



1600 Maple Street  
Longview, Washington

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

**May 18, 2005**

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**1. CALL TO ORDER AND DETERMINATION OF QUORUM**

Chair, Mike Heuer, called the regular meeting of the District 13 Board of Trustees to order at 5:08 p.m., on Wednesday, May 18, 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  
Ann Mottet  
Mike Heuer

**COLLEGE PRESIDENT:** James L. McLaughlin

Others in attendance: Ellen Peres, Mary Harding, Ron Adkisson, Wendy Hall, Brendan Glaser, Nolan Wheeler, Merlene York, and Mary Linda Peck.

**2. INTRODUCTION OF GUESTS** - Dr. McLaughlin introduced Helene Kuebel, Dan Johnson, and Beth Smith, Student Vice President.

**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 April 20, 2005 regular meeting
- B. Schedule of Miscellaneous Fees for 2005-06
- C. Tuition and Fee Waivers for 2005-06

**MOTION:** By Ann Mottet, seconded by Thuy Vo,

The consent agenda be approved as presented, including minutes of the April 20, 2005 regular meeting, an increase of 2.82% to the 2005-06 miscellaneous schedule of fees [including a charge of \$2.50 per credit to a maximum of \$25.00 per quarter for a gymnasium remodel project if passed on a student referendum to be voted on May 18-19, 2005], and revisions to the 2005-06 tuition and fee waiver schedule, both effective fall quarter 2005.

*Question:* The Trustees asked for additional background information on the gymnasium remodel project. Beth Smith, ASLCC Vice President, explained that several student forums were held explaining the project; enthusiasm was high with many positive responses. So, the referendum was placed on the election ballot—results will be available on Thursday, May 19. The Board applauded the students for their initiative and leadership in this project.

**MOTION CARRIED** unanimously.

5. **COLLEGE INPUT**

- 5A. **President's Report** - President McLaughlin reported that the Governor signed the Capital Projects Budget, which included funding for LCC's new Fine Arts Center. McDonald's is waiting for final approval from the City of Longview to build on the existing Bumper's Restaurant site. As soon as that happens, we can close the land deal and request bids for demolition. We hope to begin actual construction sometime in February.

Everyone is working diligently on next year's budget. Vice President Mary Harding reported that we are at 98.7% of our biennial target, and are looking ahead because we must be at 100% of 2-year enrollment for next year (-2565 FTEs). We are focused on enrollment from scheduling through

recruiting. Dr. McLaughlin said he will be meeting with the State Board to talk about enrollment for the Institute.

He also reported that:

- Steve Byman's revised sabbatical request had been approved by the Sabbatical Review Committee.
- Bruce Cardwell, Gary Healea and he met with Pierce College trustees to share about policy governance.
- The pulp and paper program will be starting in the fall with a cohort of twenty students and we are in the process of putting proposals together for the five local pulp & paper manufacturers. Ralph Benefiel and Mike Haas (from Fibre) visited with the national pulp & paper partners in Alabama, and they were very complimentary of our success in implementation. There will be facility changes this summer to accommodate the program and marketing will start soon.

**5B. ASLCC Report** – Beth Smith, ASLCC Vice President, reported that all of the Red Devil Week activities were well attended; in fact, over 600 people attended the “drive in movie” activity where the proceeds of over \$800 went to the Habitat for Humanity. Election results will be final on May 19. Featured speaker, Rod Paige, had to cancel due to inclement weather in the Midwest. The students are on track to present their budget to the Board in June.

**6C. LCCFAHE Report** – No report.

**5D. WPEA Report** – Ron Adkisson, WPEA President, reported he and Nolan Wheeler are working on personnel issues, and also working to settle the question of when the classified staff will be eligible for raises next year. The current grievance against the Federation may impact whether the raises are granted in July or September. He applauded the students for their efforts to support the gymnasium remodel project and said he wished he had known about it before spending days on a new heating/cooling system for the existing gym!

**5E. LCC Foundation** – Merlene York reported that the Foundation met and approved next year's budget. From the budget, \$95,400 in grants will be allocated to the College, as well as scholarships and Faculty Excellence awards will also be increased over last year. The Foundation is co-hosting an estate planning seminar next week. She reminded everyone of the June 3 Spring Reception in which the Foundation has invited LCC retirees to a pre-reception one hour before the event. The major gift campaign

continues with the internal campaign closing out with over \$300,000 in pledges from staff and both boards. Inserts for prospective donors will be going to press next week. John Westervelt and Harold Luhn will be retiring from the Foundation Board.

5G. Other - None

6. **INSTITUTIONAL MONITORING -**

6A. **Customized Education Monitoring Report** - Wendy Hall, Director of Research, Planning and Assessment, and Dean Brendan Glaser presented this report. Wendy explained that customized education is a very important function of a comprehensive community college. Several actions have occurred as a result of reviewing the data in past monitoring reports, and include:

- Consolidation of Customized Education programs and services to enhance cost effectiveness while maintaining popular programs.
- Application and receipt of a National Science Foundation Pulp and Paper Grant in response to community need in that arena.
- Increased focus on Work Keys testing resulting in enhanced partnerships with DSHS and other community colleges as a service to business and workforce development efforts.
- Development and implementation of a two-day seminar on grant writing, in response to community need expressed through survey responses.

Some of the highlights of this report include:

- High satisfaction rates by students and employers.
- The College has consolidated staff and services, but still offers an amazing and versatile range of education, training and services to the community.
- The online (Ed2Go) offers appear to be well-received.
- Award of the NSF pulp & paper grant is very positive
- Good correlation between achieving WorkKeys certificates and obtaining employment.
- Pre-employment and food handler testing are still very strong despite ongoing issues with the sluggish economy.

Some things the College can do to improve customized education include looking toward more non-traditional delivery modalities, more follow-up with employers and non-profits citing areas of specific need.

Brendan Glaser said that although the College scaled back customized education programs, we were able to keep a great set of offerings for the community. The Board said they were proud of the efforts to restructure the Business and Industry Center, while keeping the needs of the community in mind.

7. **PUBLIC COMMENT** - None

8. **SELF-MONITORING** - None

9. **SETTING DIRECTION SETTING/VISION**

**9A. Planning Calendar Review** - The Board discussed potential locations for their July 20 retreat. The President's Office will check into several options.

10. **INFORMATION ITEMS**

**10A. Quarterly Budget Report** - Vice President Ellen Peres reviewed the funds equity balances and the operating budget status report. She said the only concern is the continued deficit in Food Services. They continue to assess the situation; catering has had a considerable drop, which may be attributed to the opening of the county convention center and reduced enrollment is also a contributor. Overall, the operating budget status is where it should be.

11. **COMMUNITY LINKAGES** - None

12. **EXECUTIVE SESSION** - At 6:55 p.m., Chair Heuer called for a 15-20 minute executive session to discuss real estate and personnel. Personnel action is anticipated. Vice President Harding was asked to stay.

13. **ADJOURN EXECUTIVE SESSION** - Chair Heuer reopened the public session at 7:10 p.m.

14. **[ACTION] AS A RESULT OF EXECUTIVE SESSION** -

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

I move that the Board of Trustees, after having given reasonable consideration to the recommendations of the Sabbatical Review Committee and in accordance with administrative policy 319, do hereby confer the title of Faculty *Emeritus* to Lionel Livermore and Kurt Carpenter, effective immediately..

**MOTION CARRIED** unanimously.

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

**MOTION:** By Ann Mottet, seconded by Lyle Lovingfoss,  
That the meeting be adjourned.

**MOTION CARRIED** unanimously.

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James L. McLaughlin, Secretary