



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT 13  
February 20, 2008**

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

Chair, Thuy Vo, called the workshop of the District 13 Board of Trustees to order at 8:05 a.m., on Wednesday, February 20, 2008, 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  
Mike Heuer  
Thuy Vo  
Max Anderson (arrived at 9:05)

**COLLEGE PRESIDENT:** James L. McLaughlin

Others in attendance: Ellen Peres, Laura Brener, Mary Harding, Bonnie Terada, Wendy Hall, Janelle Runyon, Chere Weiss, and Linda Peck

**2. INTRODUCTION OF GUESTS –**

**3. APPROVAL OF AGENDA**

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

**MOTION CARRIED** unanimously.

4. **CONSENT AGENDA -**

4A. Minutes from the January 16, 2008 regular meeting

**MOTION:** By Kay Cochran, seconded by Lyle Lovingfoss,

That the consent agenda be approved as presented.

**MOTION CARRIED** unanimously.

5. **COLLEGE INPUT**

5A. **President's Report** – President McLaughlin reported that a feasibility study for a Skills Center is still on track pending legislative funding. ESD 112 would be the fiscal agent, and partners would include LCC, the Workforce Development Council, the Chamber, and the local K-12 school districts.

- o **Enrollment Update** – Mary Harding reported winter enrollment is 2100 FTE's, which means we're on target to exceed the 96% threshold.
- o **Legislative** – President McLaughlin and Janelle Runyon provided a legislative update. Since the State is in the midst of an unexpected revenue shortfall, the community college system is targeting only four issues: Funding of Running Start students, Online Libraries, Campus Safety, and Expansion of Opportunity Grants.

6. **INSTITUTIONAL MONITORING –**

6A. **Update on Woodland Site** – Chere Weiss explained that assessment of the Woodland Center resulted in a reconfiguration of goals. Instead of concentrating on for credit courses, the Center will focus on high participation activities, such as Community Education, Learning for Life, and Test Proctoring/Food Handler Permits. Arrangements have also been made to offer the Learning for Life (Basic Skills/ESL/GED) courses in Kalama.

6B. **Head Start Report** –Suzanne Johnson and Paul Youmans presented the bi-annual update to the Board on the Head Start/ECEAP program. Included in the report was information and scheduling on the upcoming ECEAP review on February 25-28. They also provided an update on the 2008-09 strategic planning goals and objectives, as well as key findings from the 2008 Community Assessment Survey on demographics, community health and education, economy and employment, community safety, and community services, and an update on the Fall 2007 Outcomes Report. Suzanne explained that the LCC Head Start/ECEAP program had been awarded only one of six state pilot grants from UCLA/Johnson & Johnson to provide health awareness training to 200 parents over the course of two years.

- 6C. Transfer Monitoring Report** – Wendy Hall and Lynn Lawrence reported on the 9th cycle of the Transfer Monitoring report, which included relevant information regarding the College’s transfer function. Highlights:

LCC’s transfer rate increased from 19% in 2005-06 to 20% in 2006-07.

LCC alumni continue to earn about a 3.0 GPA on average at transfer institutions.

Alumni satisfaction with the quality of instruction declined slightly in 2006-07 to 89%, down from 95% the prior year.

Current LCC students reported a 94% satisfaction rate with the quality of instruction on the 2007 Community College Survey of Student Engagement (CCSSE), compared to 92% of other colleges in the Northwest that participated in the survey.

Although the number of transfer FTE declined very slightly (1%) in 2006-07, the number of transfer associate degrees awarded increased by 3%, to 200.

Chair Vo called for a break at 10:51p.m. for a tour of the Rose Center Building and lunch. The public meeting was re-opened at 12:42 p.m.

## TOUR ROSE CENTER FOR THE ARTS

## LUNCH BREAK

- 7. 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.
- 7A. Review Anticipated Budget Guidelines and Assumptions** – Ellen Peres began this discussion with a brief overview on budget development. She shared preliminary 2008-09 operating budget assumptions based on the Governor’s proposed budget, and explained the process flow for budget development, which begins in January with departments determining program needs.
- 7B. Review Annual Outcomes for 2007 and Planning for 2009**– 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. The recommended strategies were developed from meetings with members of the monitoring report review teams and reviewed by the Cabinet. These strategies form the skeleton upon which the budget will be built, as well as determining department and program action plans for the coming year. Dr. McLaughlin asked the Board if they were satisfied that the key strategic issues were identified. Board was unanimous in their agreement.
- 7C. Review Annual Priorities for 2008-09** – Dr. McLaughlin reviewed the latest draft of the 08-09 annual priorities. Input from the Board is essential to ensure that the strategies are in alignment with their vision; the Board gave their approval for draft 2 as presented.

**8. BOARD BUSINESS**

**10A. TACTC Conference Report** – Thuy, Lyle, Max, and Mike gave a brief update on the recent TACTC conference and discussed some of the key presentations, which focused on elevating education for all.

**10B. Nomination of Board Officers for 2008-09** – The Board reviewed the progression of officers, and the following motions were made:

**MOTION:** By Lyle Lovingfoss, seconded by Mike Heuer,  
That Max Anderson be nominated for Chair.

**MOTION CARRIED** unanimously.

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

**MOTION CARRIED** unanimously.

**9. EXECUTIVE SESSION** – None

**10. ADJOURN EXECUTIVE SESSION** –

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

**12. ADJOURNMENT [ACTION]**

**MOTION:** By Mike Heuer, seconded by Max Anderson,  
That the meeting be adjourned.

**MOTION CARRIED** unanimously. Meeting was adjourned at 1:51 p.m.

On March 19, 2008, the Board of Trustees of Community College District 13 approved minutes of the February 20, 2008 board workshop.

James L. McLaughlin, Secretary