



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT 13**

October 20, 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, October 20, 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: Mike Heuer
Gary Healea
Lyle Lovingfoss
Kay Cochran
COLLEGE PRESIDENT: Jim McLaughlin

Others in attendance: Kam Todd, Ron Adkisson, Wendy Hall, Merlene York, Ellen Peres, Mary Harding, Laurel Williamson, and Linda Peck.

2. INTRODUCTION OF GUESTS - None

3. APPROVAL OF AGENDA

MOTION: By Lyle Lovingfoss, seconded by Mike Heuer,
That the agenda be approved as presented.

MOTION CARRIED unanimously.

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

A. Minutes of the September 15, 2004 regular meeting

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

MOTION CARRIED unanimously.

5. COLLEGE INPUT

5A. President's Report –President McLaughlin reported final design for the Fine Arts Center is underway. Brendan Glaser, Lisa Nisenfeld from the SW Washington Workforce Development Council, and he gave a presentation today at the noon Rotary meeting. They discussed the NSF pulp & paper grant as well as workforce education program, and it was very well received by the Rotary members. Christine Gregoire will be visiting the campus on October 26 to talk about workforce education issues. He explained that opportunities like this are open to all political candidates. Accreditation activities are gearing up in preparation for the 5-year visit next fall. In other accreditation news, Vice Presidents Laurel Williamson and Mary Harding recently returned from accreditation review visits, and he is scheduled to attend a review in Salt Lake on October 26-29.

Mary Harding provided the following enrollment information: Current FTE is at 2044; goal is 2275. She said we should be close to our goal if the ABE/ESL enrollments come in as anticipated, and she thinks they will. We currently have 74 worker retraining students compared with 273 two years ago and she is studying what impact this reduced number will have on our professional/technical programs. She also reported that the college has enrolled 31% of the June high school graduate yield, which is the highest percentage ever. She contributes much of this success to the efforts of Darcy Smith, John Krause, Roxana Ahmadifard, and Barbara Adams, who are going out to the high schools as a team to talk about recruiting, tech prep, running start, and the Institute.

5B. ASLCC Report – Student president Jessica Grubb was not able to attend, so Vice President Harding gave a brief update on upcoming student activities including a “Hauntfest” on October 29. They will also be collecting food and donations to help needy families during the holiday season. Dan Johnson and three of the student officers are currently attending a national leadership conference.

5C. LCCFAHE Report – Kam Todd reported the Faculty Association hasn't found a representative president, so he is acting as the “defacto” president at this time. Contract negotiation meetings are beginning and he looks forward to smooth negotiations.

5D. WPEA Report – Ron Adkisson reported that the WPEA members unanimously voted to support the student food drive up to a maximum of \$200.00, either in cash or food. The contract for collective bargaining was

ratified at the state level, except for LCC since we are still awaiting a ruling by PERC, which is anticipated sometime in December. He also reported that Campus Services is installing web-base controls for various HVAC units, so Maintenance staff will be able to troubleshoot from home or remote locations.

5E. LCC Foundation – Merlene York reminded the Board that the Scholarship Social will be held on November 8 at 7:00 in the Student Center. She said the **Reaching Higher** “family” campaign is underway and should be completed by the end of November. The Foundation Board is doing the same thing within their membership and Kay Cochran is the Trustee contact. She said the internal campaign is stressing 100% participation, which can be used in promotions to the community. She also reported that 13-15 individuals have already signed up for a naming opportunity for seats in the Fine Arts Center theater, and thanked the Board for making this opportunity available. Gary Healea said this is the first major campaign that the LCC Foundation has undertaken and he is very pleased with the work of the committee.

5F. Legislative/Public Relations – None available - Janelle Runyon on vacation

5G. Other – None

6. INSTITUTIONAL MONITORING -

6A. College Fact Book – In lieu of a regular monitoring report, Wendy Hall presented a preview of the 7th edition LCC Fact Book. She reported that as of today, the Fact Book is available on the college website. Some new information contained in the publication includes: A brief history of LCC; LCC quick facts; 2003-04 student demographics; Map with zip code data; Top 10 FTE generating disciplines; Preparation of incoming students; Education attainment and earnings; and last but not least, an Index!

The Board said the fact book was extremely well done and would like to see some outreach of information sharing with legislators, county commissioners, EDC, and the Chamber of Commerce. Mike Heuer said this publication would also be a great recruiting resource to share with the local high schools.

Lyle Lovingfoss left at 5:45

6B. Quarterly Budget Report - Vice President Ellen Peres presented the 4th quarter budget status report for last year's budget. She said that food services continues to run at a deficit and we continue to research. Expenditures are down, but so is income. Last year, major repairs were needed on some of the equipment so those related expenditures contributed to the deficit. Gary Healea said food services goes beyond just serving food...it provides a gathering place for students, so its importance needs to be judged accordingly. The Board asked how much carryover we planned for this year, and Ellen said approximately \$200,000. At this time, plans for some of the carryover include expansion of the Woodland site and the need to pay "upfront" money for the renovation of the Don Talley building before state funds are received.

7. PUBLIC COMMENT - None

8. SELF-MONITORING

8A. Board-Building Activities - Chair Cochran explained that this issue would be tabled due to the absence of Ann Mottet and Lyle Lovingfoss.

9. DIRECTION SETTING/VISION

11A. Planning Calendar Review - The following agenda items were suggested for future board meetings:

November –

Board-building activities (tabled from this meeting)

ACCT annual conference report (tabled from this meeting)

November or December –

Ask Hal Dengerink to talk about plans for WSU-V

Ask Castle Rock School District administrators to visit regarding collaborative services

Ask Gary Nyberg to give his presentation about his Fulbright Scholarship trip to Bulgaria

10. BOARD INFORMATION/EDUCATION -

10A. Discuss 2005 Meeting Schedule - Dr. McLaughlin asked the Trustees to review their individual calendars for potential conflicts with the proposed meeting schedule for 2005. Action will be taken at the November meeting.

10B. TACTC and ACCT Annual Conference Report - Due to the absence of Lyle Lovingfoss and Ann Mottet, it was agreed to table these reports to the November meeting.

11. COMMUNITY LINKAGES - None

12. **EXECUTIVE SESSION** - At 6:08 p.m., Chair Cochran called for a 30-minute or less executive session to discuss real estate and personnel. No action anticipated.
13. **ADJOURN EXECUTIVE SESSION** - Chair Cochran reopened the public session at 6:35 p.m.
14. **[ACTION] AS A RESULT OF EXECUTIVE SESSION** - None
15. **ADJOURNMENT** - With no further business, the meeting was adjourned at 6:06 p.m.

MOTION: By Mike Heuer, seconded by Gary Healea

That the meeting be adjourned.

MOTION CARRIED unanimously.

James L. McLaughlin, Secretary