



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT 13  
November 19, 2008**

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

Chair Max Anderson called the regular meeting of the District 13 Board of Trustees to order at 5:01 p.m., on Wednesday, November 19, 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:** Thuy Vo  
Lyle Lovingfoss  
Heidi Heywood  
Max Anderson  
Mike Heuer (arrived at 5:07)

**COLLEGE PRESIDENT:** Jim McLaughlin

Others in attendance: Mary Harding, Laura Brener, Ellen Peres, Wendy Hall, Margit Brumbaugh, Nolan Wheeler, Sue Groth, Bonnie Terada, Kam Todd, Tracy Stanley, Justin Rosetti, and Linda Clark.

**2. INTRODUCTION OF GUESTS** – President McLaughlin introduced LCC’s new Director of Information Services Ray Lindsey, Opportunity Grant Director Christina Trevino, and other guests Karen Joiner, Richard Hamilton, Helen Kuebel, Brendan Glaser, and Falcon Sprinkle.

**3. APPROVAL OF AGENDA**

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

**MOTION CARRIED** by unanimous consent.

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

4A. **Minutes of the October 15, 2008 meeting**

**MOTION:** By Lyle Lovingfoss, seconded by Heidi Heywood,  
That the consent agenda be approved amended.

**MOTION CARRIED** by unanimous consent.

5. **COLLEGE INPUT**

5A. **President's Report –**

- President McLaughlin reported on the results of the National Community College Benchmarking Survey in which 187 colleges nationwide participated. LCC had stellar results in most categories; some topping the 94<sup>th</sup> percentile. The results prove how valuable this college is to its students and the community.
- **Budget:** Due to the current economic climate, Washington colleges and universities have been asked to prepare for a budget cut of \$600 million in the next biennium as the State is facing a projected \$4.6 billion deficit next year. This translates into a 20% cut in state appropriation, or \$3 million to LCC. Work is beginning on how cuts will be made: Program reduction? Across the board cuts? Tuition increases? This is a very difficult situation as workers affected by layoff look to community colleges as the solution to future employment. We are working to develop our responses to get through this situation as best we can.
- VP Mary Harding – Student Services
  - Enrollment reached two milestones. First, this quarter's enrollment is the largest in the history of LCC, and secondly, it is the first time that a quarterly enrollment has exceeded 2700 FTE's! Contributing to the "tsunami of students" is increased numbers of worker retraining and e-learning students. Vice President Harding also provided an update on athletics and activities.
- Vice President Laura Brener:
  - Bargaining for the Faculty contract re-opener pertaining to e-learning went very well. All issues were addressed and the resulting agreement should serve the College's needs for the next several years.

- 5B. **ASLCC Report –** ASLCC President Justin Rosetti reported on the activities of the two student ad hoc committees: The Go Green Committee, which is working with campus staff on recycling efforts, and the Student Success Committee, which is working on such issues as reactivating the student

newspaper *LOGOS* in electronic format, and discussing the possibility of e-textbooks. He also reported on many of the ASLCC activities.

- 5C. LCCFAHE Report** – Kam Todd discussed the Faculty’s concerns with the pending budget cuts. The union will be getting the message out to the legislature on the importance of community colleges to help in the economic recovery. Karen Joiner gave a brief update on the recent contract re-opening discussions on e-learning.
- 5D. WFSE Report** – Tracy Stanley reported that the WFSE union will also be sending the same message to legislators as the Faculty union. Several LCC employees have been elected to the local, either as officers or on the executive board.
- 5E. LCC Foundation** – Margit Brumbaugh talked about the very successful Scholarship Social last month and what a wonderful opportunity it provides for the donors to personally meet the students who received their scholarships. The annual report for 2007-08 will be distributed next week and will reflect record support to the College; however, support will most likely be reduced next year due to lower-than-anticipated investment earnings. The Foundation is working on the annual campaign. The gymnasium project will be part of the annual appeal.
- 5F. Legislative/Public Relations** –Sue Groth talked about the positive articles and editorials that have been published in the *Daily News* about LCC. 68,000 copies of the winter schedule were mailed within our service area. Lower Columbia College received four Medallion awards at the recent NCMPR conference for the *Catalyst*, our cable TV adds, and two program cards. She is scheduling 18<sup>th</sup> and 19<sup>th</sup> district legislator visits with Dr. McLaughlin. LCC is the host site for the annual Chamber Business after Hours on December 16.

**5G. Other** –

At 5:52 p.m., outgoing Trustee Kay Cochran, was honored. Meeting resumed at 6:20 p.m. by Chair Max Anderson.

## **6. INSTITUTIONAL MONITORING**

- 6A. Rural Outreach Nursing Education Program** – Nursing Director, Helen Kuebel, provided an update on the R.O.N.E. program. In 2006, LCC responded to Ferry County Hospital in Eastern Washington who was asking for assistance from any college or university in Washington to develop a solution to the shortage of licensed nurses in rural areas where local residents were not able to leave their communities to attend nursing

school. With generous funding from several state and national entities, LCC was able to develop a two-year associate degree RN program that allows students to stay in their community while they learn. The program utilizes online delivery of "theory" instruction and local clinical instruction and high fidelity patient simulation for student community use. Over 100 students from across Washington are in the "pipeline" with the first cohort beginning in January 2009.

- 6B. Head Start/ECEAP Report** – Head Start Director Sandy Junker and Assistant Director Suzanne Johnson presented the bi-annual report of the Head Start/ECEAP program. The program serves 441 children/families at five different sites within our service area. Sandy explained the planning timeline for these critical issues: Community assessment, strategic plans, goals, and objectives; grant application for Head Start/ECEAP, and changes to policy and procedures.

On health-related issues, LCC has utilized the UCLA/Johnson & Johnson Health Care Institute grant to train 183 parents on using the medical reference guide and will continue those efforts. Due to the success of LCC's Oral Health Initiative Grant/ABCD program, the Center was chosen by the National Office of Head Start to present its dental program on November 19 by webinar. She also discussed the need for more mental health services for infants and children.

Suzanne Johnson provided an update on the 2007-08 Spring Outcomes report, which covered areas of language development, literacy, mathematics, social emotional development, and physical health. She also gave a glimpse of future outcomes reporting.

Sandy wrapped up the presentation with a report of the Fiscal 2009-2010 budget that projects a \$275,000 shortfall between both programs and the strategies to address it. Visions for the future include a feasibility study for a new building, a birth to three program, and looking at possible grant options to help balance the budget.

- 6C. Access Monitoring Report** – Wendy Hall and Christina Trevino presented the 10<sup>th</sup> Cycle of the Access Monitoring Report. Results of past reviews of this report included: discussing course coding and enrollment strategies; formation of a Strategic Enrollment Management ad hoc committee; implementing improvements to the Worker Retraining Services unit; Reorganization of ABE/ESL into Transitional Studies unit and creating a new dean position to provide leadership in this area; implementation of a bridge program to ensure that underprepared students move into college level coursework; establishing a student mentoring program; and creating

a new full-time staff position in the Financial Aid Office. Based on the information contained in the report, some highlights are:

- The college has increased specialized outreach activities, such as the recent CSI workshops for high school students.
- The college is continuing to provide programs that bring younger students onto campus for various activities.
- There has been an increase in service levels for Worker Retraining.
- Positive changes have occurred in the Transitional Studies area.

**6D. Quarterly Budget Report** – Vice President Ellen Peres provided a status update on the first quarter operating budget, including the local funds equity summary, quarterly variance of budgeted revenues and expenditures, and an operating budget status review. Based on projected budget cuts, she will include a column on future reports showing the adjusted budget.

We are awaiting word of when the audit exit meeting will be held and will advise the two Trustee representatives of that date.

**7. PUBLIC COMMENT** – None

**8. SELF-MONITORING** – None

**9. DIRECTION SETTING/VISION**

**9A. Planning Calendar Review** - The two-year planning calendar was reviewed. It was suggested to hold a budget workshop during the December 17 meeting.

**10. INFORMATION ITEMS** –

**10A. Facilities Use Fees for the Rose Center for the Arts** – Ellen Peres provided a draft schedule of fees for use of the new Rose Center. Diane Bartlett, Director of the Rose Center, had researched fees charged by other venues, as well as the Columbia Theater and Cowlitz Regional Conference Center prior to development of the LCC schedule. Ellen Peres explained that our fees have to be such that we do not undercut local businesses. We are still working on a schedule for use by our local high schools, as well as development of a schedule for the Center Stage.

**10B. 2009 Meeting Schedule** – Chair Anderson called for a motion to approve the 2009 meeting schedule as presented.

**MOTION:** By Lyle Lovingfoss, seconded by Thuy Vo,  
That the 2009 Board meeting schedule be approved as presented.

**MOTION CARRIED** by unanimous consent.

**11. COMMUNITY LINKAGES** – None

**12. EXECUTIVE SESSION** – At 7:34 Chair Anderson called for a 10 minute executive session to discuss potential litigation. No action anticipated.

**14. ADJOURN EXECUTIVE SESSION** – The public meeting was re-opened at 7:44 p.m.

**13. ADJOURNMENT** – With no further business, the meeting was adjourned at 7:45 p.m.

**MOTION:** By Lyle Lovingfoss, seconded by Mike Heuer,  
That the meeting be adjourned.

**MOTION CARRIED** by unanimous consent.

On January 6, 2009, the Board of Trustees of Community College District 13 approved minutes of the November 19, 2008 regular meeting.

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James L. McLaughlin, Secretary