



MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT 13  
May 19, 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, May 19, 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:** Lyle Lovingfoss  
Kay Cochran  
Gary Healea  
Mike Heuer

**COLLEGE PRESIDENT:** James L. McLaughlin

Others in attendance: Wendy Hall, Bonnie Terada, Ron Adkisson, Jessica Grubb, Brian Poffenroth, Mary Harding, Ellen Peres, Merlene York, JoAnne Booth, and Linda Peck.

**2. INTRODUCTION OF GUESTS**

Dr. McLaughlin introduced Hope Anderson, reporter for the *Daily News*, and LCC employees Chere Weiss, Brendan Glaser, Lynell Amundson, John Krause, Geary Greenleaf, Charlotte Hales, Helen Kuebel, Heather Schoonover, Susan Brookhart, Jeanne Hamer, Karen Kearcher, and Sharon Layton.

**3. APPROVAL OF AGENDA**

**MOTION:** By Lyle Lovingfoss, seconded by Mike Heuer,  
  
That the agenda be approved with the following changes: Move 10B *WorkKeys Video* to 6D, and add 9B *Branch Campus discussion*, and 9C *Follow-up on facilities naming*.

**MOTION CARRIED** unanimously.

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

4A. Minutes of the April 21, 2004 regular meeting

4B. Student and Activity Fees for 2004-05

4C. Quid Pro Quo Agreement between Lower Columbia College and the Lower Columbia College Foundation for 2004-05.

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

*Discussion:* Gary Healea asked for a brief description of the Quid Pro Quo language changes from last year's agreement. President McLaughlin explained that the genesis of the changes originated with the senior Assistant Attorney General, Howard Fischer, and were originally presented to all the state community college presidents about a year ago. Merlene York said that on behalf of the Foundation Board, the language changes do not reflect a change in the meaning of the agreement nor the relationship between the college and the Foundation.

That the consent agenda be approved as presented, including minutes from the April 21, 2004 board meeting, an increase in the Student & Activity fees to \$6.95 per credit effective fall quarter 2004, and approval of the 2004-05 quid pro quo agreement between the College and the Foundation as presented.

**MOTION CARRIED** unanimously.

5. **COLLEGE INPUT**

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

- ▶ Rich Dolan was recognized as the Classified Employee of the Year at the staff recognition breakfast on May 12.
- ▶ The third CTEP graduation took place on May 14. This will mark the last WSU Pullman grads; from now on, they will be graduates of WSU-V.
- ▶ On May 20, he will meet with the Longview City Council to discuss the viability and need of a local four-year college.
- ▶ The college is in the midst of hiring approximately sixteen full-time staff members, which is keeping everyone very busy.
- ▶ We are making substantial progress on next year's budget; anticipate bringing a recommended budget to the Board at the June 16 meeting.
- ▶ Both the softball and baseball teams will be going to the NWAACC championships this year.

- ▶ Enrollment – Marcy Harding reported 1091 FTE for summer quarter; this represents a total of 64 annualized FTE's above our state target.
- 5B. **ASLCC Report** – Jessica Grubb, newly elected student president, reported that Red Devil Days was a great success with lots of student participation in the various activities. The new officers will begin interviewing for program directors as soon as possible. The Council is working on next year's budget recommendation to bring to the Board in June. They also voted to allow a petition available regarding I-872. Multicultural Week begins the week of May 24.
- 5C. **LCCFAHE Report** – Charlotte Hales, Faculty Association Vice President, reported that things were going well.
- 5D. **WPEA Report** – Ron Adkisson thanked the College for sponsoring the Staff Recognition Breakfast. He was elected to the state collective bargaining committee, which Dr. McLaughlin said was an honor for Ron.
- 5E. **LCC Foundation** – Merlene reported that two longtime Foundation board members are retiring, Brian Magnuson and Rick Parker, so they will be looking for prospective replacements. Their board approved the 2004-05 annual budget including \$72,600 to be awarded for grant requests. To date, the golf marathon has raised over \$37,000 in pledges. And, on a personnel note, Barbara Murphy will be retiring June 30.
- 5F. **Legislative/Public Relations** – None
- 5G. **Other** – None

## 6. INSTITUTIONAL MONITORING

- 6A. **Nursing Program Presentation** –Geary Greenleaf introduced Kathy Mauser. He explained that the College had received grant funds to develop a program to increase the capacity of LPN to RN's, and that Kathy was given time to develop a distance education pilot program for that purpose. The program she developed was recently approved by the Commission on Colleges and will begin by enrolling ten students fall quarter.

At the start of her presentation, Kathy explained that once LPN's begin working, they find it almost impossible to work and enroll in an RN entry program. So, the new LERN (LPN-Entry RN Nursing) distance education program provides either a one-year or two-year program, which consists of 51 courses of theory (in five cluster groups) and an intensive summer clinical session. Students are provided a laptop free of charge, but they do have to purchase their own books and pay tuition – financial aid is also available for eligible participants. Kathy said the future direction of the LERN program includes video streaming, CD-ROM lectures, potential transfers to other nursing programs within the state, and development of an LPN to BNS program.

The Board thanked Kathy for her work in developing this program and said that expansion of high demand programs, like this, is part of their established college outcomes.

At this point in the meeting, Dr. McLaughlin explained that this year, 2004, marks the fiftieth year of the LCC nursing program and, as such, members of the Nursing staff were recognized for their part in its continued success.

**6B: Institutional Excellence Monitoring Report** – Wendy Hall, Director of Research, Planning and Assessment introduced review team members John Krause and Merlene York. Wendy explained that the key performance indicators for this outcome were carefully determined so they would not duplicate other aspects of excellence, such as transfer students' performance and the estimated employment rate of professional/technical program completers. The purpose of the report is to present general, campus-wide data not presented in the other monitoring reports that highlight the successes of the college. These include student degree and certificate attainment, student persistence, graduate feedback and service area evaluations from the specific areas, student activities, academic advising and New Student Orientation. This report also presents data from the student services retention program and the Running Start program. In addition, it also presents the progress that has been made on the four strategic issues of the college's Strategic Plan.

Highlights of the plan include a three-year history of student retention that is higher than the system average, nine out of ten respondents to the 2003 graduate survey stated that LCC prepared them well for continuing education and/or work and that they were treated with respect as a learner. The proportion of 2003 graduates who reported good experiences while registering for classes was 82%, the highest ranking in the four years of survey administration. Evaluations of new student orientation continues to increase over time, more than nine out of ten Running Start students said they would do it again, the number of students who used the Career Center doubled between 2003 and 2004, and students said they were more satisfied with Financial Aid services then reported in 2002 and 2003.

**6C: Continuing Education Report** – Brendan Glaser explained that it was time to report back to the Board on the assessment of the Continuing Education program and its continued viability. The assessment included staffing and alignment of program offerings to the mission of the College. In conclusion, he said it doesn't appear that we have the right local and regional environment for the Continuing Education to operate on a self-supporting basis, so decisions must be made on what programs should be continued and what programs should be eliminated. The Board thanked

Brendan for providing a well thought-out program assessment and agreed with his findings. They expressed that the Continuing Education Department provides very valuable resources to the community and we must remain in tune to its needs and the needs of business, which will help attract future employers.

**6D. Work Keys** - Lynell Amundson explained that LCC has offered Work Keys training to local businesses since 1976, and was the first community college in Washington to become a Work Keys training center. Last week, she gave a presentation at the national Work Keys conference in Orlando focusing on the college's Workplace Skills Certificate project. She wanted to share the video that was part of her presentation, which includes interviews with some of our key Work Keys partners. The Board thanked Lynell for her efforts with the program and encouraged her to keep working with existing and potential Work Keys users.

**6E. Quarterly Budget Reports** - Vice President Ellen Peres provided an update on the College's financial status including a local funds equity summary, operating budget status review, as well as a review of grants and contracts. The Board expressed their desire that carryover money be used, when possible, in a manner to support the College's established priorities.

**7. PUBLIC COMMENT** - None

**8. SELF-MONITORING** - None

**9. DIRECTION SETTING/VISION**

**9A. Planning Calendar Review** - The Board reviewed their planning calendar and added a first reading of a building naming policy to their June agenda and second reading to their July agenda. Also added to the July agenda was a discussion of HB 2707. Gary Healea said he would see if his cabin would be available for the July 21 retreat.

**9B. Branch Campus Issue- SHB 2707** - Gary Healea explained that this House bill will impact community colleges and their future, so he would like to set aside time to discuss it at the July retreat.

**9C. Follow-Up on Facilities Naming Policy** - Gary explained that he and Ann Mottet had been tasked to draft a revised facilities naming policy. Since they had not been able to meet, he took the liberty of writing a rough draft that he shared. He said this draft doesn't constitute a first reading since Ann had not had input into its writing. An official first reading will take place at the June meeting and second reading and potential adoption at the July meeting.

**10. INFORMATION ITEMS -**

**10A. TACT Conference Report** - Lyle Lovingfoss said both he and Dr. McLaughlin attended the spring TACTC conference in Walla Walla on May 12-15 and enjoyed several good sessions. He brought back many important handouts to share, which will be copied and sent to each Trustee.

**12. COMMUNITY LINKAGES - None**

**13. EXECUTIVE SESSION -**

At 8:40 p.m., Chair Kay Cochran called for 5-10-minute executive session to discuss real estate and personnel. No action anticipated.

**14. ADJOURN EXECUTIVE SESSION -**

The public meeting was re-opened at 8:50 p.m.

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

**16. ADJOURNMENT** - With no further business, the meeting was adjourned at 8:52 p.m.

**MOTION:** By Mike Heuer, seconded by Gary Healea,

That the meeting be adjourned.

**MOTION CARRIED** unanimously.

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James L. McLaughlin, Secretary