



MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT 13
February 16, 2005

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Chair, Kay Cochran, called the workshop of the District 13 Board of Trustees to order at 9:15 a.m., on Wednesday, February 16, 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: Kay Cochran
Lyle Lovingfoss
Thuy Vo
Mike Heuer

COLLEGE PRESIDENT: James L. McLaughlin

Others in attendance: Wendy Hall, Ellen Peres, Laurel Williamson, and Linda Peck

2. INTRODUCTION OF GUESTS

3. APPROVAL OF AGENDA

MOTION: By Lyle Lovingfoss, seconded by Thuy Vo,
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 from the January 29, 2005 regular meeting
 - B. Addition of Nursing Admission Testing Fee -

MOTION: By Lyle Lovingfoss, seconded by Mike Heuer,

That the consent agenda be approved as presented

Discussion: Lyle Lovingfoss asked if the fee would adversely affect enrollment in the nursing program. President McLaughlin explained that most schools require these admission tests and that it will provide another method of screening applicants into the program, and that the recommendation is the result of a one-year study to select the most appropriate tests.

MOTION CARRIED unanimously.

5. **COLLEGE INPUT**

5A. **President's Report** - President McLaughlin reported that the annual report to the community had been distributed and was well-received; he presented copies to members of the Woodland Chamber on the 15th. The internal portion of the major gift campaign is wrapping up, resulting in great support by staff to the tune of 70% participation and pledges of almost \$200,000! The Foundation board approved another \$100,000 to the Faculty Excellence Fund and it was matched by the State Board - this puts the corpus at close to a million and a quarter dollars. The Legislature is anticipating another budget deficit this year, which will affect LCC's budget for the biennia. On a local note, Faculty negotiations are underway and proceeding smoothly. Ellen Peres and President McLaughlin attended an open forum last week to meet the candidates for the new City Manager position. The College is working with the city on traffic concerns regarding our proposed Fine Arts Center. Other issues currently on tap include continuation of our web page redesign, collaboration continues with Longview Schools on co-location of our auto programs, and the budget process has begun.

6. **BOARD BUSINESS**

6A. **Nomination of Board Officers for 2004-05** - Chair Cochran explained that, historically, the Vice Chair assumes the role of Chair the following year, so it would be the logical step for Mike Heuer to be nominated for Chair. Thuy Vo moved to nominate Mike Heuer for Chair and Lyle Lovingfoss for Vice Chair. Seconded by Mike Heuer. Motion carried unanimously.

At 9:50, Chair Cochran called for a 10-minute break, and reopened the public meeting at 10:00.

Sandy Junker, Brendan Glaser, Geary Greenleaf, Chere Weiss, and George Dennis arrived at 9:55. President McLaughlin introduced Fran Zarubick, the College's new Dean of Instructional Programs. Fran came to LCC from John Hopkins University.

7. INSTITUTIONAL MONITORING -

7A. Head Start Report - Sandy Junker, Head Start Director, thanked the Board for opportunity to share program information with them. LCC's Head Start program received a \$50,000 literacy for kids grant. One component of the grant is to assist Spanish-speaking children to learn English, so they have collaborated with students in LCC's Spanish classes to work with the children. New policy council members were elected and Sandy reported that they have an excellent contingent of community members. She distributed copies of their annual report and discussed its highlights, including \$19,000 from the "Festival of Trees" to help with the Head Start dental program for children. She also distributed copies of the LCC Head Start/ECEAP Community Assessment and discussed its key findings, as well as planning goals and objectives. She explained the budget challenges that the program will face at both the federal and state levels. The Board thanked Sandy for providing so much great information.

7B. Update on Woodland Site - Chere Weiss, along with Dean Geary Greenleaf, presented an update on the Woodland program. The 1400 sq. ft. facility is open six days per week and offer "for credit" courses, high school completion courses, GED and ESL/Rosetta Stone computer-based skills, WorkKeys Testing, WAOL classes, Community Education, Senior Studies, Testing services, as well as community access to high speed internet. She shared input from several Woodland students, the South Cowlitz County School Districts, and the Woodland Chamber of Commerce. Some of the challenges include expanding services and class offerings at the current location, finding instructors, generating revenue, marketing, and getting technical support from the main campus.

The Board expressed their appreciation of Chere's report and their continued support for an LCC presence in the Woodland area. They said to remember that the Woodland site will always be a "hybrid" and will most likely not become a large "for credit" offering facility.

7C. Basic Skills Monitoring/Developmental Education Report - Wendy Hall introduced review team members Merilee Hertig and Deans Zarubick and

Glaser. This report presented information that supports the progress the College has made in providing literacy development to people who have less than college-level skills. Basic skills instruction is an important function of a comprehensive community college and is also one of the major system goals of the Washington State Community & Technical College system. As an "open door" institution in a county where 21-23% of adults read at or below the 5th grade level, basic skills and developmental education provide avenues to careers for learners, as well as to access higher education. Some of the action plans that have resulted from past reviews include:

- Implementation of mandatory placement beginning fall 2004 for all students.
- Review of student success data in spring 2004 and revision of cut scores for placement in math and English classes.
- Development and implementation of pre-college level learning communities to promote student success (launched fall 2004).
- Ongoing curriculum revision in the math department in regard to strengthening alignment of course competencies.

Highlights from the report include growth in the CEO program, which indicates that LCC is meeting a community need in that arena; student satisfaction is high in ESL and ABE; the number of developmental math students who pass their first college level math class has stayed above an impressive 80% for the last two years; and the proportion of developmental reading and writing students going on to the next level is strong.

7D. Quarterly Budget Reports - Ellen Peres reviewed the funds equity balances and the operating budget status report. The deficit in Food Services may be attributed to lower enrollment, but assessment will continue. Overall, the operating budget status is where it should be at 58.98% of balance.

At 12:20, Chair Cochran adjourned the meeting for a one-hour lunch break. The public meeting was re-opened at 1:30 p.m. Attending were the president and vice presidents and recorder Linda Peck.

8. BOARD WORKSHOP: A Planning Session with the Cabinet - President McLaughlin explained that this session will provide an opportunity to share ideas, talk about issues and planning with the vice presidents. We need to close the loop on strategies and incorporate them into plans and priorities for the coming year.

- 8A. Review Anticipated Budget Guidelines and Assumptions** – Ellen Peres shared preliminary 2005-06 operating budget assumptions which were developed using Governor Locke’s budget; however, the Governor’s budget could look very different by the time it’s adopted. The new Governor will not be releasing her budget until after the March revenue projections are in. We are essentially looking at no carryover dollars; an anticipated 5-9% tuition increase, a 3.2% salary increase; and a 13.5% increase in health insurance. In summary, we anticipate a slight revenue shortfall and will monitor the legislature as they continue budget discussions.
- 8B. Review Annual Outcomes for 2004 and Annual Priorities for 2006** – President McLaughlin presented a “roll-up” document showing the key findings and staff-recommended strategies for the seven expected outcomes, all of which tie into the strategic KPI goals. These results will help develop the 2006 annual priorities. He asked for Board input to make sure the strategies are inline with their vision. The board said the preliminary annual priorities are a, “Great start.”
- 8C. Legislative Issues for 2005** – The Board reviewed the legislative “one-pagers” from the State Board, which helped familiarize them with the community and technical college’s concerns for the coming year.
- 8D. Enrollment Issues** –Vice President Harding led a discussion on LCC’s enrollment decline. Throughout the state, community colleges report similar declines in worker retraining students and ABE/ESL enrollment. She explained that key College staff recently met with a marketing consultant to prepare targeted marketing strategies. Included in the strategies will be increasing Nursing program opportunities, increase the number of 21-29 year olds enrollment in our technical programs, increase high school yield, increase Running Start enrollment, and increase enrollment in the Institute. Also discussed were strategies to build-up ESL enrollments and Woodland enrollments, and we are optimistic about enrollments in the new pulp & paper manufacturing program.
- 8E. Institute** – Vice President Williamson reported that we (LCC and Clark) are at about 50% of the enrollment target for the Institute. The main challenge is the fact that LCC is deploying our exemplary full-time faculty for Biology and Chemistry, which leaves a void on the main campus. So, we are rethinking the staffing issue and may change to part-time faculty teaching at the Institute. She has concerns about what will happen to the Institute once WSU-Vancouver becomes a 4-year college.

8F. Pulp & Paper Technology Program – President McLaughlin explained that we are close to having the curriculum ready for a comprehensive Associate Degree program beginning Fall 2005. The program will eventually provide incumbent pulp & paper workers with an opportunity to earn a national skills certificate, and then move to an Associate degree if they desire.

8G. Accreditation – Vice President Williamson provided an outline of what the interim accreditation report will contain. Review committees for all standards have met and a complete draft is due by the end of spring quarter. She will prepare the final report for the review visit in October.

Mike Heuer left at 4:15 p.m.

8H. Capital Project Planning - Vice President Peres explained that our capital project requests for the 2007-09 biennium will be due this coming December. The Health and Sciences building is again the centerpiece of our requests, but we will also have to submit requests for minor projects, which will require review and modification to our facilities master plan.

9. EXECUTIVE SESSION – At 4:20 p.m., Chair Kay Cochran called for a 15-20 minute executive session to discuss personnel and real estate with no action anticipated.

10. ADJOURN EXECUTIVE SESSION – The public session was re-opened at 4:45

11. [ACTION] AS A RESULT OF EXECUTIVE SESSION – None

12. ADJOURNMENT [ACTION]

MOTION: By Mike Heuer, seconded by Lyle Lovingfoss,
That the meeting be adjourned.

MOTION CARRIED unanimously. Meeting was adjourned at 4:46 p.m.

James L. McLaughlin, Secretary