



1600 Maple Street
Longview, Washington

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

June 15, 2005

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 5:11 p.m., on Wednesday, June 15, 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: Lyle Lovingfoss
Kay Cochran
Mike Heuer

COLLEGE PRESIDENT: James L. McLaughlin

Others in attendance: Ellen Peres, Laurel Williamson, Mary Harding, Bonnie Terada, Wendy Hall, Janelle Runyon, Nolan Wheeler, Jessica Grubb, and Linda Peck.

2. INTRODUCTION OF GUESTS - Dr. McLaughlin introduced Ray Byers, reporter for KLOG; Jason Hoseney, Director of Student Support Services, and Beth Smith, ASLCC Vice President.

3. APPROVAL OF AGENDA

MOTION: By Kay Cochran, seconded by Lyle Lovingfoss,
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 May 18, 2005 regular meeting**

MOTION: By Lyle Lovingfoss, seconded by Kay Cochran,

The consent agenda be approved as presented.

MOTION CARRIED unanimously.

5. **COLLEGE INPUT**

5A. **President's Report** – President McLaughlin reminded the Trustees that Commencement will be held on Friday, June 17. The College held a very successful Spring Reception on June 3 where the first two Faculty Emeritus titles were presented. He thanked Mary Harding and the Faculty Negotiating Team for concluding contract negotiations. Contractors are currently on campus to remodel/expand the Don Talley Vocational Building to house the co-located Longview School District automotive program, which will begin in the fall. Staff training has begun on the newly installed Document Imaging System (thanks to funding by the Title III grant). Work continues on the Fine Arts Center project – the zoning request was approved and McDonald's has received the necessary permit to proceed with building a new restaurant on the Bumper's Restaurant site. We don't have the exact start date for demolition; it may not be completed until after fall quarter begins. A committee has been meeting with the Washington State Arts Commission to choose art for the new facility (this is part of the "Art in Public Places" component of all capital projects). We are still working on housing the music and drama programs and equipment. A first draft of the accreditation report is done, thanks to Vice President Williamson and the work of the Standards Committees. The report will be reviewed and polished during the summer in preparation for the fall visit.

5B. **ASLCC Report** – Jessica Grubb, ASLCC President, reported that the students raised \$800.00 for their Habitat for Humanity project. The spring elections had a high turnout of voters, which included passage of the fitness center referendum by a vote of 271 to 36. The student government denied a request to change the Red Devil mascot, but the interested party may revisit the issue next year. Election results for officers were: Donn Kirkwood, President, and Shelley Ylen, Vice President of Student Activities. Both Jessica and Vice President Beth Smith thanked the Board

for their support during the past year. The Board, in turn, thanked this year's ASLCC student government for their outstanding leadership and contributions to the College.

5C. **LCCFAHE Report** – No report

5D. **WPEA Report** – No report

5E. **LCC Foundation** – Merlene York distributed new inserts for the Trustee's campaign books, and she gave each Trustee posters for the July 15 chili cook-off.

5F. **Legislative/College Relations** – Janelle reported that her department is focusing on commencement this week and has many summer projects already underway, including the web redesign.

5G. **Other** –

TACTC Conference – Lyle Lovingfoss reported that Governor Gregoire charged the TACTC Association with three of four things for the coming year (he will gather that information and make copies for each of our Trustees). President McLaughlin reported that one of the sessions dealt with policy governance, and he said LCC is doing a great job embodying the spirit of policy governance.

6. **INSTITUTIONAL MONITORING** –

6A. **Institutional Excellence Monitoring Report** – Wendy Hall, Director of Research, Planning and Assessment, Jason Hosenev, and Merlene York presented this report. Wendy said this report wraps up the 6th cycle of monitoring reports; Cycle VII will begin in the fall.

Wendy explained that “institutional excellence” is not an easy concept to define or measure. The key performance indicators for this outcome were carefully determined so they would not duplicate other aspects of excellence. The purpose of the report is to present general, campus-wide data not presented in the other monitoring reports that highlight the success of the College. Some of the actions plans that have resulted from reviewing past Institutional Excellence monitoring reports include:

- *Implementation of several changes in regard to the **Running Start** program, including changes to the early registration priority criteria, and adjustments to Running Start orientation.*
- *Substantial redesign of college **recruitment/outreach efforts.***

- *Implementation of a comprehensive **Program Needs Assessment** process, which seeks input from advisory committee (community) members, students and multidisciplinary teams.*
- *Addition of a .5 FTE staff position in **Financial Aid** to improve customer service in that area (reassigned from another department within Student Services).*
- *Application and receipt of a full-time **AmeriCorps** position for 2005-06 to provide intensive financial aid advising/counseling.*
- *Institutional participation in the **2005 Higher Education Research Institute's Faculty Survey**, administered by the University of California at Los Angeles (results pending).*

Merlene York reported on some of the report highlights, including: outstanding internal participation in the "ReachingHigher" fundraising campaign; outstanding athletics programs and achievements; LCC's leadership in the Pulp & Paper initiative; high student satisfaction in a number of areas; implementation of significant changes from the Title III grant; impressive academic performance of Running Start students; student support of improvements to the wellness center will provide permanent improvement for the College; good retention of students of color in the most recent cohort; tremendous faculty and staff achievements (especially in nursing and forensics); and the excellent partnership with Kelso High School to do on-site placement testing and college workshops.

Jason Hosenev discussed a few areas of concern that were apparent as a result of this report – declining retention of female students and retention of part-time students could be better; success rates below 75% in math, oceanography and Spanish; satisfaction with Financial Aid could be higher; satisfaction with counseling services could be higher; and reports of discrimination by Running Start students is still a concern, although it declined to about ¼ of students (down from 1/3 a year ago).

The Board expressed their appreciation of receiving the monitoring report data and said it makes their job easier. They were very impressed with the data in this report.

7. **PUBLIC COMMENT** - None

8. **SELF-MONITORING** - None

9. SETTING DIRECTION SETTING/VISION**9A. 2006 Fiscal Budgets -****Operating Budget:**

President McLaughlin reported that while state appropriations were better than the past, the resulting budget document shows the unfortunate trend of declining state support. Increases are from additional tuition and fees imposed on students and additional new FTE growth. Only \$100,000 of nearly \$900,000 in new money is discretionary to use toward priorities, which makes it very difficult to pursue goals. This budget will again require us to use carry-forward dollars to sustain operations into the next year. Vice President Ellen Peres explained the change in dollars available, projected carry forward, nonrecurring expenditures, funds available to budget, committed expenditures, available discretionary funds, and funded discretionary requests. She said this was the first time in 15 years that the College did not meet its expected tuition revenue forecast due to declining enrollment, which also reduced other fee revenues. With that in mind, our fund balance is not as high as in years past.

The Board said they understood the difficult tasks of budgeting with declining state support, and thanked Ellen and her staff for providing a clear explanation. The following motion was proposed:

MOTION: By Kay Cochran, seconded by Lyle Lovingfoss

That the fiscal year 2006 Operating Budget of \$23,310,627 be approved as presented.

MOTION CARRIED unanimously.

2006 Student Program Budget and 2005 Student Activities Athletic Budget:

Vice President Mary Harding explained that the student program budget had undergone a very stringent process and careful consideration. The athletic budget, as developed by Athletic Director Kirc Roland, is a "hold-the-line" budget. She recommends approval of the two budgets as presented.

MOTION: By Lyle Lovingfoss, seconded by Kay Cochran

That the fiscal year 2006 Student Program Budget of \$245,786.00 and the Student Athletic Budget of \$169,124.00 be approved as presented."

MOTION CARRIED unanimously.

9B. Summer Retreat Planning - Dr. McLaughlin confirmed that the Board's summer retreat will be held on July 20, and is scheduled for a 9:00-4:00 session at The Mansion in Longview. Preliminary agenda development includes a morning session on planning, including prioritizing of goals, continued collaboration with the K-12 system, as well as WSU-Vancouver collaboration. Please advise either him or Mike Heuer of any other items that should be added. Following lunch, the afternoon session will consist of the president's evaluation and the Board's self-evaluation.

9C. Planning Calendar Review - The Board agreed that potential agenda topics for future meetings would likely arise from the July 20 retreat; so no updates at this time.

10. INFORMATION ITEMS - None

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. No action anticipated. Ellen Peres and Nolan Wheeler were asked to stay.

13. ADJOURN EXECUTIVE SESSION - Chair Heuer reopened the public session at 7:15 p.m.

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

15. ADJOURNMENT - With no further business, the meeting was adjourned at 7:16 p.m.

MOTION: By Kay Cochran, seconded by Lyle Lovingfoss,
That the meeting be adjourned.

MOTION CARRIED unanimously.

James L. McLaughlin, Secretary