



MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT 13  
February 15, 2006

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

Chair, Mike Heuer, called the workshop of the District 13 Board of Trustees to order at 9:07 a.m., on Wednesday, February 15, 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:** Kay Cochran  
Thuy Vo  
Mike Heuer

**COLLEGE PRESIDENT:** James L. McLaughlin

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

**2. INTRODUCTION OF GUESTS** – President McLaughlin introduced Geary Greenleaf and Chere Weiss.

**3. APPROVAL OF AGENDA**

**MOTION:** By Kay Cochran, 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.

- 4A. Minutes from the January 18, 2006 regular meeting
- 4B. Resolution 50 – Delegation of authority to the President for program operations for Head Start/ECEAP
- 4C. Academic Calendars for 2006-07 and 2007-08

**MOTION:** By Thuy Vo, seconded by Kay Cochran,

That the consent agenda be approved as presented, including approval of Minutes from the January 18, 2006 meeting, Resolution #50, and the 2006-07 and 2007-08 academic calendars.

**MOTION CARRIED** unanimously.

5. **COLLEGE INPUT**

5A. **President's Report** – President McLaughlin reported that he spoke to the Weyerhaeuser Community Advisory Council on February 2. The Annual Report to the community was mailed/distributed this week. February 16 will be the 7<sup>th</sup> annual visit by Barnes elementary students. He asked the Vice Presidents to report on enrollment, construction, and partnerships with City University.

- o **City University Partnership Opportunities** – Vice President Laurel Williamson reported that LCC staff met with City University to discuss offering a baccalaureate degree in Early Childhood Education (which would benefit our existing Head Start instructors); a special education endorsement for K-8 certificated teachers, with an emphasis in early childhood education, and a degree in human development. City University said they would deliver programs on campus, advise on campus, and would even travel to local high schools to explain their programs. We are hoping to have the programs in place either summer or fall quarter 2006.
- o **Enrollment Update** – Vice President Mary Harding reported that current enrollment is at 1961 FTE's, and we need 2130 to make our target. If Abe/ESL enrollment is as strong as anticipated, we are optimistic that we will make the target.
- o **Construction Update** – Vice President Ellen Peres reported that the demolition phase of the Fine Arts Center is one week ahead of schedule. There were some issues with water lines, but that will be taken care of. The electrical subcontractor is

removing an electrical transformer that is located underneath the Administration Building. The pre-bid walk-through was held on February 13 with three general contractors and multiple sub-contractors.

Lynn Lawrence arrived at 9:20
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**6. BOARD BUSINESS**

**6A.** Nomination of Board Officers for 2006-07 – Kay Cochran moved to nominate Lyle Lovingfoss for Chair and Thuy Vo for Vice Chair. Seconded by Mike Heuer. Motion carried unanimously.

**7. INSTITUTIONAL MONITORING –**

**7A. Update on Woodland Site** – Chere Weiss and Geary Greenleaf presented an update on the LCC Woodland Center. Currently, the Woodland Center offers some for credit courses, Running Start testing, enrollment, and courses, high school completion/WA High School Diploma, ABE/ESL, GED, and test proctoring. They also offer various community & job-related services such as WorkKeys testing, Food Handlers cards, community enrichment courses, senior studies, college placement testing, and community meeting space and access to high-speed internet. Over the past two years, they have seen an increase of 16% in visitors and students, and have increased FTE's from 17.46 to a high of 29 FTE's. The annualized enrollment goal for 2005-06 is 35 FTE's, and they are well on their way to meeting that goal. The Board asked if the Center was self-supporting; Geary Greenleaf responded that it was not yet, but if the for-credit FTE's continue as anticipated, the Center may "break even" as early as next year.

**7B. Transfer Monitoring Report** – Wendy Hall, Lynn Lawrence, and Geary Greenleaf reported on the 7<sup>th</sup> cycle of the Transfer Monitoring report, which includes relevant information regarding the College's transfer function. Some of the action plans from past Transfer monitoring reports include: Continued expansion of activities offered through the Transfer Center, continued educational offerings at Woodland, development of "transfer by major" degrees, and participation in the statewide common course number initiative. The report included results of the transfer student enrollment information, retention and persistence, graduation rate, transfer preparedness, academic transfer rate, academic success of transfer students, and satisfaction with instruction. For more information, contact Wendy Hall.

**7C. Head Start Report** – Sandy Junker gave a bi-annual update to the Board of the Head Start/ECEAP program. Included in her report were the key findings from the Community Assessment Survey including demographics, community health and education, economy and employment, community safety, and community services. She also discussed the Outcomes Report for Fall 2005 and subsequent strategies as a result of the findings. She also summarized the expected benefits of the Oral Health Grant, which was recently received. This grant will provide increased oral health services to a minimum of 100 Head Start siblings 0-2 years of age, and to 260 Head Start Children 3-5 years of age. It will also provide oral health education to a minimum of 40 pregnant Head Start moms, and deliver oral health and dental treatment services to 80 children from Spanish-speaking families. The goal of the program is to provide at least 95% of Head Start children with needed dental treatment.

**8. BOARD WORKSHOP: A Planning Session with the Cabinet** – President McLaughlin explained that this session will provide an opportunity to share ideas, and 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 2006-07 operating budget assumptions based on the Governor's proposed budget, as well as projects provided by the State Board. She reported that all allocations in 2005-06 will be expended, so there will be no carry-forward for 2006-07. If the state budget is approved as projected, the college will only have \$130,000 in discretionary funding, which will cover such basics as utilities, gasoline, new initiatives, and contracts. There won't be much "wobble" room for new programs or staffing. Internally, an easily understandable budget development process will begin in March at all levels.

**8B. Review Annual Outcomes for 2005 and Planning for 2007**– 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 2007 annual priorities.

Chair Heuer called for a 1-hour lunch break at 12:27. The public meeting was re-opened at 1:30.

**8C. Review Annual Priorities for 2006-07** – Wendy Hall began this discussion by distributing a handout of trends, including economy, demographics, labor force, social values/lifestyles, technology, education, competition, and politics. This information combines information from several scanning groups around the state. The College’s Executive Planning Council will be looking at these trends and the subsequent implications as they continue work on the Strategic Plan. All of these factors are essential to the planning process, including the strategic plan and annual priorities.

President McLaughlin reviewed the proposed annual priorities for 2006-07. He said that input from the board is essential to ensure that the strategies are inline with their vision. The board said the preliminary annual priorities looked good to them.

**9. BOARD SELF-MONITORING**

**9A. Self-Evaluation** – Copies of the compiled self-evaluation instruments were distributed. The Board reviewed the results, but asked to table further discussion to the March meeting so the full Board would be able to participate.

**10. EXECUTIVE SESSION** – None

**11. ADJOURN EXECUTIVE SESSION** –

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

**13. ADJOURNMENT [ACTION]**

**MOTION:** By Kay Cochran, seconded by Thuy Vo,  
That the meeting be adjourned.

**MOTION CARRIED** unanimously. Meeting was adjourned at 3:52 p.m.

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James L. McLaughlin, Secretary