



**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT 13**

**August 25, 2004**

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

Chair, Kay Cochran, called the special meeting of the District 13 Board of Trustees to order at 9:15 a.m., on Wednesday, August 25, 2004, at 650 Smith Road, Toutle, Washington. When the meeting was called to order, the following individuals were present; there was a quorum.

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| <b>BOARD OF TRUSTEES:</b> | Gary Healea<br>Ann Mottet<br>Mike Heuer<br>Kay Cochran<br>Lyle Lovingfoss |
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| <b>COLLEGE PRESIDENT:</b> | James L. McLaughlin |
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Others in Attendance: Ellen Peres, Vice President of Administrative Services

**2. APPROVAL OF AGENDA**

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| <b>MOTION:</b> | By Ann Mottet, seconded by Lyle Lovingfoss |
|                | That the agenda be approved as presented.  |

**MOTION CARRIED** unanimously.

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

- A. Minutes of the June 16, 2004 regular meeting
- B. Testing/Lab Fees for 2004-05

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| <b>MOTION:</b> | By Ann Mottet, seconded Lyle Lovingfoss |
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| That the consent agenda be approved, including minutes from the June 16, 2004 board meeting, as well as additional and revised lab fees for 2004-05 as presented: Increase in GED testing fees --\$75 for the |
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entire test or \$15 per subject area when retesting; a \$16.00 lab fee for all LERN program courses (NURS 240-NURS 297); and INDV fees to cover pre-and post test assessments in the amounts of \$3.25 for the pre-test or \$6.50 for both pre and post-tests. All to be effective fall quarter 2004.

**MOTION CARRIED** unanimously.

**5. INSTITUTIONAL MONITORING -**

**4A. Business & Industry Budget Update [ACTION]** - Vice President, Ellen Peres explained that approximately seven years ago, the Board authorized expenditure of local reserve funds to establish a Business and Industry Center with the express purpose of providing services to our business community. Due to the failing local economy, the Business & Industry Center has been unable to operate on a self-sustaining basis; therefore, Board action is required to authorize an accounting entry to address the changes of the program.

**MOTION:** By Gary Healea, seconded by Ann Mottet

That authorization is granted for an accounting entry to address the changes of the Business & Industry Program.

**MOTION CARRIED** unanimously.

**4B. Presidents Report of Annual Accomplishments for 2003-04** - Presidents McLaughlin reported that 2004 marks Lower Columbia College's 70th year of service to Southwest Washington and more than at any other time in the recent past, the college is engaged in addressing and even creating the opportunities of the future. Throughout the annual report, there are examples of transformation and commitment to learning that make Lower Columbia College the unique and wonderful college it is. The credit belongs to the many who undertake both the grand and mundane tasks that will sustain Lower Columbia College for at least another 70 years!

**6B. President's Evaluation** - At 11:15, Chair Kay Cochran called for executive session to discuss personnel; specifically, the President's Evaluation.

**6. ADJOURN EXECUTIVE SESSION** - Ms. Cochran re-opened public session at 11:45 p.m.

7. **[ACTION] AS A RESULT OF EXECUTIVE SESSION** - Chair Cochran entertained the following motion:

**MOTION:** By Ann Mottet, seconded by Gary Healea,

That the appointment of Dr. James L. McLaughlin as President of Lower Columbia College be extended for five years; through June 30, 2009, effective July 1, 2004, at an annual salary of \$130,142 with economic openers for future annual salary and benefit adjustments. In addition, \$2644.68 will be provided annually to a long-term care insurance policy of the President's choosing, and an additional week of annual leave is to be continued.

**MOTION CARRIED** unanimously.

8. **SELF-MONITORING** - The Board evaluated its performance in the area of Governance Process.

### Lunch Break

9. **BOARD EDUCATION** - Earl Hale and Sandy Wall of the State Board were in attendance and led a discussion on various state legislative issues, including the Higher Education Coordinating Board's plan, Initiative I-884, Branch Campus issue, the impact of WASL testing on community colleges, and the State Board's legislative plan for 2004-05.

10. **DIRECTION SETTING/VISION**

**10A. Review of College Direction and Future Issues** - During this discussion, the Trustees discussed the College's challenges and proposed goals for 2004-05.

**10B. Facilities Naming Policy [ACTION]** - After discussion, it was agreed to add the facilities naming policy to the Board's policy governance document under the heading, "Governance Process...Board Job Description." (See attached).

**MOTION:** By Ann Mottet, seconded by Mike Heuer

That the Facilities Naming Policy be added to Board policies under the Governance section...Board Job Description, paragraph #6, (see attached).

**MOTION CARRIED** unanimously.

**10C. Planning Calendar Review** - The Board discussed upcoming meeting agendas and added the following agenda item to their October 20, 2004 regular meeting: Board-building activities, specifically goal-setting.

**11. ADJOURNMENT** - With no further business, the meeting was adjourned at 5:05 p.m.

**MOTION:** By Mike Heuer, seconded by Lyle Lovingfoss,

That the meeting be adjourned.

**MOTION CARRIED** unanimously.

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James L. McLaughlin, Secretary

Attachment 1:  
Board Minutes of 8-25-04

**POLICY TYPE: GOVERNANCE PROCESS**  
**POLICY TITLE: Board Job Description**

The Board shall set the direction of the College and shall represent the public in determining and demanding appropriate organizational performance. To distinguish the Board's own unique job from the jobs of its staff, the Board will concentrate its efforts on the following responsibilities:

1. Serving as the link between the College and the public.
2. Enacting written governing policies, which address:
  - a. **EXPECTED OUTCOMES:** College services, impacts, benefits, outcomes, recipients, and their relative worth (what good for which needs at what cost). Expected Outcomes include College mission, values, vision, goals and priorities.
  - b. **GOVERNANCE PROCESS:** Specification of how the Board conceives, carries out, and monitors its own tasks.
  - c. **BOARD-PRESIDENT RELATIONSHIP:** How power is delegated and its proper use monitored; the President's authority and accountability.
  - d. **EXECUTIVE LIMITATIONS:** Constraints on executive authority, which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
3. Monitoring institutional performance and the President's performance (against Board policies on Expected Outcomes and Executive Limitations).
4. Promoting a positive image for the College.
5. Serving as a link between the College and the Lower Columbia College Foundation to ensure alignment of Foundation activities with Board policies and priorities.
6. Naming all campus facilities (buildings, parts of buildings, structures and other key campus areas) based on staff recommendations using the following guidelines:
  - a. All recommendations will be in compliance with building naming and/or numbering regulations as may be directed by the State or local governments.
  - b. Recommendations may consider the location, function, or intended use of campus facilities.
  - c. Recommendations may consider individuals or groups to be recognized for significant accomplishment and/or substantial economic donations.Board decisions will be based on compliance with the above guidelines, consistent application of staff policies, and campus/community demonstrated support. The Board of Trustees reserves the right to rename any facility using the above guidelines.
7. Ensuring institutional compliance with all applicable laws and regulations.
8. Executing all other appropriate Board business.

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**Section 2: Reviewed 12-18-02**  
*Added paragraph 6 on 8-25-04*

**Section 2.3**