



MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT 13
June 16, 2004

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 5:08 p.m., on Wednesday, June 16, 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
Ann Mottet

COLLEGE PRESIDENT: James L. McLaughlin

Others in attendance: Jessica Grubb, Ron Adkisson, Brendan Glaser, Wendy Hall, Ellen Peres, Merlene York, Janelle Runyon, and Linda Peck.

2. INTRODUCTION OF GUESTS

Dr. McLaughlin introduced Hope Anderson, reporter for the *Daily News*, and LCC employees Rita Fontaine, Charlotte Persons, Helen Kuebel, and Dan Johnson.,

3. APPROVAL OF AGENDA

MOTION: By Lyle Lovingfoss, seconded by Gary Healea,
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 May 19, 2004 regular meeting

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

MOTION CARRIED unanimously.

5. **COLLEGE INPUT**

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

- ▶ Everyone has been extremely busy with the hiring process. He anticipates that we will have hired 20 new employees by fall. "Hats off" to the Human Resource Office for handling these efforts.
- ▶ The Spring Reception was well attended and enjoyed by all.
- ▶ Title III-sponsored web redesign is in the works.
- ▶ Members of Senator Murray's office were on campus recently for a tour and visit.
- ▶ He spent June 10 at WSU-V with the Higher Ed Committee discussing branch campus issues.

5B. ASLCC Report - Jessica Grubb said that the newly elected student government officers have completed hiring all new programmers and are excited for the coming year.

5C. LCCFAHE Report - Not available. Kam Todd was in Seattle buying surplus supplies for the College.

5D. WPEA Report - Ron Adkisson reported that staff were working hard in preparation for commencement. He mentioned several issues in which he was involved that, in his opinion, might lead to potential grievances or unfair labor practice filings. Chair Cochran reminded Ron that the board has delegated specific responsibilities to administrators and that these issues need to be processed according to policy and contractual agreements.

5E. LCC Foundation - Merlene York reported the golf marathon was a great success, bad weather and all! Pledges totaled \$47,000. Marcy Gilchrist has been hired to replace Barbara Murphy, effective June 30. Our consultant for the major gift campaign was on campus this week and plans are underway for the campaign to begin in the fall. Gary Healea said a campaign of this magnitude requires an abundance of time and energy and he is impressed with the process.

5F. Legislative/Public Relations - Janelle Runyon said the "Commencement marathon" has begun! The *Catalyst* will be ready for distribution in the next week or two.

5G. Other - None

6. INSTITUTIONAL MONITORING

6A. Sabbatical Presentation - Rita Fontaine explained that she used her sabbatical to enter into an international doctoral project to promote peace and education. Her sabbatical goals were to hone her writing and research skills using internet tools and to investigate international projects for professionals to come to the US to study English. During her sabbatical, she and the other doctoral students traveled to Vietnam, Africa, and Paris. In October of 2004, she is planning to host a conference on the LCC campus with members of the doctoral program where members will represent 13 countries.

6B: Professional/Technical Monitoring Report - Wendy Hall, Director of Research, Planning and Assessment introduced review team members Helen Kuebel and Brendan Glaser. Wendy explained that LCC offers over twenty professional/technical programs in the areas of business, industrial technology, and health and human services. Also included are apprenticeship opportunities and individualized certificate programs (ICP). Data from this report include enrollment history by program, employment and earnings summary, estimated employment rates, graduation rates, satisfaction with instruction, and licensure rates. Some of the changes that have come about from previous versions of this report include: Formal adoption of a five-year expansion model for the nursing program including development and implementation of an evening option for 20 students and development of a bridge program (LERN) for RN students. Also, additional and new equipment has been added to the diesel and welding labs. She reported that as a follow-up to last year's monitoring report, which showed a drop in Kelso graduate attendance at LCC, a survey was sent out to these individuals to see where they were and what they were doing. She said the survey reached 70% of the graduates and reflected no apparent reason for the drop in enrollment at LCC. Helen and Brendan discussed comments from the review team, such as:

- Preliminary results from the 2004 professional/technical follow-up student survey are excellent.
- Many programs appear to be in strong growth mode, including Nursing, Chemical Dependency Studies, Paraeducator, Automotive/Diesel Technology, Business Technology, Electronics Technology, Fire Science Technology, Pulp and Paper Technology, and Welding.
- The number of professional/technical degrees, certificates and completions has increased significantly over the last five years.
- Lack of growth in Industrial Maintenance, Machine Trades, and Mechanical Engineering are evident. Business Management also

shows lack of growth and merits observation although unduplicated headcount is up, majors and FTE are down.

- Sharing success of employment rates of completers vs. early leavers with students may help encourage them to stay through completion.

Gary Healea said that this report concludes that the College's professional/technical programs are healthy; he only wishes we had a broader audience to share the value of LCC in our community.

7. PUBLIC COMMENT - None

8. SELF-MONITORING - None

9. DIRECTION SETTING/VISION

9A. 2005 Fiscal Budgets -

Operating Budget:

President McLaughlin and Ellen Peres explained that this year's budget clearly shows continuing erosion of state support for instruction, the effects of a weak economy as well as the impact of losing outside grant support.

Increases are almost exclusively from additional tuition and fees imposed on students. Therefore, the 2005 operating budget was based on the following assumptions:

- Employer contributions for employee health benefits rate rose to \$584.58 per month, an 18% increase.
- Second year of biennial budget reduction amounting to \$73,188 for LCC.
- Reduced number of fee waivers to cover budget reduction.
- Mandated tuition increased by 7%.
- Base enrollment growth - 22 FTE's at approximately \$92,400
- Decrease in Running Start enrollments.
- Initiative 601, State Spending Limit - Maximize allowed fees by 3.03%.
- No salary or cost of living increases.
- High Demand funding designated as permanent - approximately 15 FTEs.
- Reduced grant funding (soft funding)
- Maintain trained staff, which requires transferring positions funded with "soft funds" to the Operating Budget.
- Increase presence in Woodland
- Support Nursing expansion

Ellen further explained the change in dollars available, projected carry forward, nonrecurring expenditures, funds available to budget, committed expenditures, available discretionary funds, and funded discretionary requests.

The Board explained that under policy governance, they agreed not to go through the details of the budget line-by-line, but asked for a clear understanding of the overall budget picture, and in particular, the application of

discretionary funding. They thanked Ellen and her staff for providing a clear explanation, and proposed the following motion:

MOTION: By Gary Healea, seconded by Lyle Lovingfoss

That the fiscal year 2005 Operating Budget of \$22,467,016 be approved as presented.

MOTION CARRIED unanimously.

2005 Student Program Budget and 2005 Student Activities Athletic Budget:

Dr. McLaughlin explained that the ASLCC Executive Council deliberated on the requests made to them fairly and carefully and Athletic Director, Kirc Roland, developed next year's athletic budget to meet the changing needs of the athletic program. Both budgets meet with approval from the Vice President for Students, Mary Harding.

MOTION: By Gary Healea, seconded by Lyle Lovingfoss

That the fiscal year 2005 Student Program Budget of \$248,904.00 and the Student Activities Athletic Budget of \$165,936.00 be approved as presented."

MOTION CARRIED unanimously.

9B. Planning Calendar Review – The Board reviewed their planning calendar and agreed to cancel their July 21 meeting due to scheduling conflicts, and instead, hold an all-day workshop in August. Linda Peck will poll the board to determine the best available date. They also added an update on the major gift campaign to the September 15 agenda.

9C. Facilities Naming Policy: 1st Reading – Gary explained that policy governance has a unique way of writing policy and the draft of the facilities naming policy doesn't "fit" into the norm. He asked the Trustees to review the draft for content, and then they can put it into the correct policy governance format. Once that is done, Dr. McLaughlin will help develop an administrative policy to go hand-in-hand. Potential adoption will take place at the August meeting.

10. INFORMATION ITEMS –

10A. Board Retreat Planning – The retreat will be held in August (date to be determined) with the same agenda items as proposed for the July meeting.

12. COMMUNITY LINKAGES – None

13. EXECUTIVE SESSION -

At 7:50 p.m., Chair Kay Cochran called for a 30-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 8:30 p.m.

MOTION: By Lyle Lovingfoss, seconded by Gary Healea,
That the meeting be adjourned.

MOTION CARRIED unanimously.

James L. McLaughlin, Secretary