



1600 Maple Street  
Longview, Washington

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

**January 19, 2005**

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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 5:11 p.m., on Wednesday, January 19, 2005, 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:** Thuy Vo  
Lyle Lovingfoss  
Kay Cochran  
Ann Mottet

Chair Cochran explained that President McLaughlin was in Alabama and not able to attend.

Others in attendance: Laurel Williamson, Ellen Peres, Jessica Grubb; Kam Todd, Nolan Wheeler, Wendy Hall, Merlene York, Bonnie Terada and Linda Peck.

**2. INTRODUCTION OF GUESTS** – Vice President Laurel Williamson introduced music instructor Gary Nyberg, Lynn Lawrence, Registration Manager, and tenure track faculty Rita Catching and Tamara Norton.

**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.

**A. Minutes of the December 15, 2004 regular meeting**

**B. Addition to fee schedule: \$10.00 test proctoring fee.** *Kay Cochran explained that last year the Cabinet had agreed to charge a test proctoring fee of \$10.00, per exam, for at-a-distance testing for external agencies. Through an oversight, the fee was not presented to the Board with the annual fee list. Therefore, a recommendation is being brought forward for board approval to add the \$10.00 test proctoring charge effective immediately.*

**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** - Vice President Williamson explained that she was representing the President while he was in Alabama meeting with partners of the NSF pulp & paper national consortium. She also reported that winter quarter enrollment, at 10<sup>th</sup> day, was 1876 FTEs, which is 8.3% lower than this time last year, but stronger than 10<sup>th</sup> day of fall quarter. Initial analysis indicates that the reduced numbers of worker retraining students and lower enrollment of ABE/ESL students are the major contributors to the reduced enrollment. However, an enrollment decline is reported statewide throughout the community college system. Analysis continues as does action plans for marketing, including delivery of ABE/ESL courses to remote areas. She explained that tuition scholarships are available for the ABE/ESL students and that the College is working to increase awareness to the populations who might take advantage of such scholarships.

She also reported:

- The yearly movie series begins this month and that the Vest lecture will be held in February.
- The College is beginning to advertise for open Faculty positions for next year.
- In preparation for the October interim accreditation visit, committees are beginning to meet with draft reports due by the end of the academic year. Ann Mottet said the 2000 self-study report was very informative and asked if Laurel would make arrangements for copies to be sent to the new board members.

- Review of annual priorities and outcomes is underway with various campus constituencies. The athletic fundraiser held last week was very successful as past coach, Steve Farrington, was honored. Helen Kuebel, Director of Nursing, has been asked to present to the legislature on health disparities. The State Board for Community and Technical Colleges gave authority for two-year colleges to pursue planning for pilot baccalaureate degrees. In addition, the board directed the two-year college system to pursue more partnerships with four-year institutions, and to support more access for juniors and seniors at public four-year colleges and universities. These efforts are being made to meet the looming demand for access to four-year degrees in Washington state.
- 5B. ASLCC Report** - Jessica Grubb, ASLCC President, gave a summary of activities that will be sponsored by the students during "Winterfest", January 25-28, which includes a community-invited fundraiser to support relief efforts for the tsunami victims. Also, after extensive research, the students approved purchasing enhancements to the existing sound system in the student center, rather than trying to purchase a brand new system. She also reported that student government is gaining popularity and has increased its numbers over last year from eight to fifteen.
- 6C. LCCFAHE Report** - Kam Todd explained that preparations are under for contract negotiations since the Association's contract expires in June 2005. The first meeting will be held on January 28 to establish a schedule and to share ideas. There will be three members from the Association, Kam Todd, Steve Byman, and Steve Alkazin, and three members from management, Nolan Wheeler, Mary Harding, and Brendan Glaser. He said he is looking forward to "non-eventful" bargaining.
- 5D. WPEA Report** - None
- 5E. LCC Foundation** - Merlene York reported that the Publications Office is working on the annual report to the community and that it's just about ready to go to the printers. Grant and exceptional faculty applications will be taken between February and April. The Foundation was notified by the state that the college can apply for additional matching funds for the Exceptional Faculty fund. We will be asking for a \$100,000 match, which would put the balance at over \$1 million dollars! The scholarship application process for students has been revised and is now available online. Students can now choose to apply for various scholarships after reviewing the individual criteria for each. The Red Devil chili cook-off is

scheduled for July 15. The internal Reaching Higher campaign currently reflects a staff participation rate of 61% and pledges in excess of \$125,000; the combined Foundation and College boards have a participation rate of 41% so far.

**5F. Legislative/Public Relations -**

**5G. Other**

- Presentation by Gary Nyberg on Fulbright Scholarship. Dr. Nyberg explained the process involved in receiving a national Fulbright scholarship, why he chose Bulgaria, and gave a brief history of the country and its musical heritage. He accentuated his presentation with wonderful photos that he took while on the month-long visit. The Board thanked Dr. Nyberg for taking time to share his trip with them.

**6. INSTITUTIONAL MONITORING -**

**6A. Transfer Monitoring Report -** Wendy Hall, Director of Research, Planning and Assessment, introduced review team member Lynn Lawrence. Ms. Hall explained that Transfer preparation is a very important function of a comprehensive community college and is one of the major system goals of the Washington State Community and Technical College System. LCC offers transfer students a variety of options that have historically been accepted as the first two years of study towards a Bachelor's degree by public institutions in Washington State, as well as some in Oregon and most Washington private colleges and universities. Some of the action plans that have come about as a result of past reviews of the Transfer monitoring report include:

- Added new faculty position in history in fall 2004.
- Added a 1.0 FTE educational planner position specific to the Washington State University-Vancouver Institute.
- Remodeled the Transfer Center.
- Expanded educational offerings in Woodland to include more academic transfer courses, including college-level Math, English and Spanish.
- Expanded capacity of tracking transfer students to most institutions in the United States through subscription to the National Student Clearinghouse (in development).

Highlights of the report include student/graduate satisfaction with instruction at 86.9%. The academic transfer rate of LCC students to Washington baccalaureate institutions increased to 13.5% in 2003-04, the highest rate achieved in over five years. LCC students continue to perform well academically after they transfer, typically maintaining about a 3.0 GPA on average. Lynn Lawrence reported that LCC has done a good job in increasing transfer rates, and those transferring to Washington State

University indicate that the College is doing a good job of nurturing partnership opportunities with WSU. Preliminary responses from former transfer students indicate a high level of satisfaction with academic instruction. Ms. Hall also reported that the decline in fall-to-fall persistence should be studied in more depth. Research should include analysis of whether students are transferring earlier than in the past. Also, former students indicate that faculty availability needs more study.

The Board thanked both Wendy and Lynn for preparing and reporting on this monitoring report.

**7. PUBLIC COMMENT -None**

**8. SELF-MONITORING - None**

**9. DIRECTION SETTING/VISION**

**9A. Discuss Legislative Plan** - Vice President Ellen Peres explained that President McLaughlin had asked her to distribute the legislative priorities as prepared by the State Board for Community and Technical Colleges. Legislative issues will be discussed in depth at the February board workshop. Vice President Williamson reported that Dean Takko was appointed to replace Brian Hatfield as one of our district's House of Representatives.

**9B. Planning Calendar Review** - The Board set the agenda for their February workshop and asked that President McLaughlin try to schedule the Castle Rock School District Board for either the March or April meetings.

**10. BOARD INFORMATION/EDUCATION -**

**10A. Longview School District Proposal for Joint Auto Program** - Vice President Williamson explained that Brendan Glaser, Dean of Workforce Programs, was not able to attend due to sickness, so she asked Vice President Peres to provide an update. Ms. Peres explained that working out contractual language between state agencies is never a quick endeavor, but discussion and planning are continuing. We are currently working with the state's general administration on developing a lease agreement and we should have an answer sometime this month. Once agreement has been reached, the Longview School District would provide funds to enclose part of the Don Talley building to expand the auto program and purchase some equipment. Their high school students will use the new facility for classes, and their advanced students will be able to enroll in college-level courses. Updates will be passed along as received.

**11. COMMUNITY LINKAGES**

**12. EXECUTIVE SESSION** - At 7:19 p.m., Chair Cochran called for a 15-20 minute executive session to discuss real estate and personnel. No action anticipated.

**13. ADJOURN EXECUTIVE SESSION** - Chair Cochran reopened the public session at 7:40 p.m.

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

**15. ADJOURNMENT** - With no further business, the meeting was adjourned at 7:43 p.m.

**MOTION:** By Lyle Lovingfoss, seconded by Ann Mottet

That the meeting be adjourned.

**MOTION CARRIED** unanimously.

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James L. McLaughlin, Secretary