



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**COMMUNITY COLLEGE DISTRICT 13**  
**April 19, 2006**

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

Chair, Lyle Lovingfoss, called the regular meeting of the District 13 Board of Trustees to order at 5:06 p.m., on Wednesday, April 19, 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  
Kay Cochran

**COLLEGE PRESIDENT:** Jim McLaughlin

Others in attendance: Laurel Williamson, Wendy Hall, Janelle Runyon, Merlene York, Nolan Wheeler, Donn Kirkwood, Bev Becerra, Kam Todd, and Linda Peck.

**2. INTRODUCTION OF GUESTS** – President McLaughlin introduced George Dennis, Therese Montoya, and Brendan Glaser.

**3. APPROVAL OF AGENDA** – President McLaughlin requested that the following be added to item 5G, "Faculty Emeritus Request."

**MOTION:** By Kay Cochran, seconded by Thuy Vo  
That the agenda be approved as presented with the addition of item 5G, Faculty Emeritus Request.

**MOTION CARRIED** unanimously.

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

**4A.** Minutes of the March 15, 2006 Regular Meeting

**4B.** Miscellaneous Fee Schedule for 2006-07

President McLaughlin explained that these fees are charged to students as they enroll in specific courses or receive specific services. Fees generally relate to supplies needed in the courses or to operate the services. While we do not wish to raise fees, reduced operating support from the state offers us little choice. The proposed fees reflect a 3.38% increase; the allowable limit under I-601. A few new fees have been added.

**MOTION:** By Thuy Vo, seconded by Mike Heuer,

That the consent agenda be approved as presented, including minutes from the March 15, 2006 Board Meeting and approval of the 2006-07 miscellaneous fee schedule as presented, to be effective fall quarter 2006.

**MOTION CARRIED** unanimously.

**5. COLLEGE INPUT**

**5A. President's Report** – President McLaughlin reported on the following:

- The LCC Forensics Team was named National Champions at a recent tournament.
- He read a letter from Mississippi Gulf Coast Community College thanking the students of Lower Columbia College for their donation of \$577 as a show of support to their students.
- The National Pulp & Paper visiting committee was on campus last month and LCC received great reviews for their part in the program.
- Current spring enrollment is at 1802 FTE's, while winter enrollment ended at 2070 FTE's, which is approximately 60 less than our target. We likely will not make our 96% threshold, although we continue to look for new ways to add credit classes. We will probably go into a recovery year to get back on track to make our state target, which will mean no new "growth" money. We continue to work on our enrollment plan.

- The original bids for the Fine Arts Center were approximately 11% over what we had allocated, so we have been working diligently with the architects to figure out a re-bid strategy. We brought in all three of the first-round bidders to talk about ways to cut costs. At this time, it appears that we have taken approximately \$2 million out of the specifications. We employed Nelson Graham part-time as a project manager.
- The Safety Committee received two AED's from Cowlitz County Fire District 2; staff will be trained on the operation.

**5B. ASLCC Report** – ASLCC President Donn Kirkwood shared the activities that will be held on campus during Red Devil Days, May 8-12. He also reported that student government enrollment is up, elections will be held during mid-May, and that placing a debit machine in Food Services was approved by the Tech Fee Committee.

**5C. LCCFAHE Report** – Kam Todd reported that Faculty nominations were closed yesterday and elections will take place next week. Steve Alkazin and Maggie Stuart attended a higher ed bargaining conference to help with the next contract negotiations.

**5D. WFSE Report** – Bev Becerra reported that a recent classified training was held and that a second training is being scheduled.

**5E. LCC Foundation** – Merlene York reported that the annual Foundation Board meeting will be held on May 22. Golf Marathon May 18.

**5F. Legislative/Public Relations** – Janelle Runyon provided an update on the proposed launch dates for the new web site and will provide more in-depth information at the next meeting. The Publications Office is producing lots of new materials for recruiting. The Staff Recognition Breakfast will be held on June 7, 7:30 a.m., and the selection committee for Employee of the Year will meet on May 31 and 12:00. She also reported that Dr. McLaughlin had been awarded the Shirley B. Gordon award from Phi Theta Kappa and that there will be an article in the *Community College Times* next week.

**5G. Other** –

- ✓ Faculty Emeritus – Dr. McLaughlin recommended the Board's consideration to award the title of Emeritus to two retired LCC faculty members, Judith Irwin and Carol McNair.

**MOTION:** By Mike Heuer, seconded by Thuy Vo

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 Judith Irwin and Carol McNair, effective immediately.

**MOTION CARRIED** unanimously.

**6. INSTITUTIONAL MONITORING –**

**6A. Basic Skills and Pre-College Education Monitoring Report** - Wendy Hall, Brendan Glaser, and George Dennis presented Cycle VII of the Basic Skills and Pre-College Education monitoring report. This report provides information on how the College has made progress in providing literacy development to people who have less than college-level skills, and is broken into two parts: Adult Basic Education and English as a Second Language. Some of the action plans from previous reviews of the Basic Skills /Pre-College Education Monitoring Report include:

- o The number of Basic Skills course sections and off-campus sites has increased substantially, positively impacting enrollment.
- o Tracking methodology for progression of Basic Skills students into pre-college courses, college courses, and college completions has been established.
- o Tracking methodology for progression of CEO students into pre-college courses, college courses, and high school and college completions has been established.

Discussion was held. George Dennis distributed a copy of the Spring 2004-Spring 2005 Assessment Report for the Learning Center Program.

**6C. Quarterly Budget Status Report** – Vice President Ellen Peres reviewed the financial reports for the 3<sup>rd</sup> quarter. Tuition and operating fees are 5% lower than expected due to lower enrollment. Next year, we will project 5% less tuition revenue. Food Services continues to be reviewed for efficiencies; again, enrollment decline has impacted revenue in this area. Expenditures are what we expected for this time of the year.

**7. PUBLIC COMMENT** – None

**8. SELF-MONITORING** – None

**9. DIRECTION SETTING/VISION**

**9A. Planning Calendar Review** - The two-year planning calendar was reviewed. Added was a sabbatical request to the May meeting. Kay Cochran and Mike Heuer informed the Board that they would be out-of-town during that meeting.

**10. INFORMATION ITEMS**

**10A. Committee Assignments for 2006-07** – After discussion, the Trustees agreed on the following committee assignments:

TACTC Board	Lyle Lovingfoss Thuy Vo
TACTC Legislative Steering Committee	Lyle Lovingfoss Thuy Vo
LCC Foundation Board	Lyle Lovingfoss Thuy Vo (Kay will act as alternate)
Audit Exit Committee	Ann Mottet Kay Cochran
Classified Staff of the Year	Thuy Vo
Hall of Fame	Mike Heuer Lyle Lovingfoss Ann Mottet
Facilities Naming Committee	Ann Mottet

**10B. TACTC Legislative Meeting Report** – Lyle Lovingfoss talked about the 5% increase in tuition and the Smart Buy bill, as well as generalities from the meeting.

**11. COMMUNITY LINKAGES** – None

**12. EXECUTIVE SESSION** – None

**14. ADJOURN EXECUTIVE SESSION** –

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

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

**MOTION:** By Kay Cochran, seconded by Mike Heuer,  
That the meeting be adjourned.

**MOTION CARRIED** unanimously.

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James L. McLaughlin, Secretary