



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT 13  
February 21, 2007**

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

Chair, Lyle Lovingfoss, called the workshop of the District 13 Board of Trustees to order at 8:50 a.m., on Wednesday, February 21, 2007, 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  
Lyle Lovingfoss  
Max Anderson  
Thuy Vo (arrived at 10:17)

**COLLEGE PRESIDENT:** James L. McLaughlin

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

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

**3. APPROVAL OF AGENDA**

**MOTION:** By Kay Cochran, seconded by Max Anderson,  
That the agenda be approved as presented.

**MOTION CARRIED** unanimously.

**4. CONSENT AGENDA -**

4A. Minutes from the December 20, 2006 regular meeting

**MOTION:** By Kay Cochran, seconded by Max Anderson,  
That the consent agenda be approved as presented.

**MOTION CARRIED** unanimously.

Sandy Junker, Suzanne Johnson, and Paul Youmans arrived at 8:55
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5. **COLLEGE INPUT**

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

- ✓ The news of Longview Fibre being sold had generated preliminary strategic planning with the Workforce Development Council should the mill close.
- ✓ Employee Survey – Results of this communications survey were shared at the January All-Staff meeting, as well as with Governance Council. The survey averaged an 80% satisfaction rate, which he felt was very good.
- ✓ He has been working with Human Resources to prepare advertising for Laurel's replacement.
- ✓ Audit Reports/Accreditation – He distributed copies of the July 2004-June 2006 Washington State Auditor's accountability report. Great results. In fact, there have been no exceptions for the last three audits. Great job by the Business Office. Results from the Operations Review conducted by the State Board should be available next month. The recently-conducted accreditation of our Nursing program was excellent—we are anticipating a full 8-year accreditation as a result.
- ✓ This year's commencement speaker will be Governor Gregoire.
- ✓ Last week, the Cabinet reviewed annual priorities, planning, enrollment, and visited with members of Clark College's cabinet to discuss possible collaboration in the Woodland area. Our Cabinet also visited the WDC Office in Vancouver and met with their staff.

He asked the Vice Presidents to report on enrollment and construction.

- **Enrollment Update** – Mary Harding reported that we met our summer and fall quarter goals, and hope that winter quarter enrollment is just as strong.
- **Fine Arts Project** – Ellen Peres reported that the project is approximately 2-3 weeks behind schedule due to inclement weather condition, so the projected completion date is scheduled for early October. All-in-all, the project is running smoothly.

6. **INSTITUTIONAL MONITORING –**

6A. **Update on Woodland Site** – Chere Weiss and Geary Greenleaf presented an update on the LCC Woodland Center. Enrollment is 43.2 FTE. Two new \$500.00 scholarships have been formed through the LCC Foundation. Increases have been seen in computer lab usage, food handler testing,

Community Education, and High School completion. Chere said the possibility of building a joint facility with Clark College would expand offerings tremendously. Our resources are stretched at the current 30-50 FTE's, so we would have to look at Clark for growth and expansion. Geary Greenleaf said an exciting opportunity with a joint facility would be offering Allied Health programs. The Board gave their approval to continue exploring the possibility of working with Clark College on a facility, and to include this in our Master Plan.

- 6B. Head Start Report** – Sandy Junker, Suzanne Johnson, and Paul Youmans presented the bi-annual update to the Board on the Head Start/ECEAP program. Included in the report were results of the Fall 2006 Outcomes Report and subsequent strategies as a result of the findings. Also, included in the presentation were the key findings from the Community Assessment Survey on demographics, community health and education, economy and employment, community safety, and community services. Sandy shared a copy of the 2006-07 program self-assessment summary covering protocol, issues, as well as action plans. She also explained the key policy highlights for the Head Start for School Readiness Act. Key issues include: Expanded access, focus on school readiness, strengthened workforce, expanded state role, and greater accountability. She also discussed the upcoming Head Start Federal Review timeline and process for the review. The last item discussed was the Washington State Mandated Salary Increases and the impact on our Head Start program. Sandy explained the projected strategies to balance the budget on the mandated increases and asked for the Board's approval.

**MOTION:**

By Kay Cochran, seconded by Max Anderson,

To approve projected strategies to balance the Head Start and ECEAP Budget per state-mandated salary increases, based upon the information presented.

**MOTION CARRIED** unanimously.

Wendy Hall, Terrence Green, and Adam Wolfer arrived at 10:25.
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- 6C. Transfer Monitoring Report** – Wendy Hall, Terrence Green, Adam Wolfer, and Geary Greenleaf reported on the 8<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 were reviewed. 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.
- 6D. Quarterly Budget Report** - Vice President Ellen Peres presented the 2<sup>nd</sup> quarter FY 2007 budget summary, including the funds equity summary,

operating budget status review, and the quarterly variance report. Discussion was held on possible strategies to help reduce the Food Services deficit.

Chair Lovingfoss called for a break at 12:07 p.m. for lunch and tours as shown below. The public meeting was re-opened at 1:35 p.m.

### **TOUR MAIN BUILDING AND REVIEW REMODEL PLANS (30 minutes)**

### **LUNCH BREAK (45 minutes)**

### **DOCUMENT IMAGING DEMONSTRATION AND TOUR (30 minutes)**

#### **7. BOARD SELF-MONITORING**

**7A. Self-Evaluation Process** – The Board agreed that the process used for their self-evaluation is good and a full self-evaluation will be done during their summer retreat.

#### **8. SETTING DIRECTION/VISION**

**8A. Consideration of Degree and Major-ready Program Offerings [ACTION]** – Vice President Laurel Williamson and Dean Geary Greenleaf provided information on new major-ready degree and certificates for Board consideration. They explained that the College has articulated several new major-ready pathway degrees and certificates for students entering our four-year state public colleges and universities. These programs and certificates were designed by state committees and approved through the Instruction Commission and the Transfer and Articulation Council. Membership on the review committees included the public four-year transfer institutions. These programs will result in less time to degree and better articulated transfer so that students will take less credit hours and be better prepared to enter their junior year in their major area. If approved, this information will be shared with staff and students, as well as being published in our catalog and schedules.

**MOTION:**

By Max Anderson seconded by Kay Cochran,

That the Board of Trustees, after having given reasonable consideration to the recommendations of the Office of Instruction, approve the degrees and certificates for major-ready programs as presented, effective with the 2006-07 academic year.

**MOTION CARRIED** unanimously.

**8B. Consideration of Athletic Waivers [ACTION]** – Vice President Mary Harding explained that in June of 2006, the State Board for Community and Technical Colleges voted to allow member colleges to waive twenty-five percent of tuition (based on a 15 credit schedule) for certain students who were

members of athletic teams, not to exceed the NWAACC mandated limits. In the case of Lower Columbia College and its six athletic teams, the number of tuition waivers totals 51 per quarter/153 per year. The State Board also voted to allow forty percent tuition scholarships to grant-in-aid student athletes. The vote followed investigation of parity issues between Washington and Oregon member colleges of the NWAACC.

**Impact:** Tuition for a resident student taking 15 credits is approximately \$862 per quarter.

- A student receiving a waiver would pay approximately \$645.
- A student receiving a scholarship would pay approximately \$517.
- A student receiving both a scholarship and a waiver would pay approximately \$302.

**MOTION:** By Max Anderson seconded by Thuy Vo,

That Lower Columbia College waive tuition for grant-in-aid student athletes and issue scholarships to said student athletes in accordance with SBCTC Resolution 06-09-29. The availability of scholarships will be dependent on the amount of funds raised and available through fundraising programs.

**MOTION CARRIED** unanimously.

- 8C. Planning Calendar Review** – The Board checked their calendars for the special executive session scheduled for March 14, and agreed to move it to March 15 at 5:00 in the Administration Building Training Room. They also agreed to cancel the October 17 meeting due to LCC hosting the State Board meeting.
- 9. BOARD WORKSHOP: Planning Session with the Cabinet** – President McLaughlin explained that this session annually provides 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.
- 9A. Review Anticipated Budget Guidelines and Assumptions** – Ellen Peres shared preliminary 2007-08 operating budget assumptions based on the Governor’s proposed budget, but we are still awaiting for the State Board to indicate allocations. She also shared the process flow for budget development, which actually began in January with departments determining program needs.
- 9B. Review Annual Outcomes for 2006 and Planning for 2008**– 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 2008 annual priorities.

- 9C. Review Annual Priorities for 2007-08** – Dr. McLaughlin reviewed the latest draft of the 07-08 annual priorities, and explained that the College’s Executive Planning Council will be looking at these as they update the Strategic Plan. All of these factors are essential to the planning process, including the strategic plan and annual priorities. He explained that input from the Board is essential to ensure that the strategies are inline with their vision. Max Anderson expressed his thought that this was a very robust and good set of priorities. The rest of the Board concurred.
- 9D. WorkSource One-Stop** – President McLaughlin explained that collaborative talks began in the fall with Employment Security and Workforce Development to establish a new WorkSource One-Stop facility in Kelso. He discussed proposed costs and future collaboration.
- 9E. Review Work of Strategic Planning Taskforce** – President McLaughlin distributed copies of the proposed updates to the College’s mission, vision, and values as revised by the Strategic Planning Taskforce, as well as the six new strategic issues. Vice President Laurel Williamson explained that the next step is to take the strategic issues and draft goals for each. These will be sent to the campus community for input, and the final draft will come to the Board for approval during their summer retreat.

**10. BOARD BUSINESS**

- 10A. TACTC Conference Report** – Lyle Lovingfoss gave a brief update on the recent TACTC conference.
- 10B. Nomination of Board Officers for 2007-08** – The Board reviewed the progression of Board officers, and the following motions were made:

**MOTION:** By Kay Cochran, seconded by Max Anderson,  
That Thuy Vo be nominated for Chair.

**MOTION CARRIED** unanimously.

**MOTION:** By Kay Cochran, seconded by Thuy Vo,  
That Max Anderson be nominated for Vice Chair.

**MOTION CARRIED** unanimously.

- 11. EXECUTIVE SESSION** – None
- 12. ADJOURN EXECUTIVE SESSION** –
- 13. [ACTION] AS A RESULT OF EXECUTIVE SESSION** – None
- 14. ADJOURNMENT [ACTION]**

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

**MOTION CARRIED** unanimously. Meeting was adjourned at 4:13 p.m.

On March 21, 2007, the Board of Trustees of Community College District 13 approved minutes of the February 21, 2007 regular meeting.

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James L. McLaughlin, Secretary

**Major-Ready Programs as Presented to the Board of Trustees on February 21 2007.**

**RECOMMENDED FOR BOARD APPROVAL**

- . Business (DT A/MRP)
- . Math Education (DT A/MRP)
- . Elementary Education (DT A/MRP)
- . Technology (DTA/MRP)
- . Bioengineering and Chem Engineering (AS- T IMRP)
- . Computer and Electrical Engineering (AS- T IMRP)
- . Mechanical/Civill Aeronautical/IndustrialMaterials Science Engineering (I  
T IMRP)
- . Chemistry Education (AS- T Track 11MRP)
- . Biology Education (AS- T Track 11MRP)
- . General Science Education (AS- T Track 1/MRP)
- . Mechanical Engineering Technology (AS- T  
Track 21MRP)
- . Electrical Engineering Technology (AS- T  
Track 21MRP)
- . Physics Education (AS-T Track 21MRP)



# **OPERATING BUDGET ASSUMPTIONS**

## **2007-2008**

As of February 20, 2007 (based on Governor's proposed budget)

- . State Board has not issued budget projections because distribution determinations have not been completed
- . Tuition Income will continue to be lower based on our ABE/ESL FTES dependence
- . All allocations in 2006-2007 will be expended and there will be no carry-forward into 2007-2008
- . A 3.2% COLA increase for all staff
- . The addition of Step L on the Classified Salary Schedule will provide an additional 2.5% to those employees at the top of their pay level
- . Health care costs and funding will increase
- . Operating funds will continue to increase the commitment to the Title III program
- . FTE Target will be met
- . Software maintenance agreements will be greater in 2007-2008

# **Lower Columbia College Vision, Mission and Values**

## **OUR VISION**

Our vision is to be a powerful force for improving the quality of life in our community.

## **OUR MISSION**

The mission of Lower Columbia College is to ensure each learner's personal and professional success, and influence lives in ways that are local, global, traditional, and innovative.

## **OUR VALUE SYSTEM**

Our campus community expects an environment of integrity, respect, collaboration, cooperation, inclusion, and innovation that fosters personal growth, academic excellence, and accountability.

#### STRATEGIC ISSUE #1

*Lower Columbia College will build a student-centered environment that promotes a campus-wide focus on learning.*

The faculty and staff at LCC recognize that learning is the central value and activity of a college. We believe that students' successes depend not just on the variety and quality of instruction they receive, but on what students actually learn and retain throughout the entire process. Faculty, staff and students will work collectively to establish active, collaborative learning opportunities.

#### STRATEGIC ISSUE #2

*Lower Columbia College will create a complete and inclusive educational process for all students that links instruction and support services in order to meet students' needs.*

Lower Columbia College is committed to student success both inside and outside the institution. We will link student services and academic instruction for the educational, career, and personal development of students. Expanded access and varied learning opportunities will allow students from all cultures and backgrounds to achieve their educational goals.

#### STRATEGIC ISSUE #3

*Lower Columbia College will create and maintain strategic alliances to meet educational, cultural, and training needs.*

Lower Columbia College is committed to serving students and the community. The College's connections with various organizations in the community are crucial to the services it provides. We will develop and foster partnerships with other educational institutions, business and industry, community groups, workforce development organizations, and funding agencies. These alliances will emphasize the importance of math, sciences and technology to a wide variety of career pathways.

#### STRATEGIC ISSUE #4

*Lower Columbia College will create for faculty and staff an organizational climate and structure that build trust, promote collaboration, support learning, and align activities with strategic goals.*

Lower Columbia College is committed to maintaining a positive work environment for faculty and staff. As an effective institution, LCC relies on the commitment of every faculty and staff member to collaborate, participate in shared decision making, contribute to positive communication, uphold campus values, and support campus events and activities.

#### STRATEGIC ISSUE #5

*Lower Columbia College will build a physical and technological infrastructure that promotes learning, enhances safety, and contributes to the aesthetic value of the community.*

Lower Columbia College is committed to providing high quality facilities, infrastructure, and services. We will work both inside and outside the institution to build an environment that supports the educational, safety, and service needs of the students, faculty and staff.

#### STRATEGIC ISSUE #6

*Lower Columbia College will develop a culture of evidence that supports achievement of student learning outcomes, promotes institutional effectiveness, and satisfies the need for internal and external accountability.*

The faculty and staff at LCC recognize the value of evaluating evidence of student success for the purpose of improving the teaching and learning process. We will conduct regular and ongoing inquiry into the effectiveness of the institution in both instructional and non-instructional areas. This inquiry will support the College's commitment to self-monitoring as well as external accountability.

DRAFT approved by the LCC Executive Planning Committee November 8 with adopted changes in green; proposed changes in red