



1600 Maple Street
Longview, Washington

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT 13
January 18, 2006**

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 5:04 p.m., on Wednesday, January 18, 2006, 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
Thuy Vo
Lyle Lovingfoss
Ann Mottet
Kay Cochran

COLLEGE PRESIDENT: Jim McLaughlin

Others in attendance: Mary Harding, Laurel Williamson, Ellen Peres, Wendy Hall, Merlene York, Nolan Wheeler, JoAnne Booth, Donn Kirkwood, Kam Todd, and Linda Peck.

2. INTRODUCTION OF GUESTS – President McLaughlin introduced Helen Kuebel and Brendan Glaser.

3. APPROVAL OF AGENDA

MOTION: By Ann Mottet, seconded by Kay Cochran
That the agenda be approved as presented.

MOTION CARRIED unanimously.

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

4A. Minutes of the December 21, 2005 Regular Meeting

MOTION: By Ann Mottet, seconded by Lyle Lovingfoss,

That the consent agenda be approved as presented.

MOTION CARRIED unanimously.

5. **COLLEGE INPUT**

5A. President's Report – President McLaughlin asked Vice President Mary Harding to give an update on enrollment. She reported that ninth day enrollment was 1788 FTE, which lags about 4-5% from this time last year. Assuming that we have a healthy ABE/ESL enrollment for the quarter, she projected that we will meet our target. This is a very similar pattern to Fall quarter enrollment.

Vice President Ellen Peres provided an update on the Fine Arts Center capital project. The demolition phase of the old buildings is one week ahead of schedule at this time. Rubble from the three old buildings is being recycled, as required by state contract. The majority of the concrete and pavement will be crushed on site to provide fill. Completion of the demolition is scheduled for March 1, and bids for the construction phase will be done next week.

Dr. McLaughlin reported on the following:

- Annual planning for next year is underway. The Strategic Plan, Annual Priorities, and a roll-up matrix of last year's monitoring reports will be presented to the Board during the February workshop.
- The legislative session is up-and-running. He presented a brief recap of the State Board's legislative issues for the year and compared it to the Governor's proposed budget. He had an opportunity to speak directly with Senator Doumit about the community college's issues.
- The Capital Projects Review Committee, which he is a member of, met on Jan. 11-12 to score over 64 proposals for the next biennium. The "replacement category" was the most competitive with 22 proposals. He said that LCC's proposal for a new Health & Science building scored about in the middle, and appears that only the top five or six would be funded. However,

it is now in the hands of the legislature. If this project is not funded, we will present it again for the following biennium.

- Art selection has been completed for the new Fine Arts Center. A 10' x 40' mural will be the signature piece of the new building.
- The College's Affirmative Action Plan has been submitted and we are waiting for a state team to arrive on site for a review.

- 5B. ASLCC Report** – ASLCC President Donn Kirkwood reported that the student government officers met recently and set goals for the coming year. Some of the goals included continued review of the traffic hazards posed on 15th Avenue, parking, class waiting lists, increasing hours in the Proctoring Center, review of Bookstore pricing, establishing an advanced list of books for class lists, better food services for evening students, as well as debit machines located in food services. The Board commended Donn and the other officers for developing such a comprehensive and ambitious list of goals.
- 5C. LCCFAHE Report** – Kam Todd said it had been a good start to the quarter. Representatives of the faculty association will be participating in the annual lobby day in February, and have scheduled appointments with key legislators. They are also working with Vice President Harding to develop the two-year academic calendar.
- 5D. WFSE Report** – JoAnne Booth reported that shop steward training was completed in December, and the new stewards have been quietly solving problems. Contract negotiations will start next month. There is still a little bit of contract training to do.
- 5E. LCC Foundation** – Merlene York reported that the Foundation continues work on the major gift campaign. Since the last Board meeting, the Foundation received \$100,000 anonymous scholarship gift, which puts total gifts over the \$2 million mark. The Finance Committee is recommending another \$100,000 be put into the Exceptional Faculty Fund and ask for state match. Don't forget the golf marathon on May 18.
- 5F. Legislative/Public Relations** – Janelle Runyon was unable to attend, so Merlene reported that the annual report to the community will be mailed next week.
- 5G. Other** –

6. INSTITUTIONAL MONITORING –

- 6A. Basic Skills/Continuing Education Report** – Dean Brendan Glaser explained that the strategy of Continuing Education is focusing on activities that are aligned with high priority workforce, economic, and community needs. Future direction of LCC's Continuing Education Program include offering a Retail Management Certificate, continued involvement with CEDC, WorkSource, and SWWDC, expanded Senior Studies offerings, and offering an Industrial Safety Certificate. On the Basic Skills side of things, Brendan explained that the program is comprised of ABE/ESL, Customized Job Skills Training (CJST), Career Education Options (CEO), and High School Completion (HSC). LCC has served over 700 people this academic year. Future direction of Basic Skills includes Integrated Basic Education and Skills Training (I-BEST), transition to regular college programs, maintenance of off-campus sites, establishing an evening CEO-type alternative high school program, and updating the High School Completion curriculum. LCC has become more effective at utilizing its resources to meet priority needs, and continues to play a critical role in the workforce and economic development of the region. We are well positioned to help meet the needs of larger businesses moving into the area, and have developed effective strategies to meet growing basic skills needs of the community.
- 6B. Professional/Technical Monitoring Report** - Wendy Hall, Brendan Glaser, and Helen Kuebel presented Cycle VII of the Professional/Technical monitoring report. LCC offers over twenty professional/technical programs in the areas of business, industrial technology, and health and human services. The report covered five-year trend data in enrollment history by program, employment and earnings summary, estimated employment rates, graduation rates, satisfaction with instruction, and licensure rates. These rates remain comparable to what other colleges have reported recently. Actions occurring as a result of the data from past monitoring reports include: Continued expansion of enrollment opportunities in the nursing program, hiring of an education planner/recruiter specializing in professional/technical, receiving Foundation funds for marketing and promotion of professional/technical program, and reviewing/revising curriculum around emerging technologies.

6C. Quarterly Budget Status Report – Vice President Ellen Peres presented the local funds equity summary for the 2nd quarter, the operating budget status review, and the quarterly variance report.

7. PUBLIC COMMENT – None

8. SELF-MONITORING –

8A. Review Self-Evaluation Process/Instruments – The Board discussed the process for self-evaluation and agreed to individually complete the three different instruments and review them at the February workshop.

9. DIRECTION SETTING/VISION

9A. Planning Calendar Review - **The** two-year planning calendar was reviewed.

10. INFORMATION ITEMS

11. COMMUNITY LINKAGES – None

12. EXECUTIVE SESSION – At 7:16 p.m., Chair Heuer called for a 15-20 minute executive session to discuss personnel. No action anticipated.

14. ADJOURN EXECUTIVE SESSION – Chair Heuer reopened the public session at 7:20 p.m.

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

16. ADJOURNMENT – With no further business, the meeting was adjourned at 7:22 p.m.

MOTION: By Ann Mottet, seconded by Thuy Vo,

That the meeting be adjourned.

MOTION CARRIED unanimously.

James L. McLaughlin, Secretary

