressed their appreciation for the information. They also know that a poor economy directly impacts continuing education and thanked the staff for their dedicated efforts to serve the community and while keeping the college mission at the forefront..

7. **PUBLIC COMMENT** - None

8. **SELF-MONITORING** - None

9. **DIRECTION SETTING/VISION**

**9A. Facility Naming Policy Discussion** - President McLaughlin explained that the Foundation would like the Board's direction and guidance for promoting potential facility naming opportunities as the major gift campaign begins. He asked if the guidelines should be included in the administrative policy manual or moved under the Board's policy governance umbrella. Ann Mottet said the concept of selling names strictly on monetary contribution didn't feel right to her. It was also her opinion that the naming of facilities should be strictly a board function. Discussion was held regarding the potential for major contributions while maintaining integrity within the community. Chair Cochran asked if Gary Healea and Ann would work together to develop a draft policy and guidelines to bring back to the board at a later date. They were in agreement. President McLaughlin said he would solicit copies of like policies from Renton Technical College and Centralia College and forward to Ann and Gary.

**9B. Planning Calendar Review** - The Board reviewed their planning calendar and added two items to the May board agenda: A presentation on the recently approved nursing LERN program as well as recognition of the LCC nursing program's 50<sup>th</sup> anniversary. Retreat planning will be done at the June board meeting.

10. **BOARD EDUCATION** - None

11. **INFORMATION ITEMS** -

**11A. Committee Assignments for 2004-05** - The Board reviewed the opportunity for committee assignments for the coming year and agreed to the following:

- ✓ TACTC Board - Lyle Lovingfoss
- ✓ TACTC Legislative Steering Committee - Lyle Lovingfoss
- ✓ LCC Foundation - Kay Cochran, Mike Heuer
- ✓ Audit Exit Committee - Ann Mottet, Gary Healea
- ✓ Classified Staff of the Year - Kay Cochran
- ✓ Hall of Fame - Mike Heuer, Lyle Lovingfoss
- ✓ Facilities Naming Committee - Ann Mottet

12. **COMMUNITY LINKAGES** - None

13. **EXECUTIVE SESSION** -

At 7:04 p.m., Chair Ann Mottet called for 30-minute executive session to discuss real estate and personnel. No action anticipated.

**14. ADJOURN EXECUTIVE SESSION -**

The public meeting was re-opened at 7:32 p.m.

**15. [ACTION] AS A RESULT OF EXECUTIVE SESSION - None**

**16. ADJOURNMENT -** With no further business, the meeting was adjourned at 7:33 p.m.

**MOTION:** By Mike Heuer, seconded by Kay Cochran,

That the meeting be adjourned.

**MOTION CARRIED** unanimously.

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James L. McLaughlin, Secretary