



1600 Maple Street  
Longview, Washington

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

**December 15, 2004**

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

Chair, Kay Cochran, called the regular meeting of the District 13 Board of Trustees to order at 5:12 p.m., on Wednesday, December 15, 2004, 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.

<b>BOARD OF TRUSTEES:</b>	Mike Heuer Gary Healea Lyle Lovingfoss Kay Cochran Ann Mottet
<b>COLLEGE PRESIDENT:</b>	Jim McLaughlin

Others in attendance: Wendy Hall, Laurel Williamson, Mary Harding, Ellen Peres, Merlene York, Janelle Runyon, Brendan Glaser, Helen Kuebel, and Linda Peck.

**2. INTRODUCTION OF GUESTS** - President McLaughlin introduced Dr. Hal Dengerink, Chancellor of WSU Vancouver, Hope Anderson of the *Daily News*, Nolan Wheeler, the new HR Manager, and Thuy Vo who will be replacing 11-year veteran trustee, Gary Healea, effective December 16, 2004.

**3. APPROVAL OF AGENDA**

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

**MOTION CARRIED** unanimously.

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

- A. Minutes of the October 20, 2004 regular meeting
- B. 2005 Meeting Schedule for the Board of Trustees

**MOTION:** By Gary Healea, seconded by Lyle Lovingfoss,

That the consent agenda be approved as presented.

**MOTION CARRIED** unanimously.

**5. COMMUNITY LINKAGES**

5A. **WSU-Vancouver Update** - Dr. Dengerink began by explaining that WSU-V currently has valuable 2+2 partnerships with both LCC and Clark College and that they continue to work together to enhance transfer programs. Also, they have been able to bring the teacher education baccalaureate degree to Longview, and are working to bring a baccalaureate degree in Nursing to Longview. His primary focus discussed results of the mandated self-study (SHB 2707) of the four branch campuses. The purpose of the self-study was to review the role and mission of the branch campus in order to identify the higher education model that best serves the community. Historically, WSU began offering classes in 1983 and WSU-Vancouver was formally established in 1996. The WSU-V campus currently provides graduate and upper division programs for 1340 full-time students from the surrounding areas. The baccalaureate attainment rate for this "catchment" area is 20% in comparison to the state-wide rate of 28%. Southwest Washington is underserved in the availability of baccalaureate degree opportunities. He explained that the difference between Seattle's baccalaureate attainment rate of 48% and our area's 20%, is basically demand driven. The self-study took information gleaned from 4000 individual surveys and 13 focus groups. The findings indicated support for WSU-V to include four-year programs and retain its role as a research institution.

The resulting findings prompted WSU-V to submit a proposal to the Higher Education Coordinating Board to expand its role to include freshman and sophomore students, and to continue developing as an urban or metropolitan university with a strong research component that focuses on local community issues. The proposal also included an academic plan to expand degree offerings in high demand clusters and to offer appropriate doctorates in areas of high demand where resources are

available. Costs of the initial freshman and sophomore programs would be \$1 million in FY 06, and \$1.26 million in FY 07. The proposal also asks for continued funding of transfer (upper division) enrollments on a per student basis and to provide additional buildings to expand capacity. Once the HEBC has reviewed the proposal, they will forward their recommendations to the legislature in January 2005 for legislative action.

Discussion followed in which Dr. Dengerink explained that only students who meet admission requirements will be accepted; it will not have an open door policy like the community colleges have. Co-admission will continue for specific 2+2 courses. He also explained that the model of an urban or metropolitan university will serve the more non-traditional students – those who will continue to work in the community while enrolled in classes. This model doesn't focus on the traditional four-year students who enroll right out of high school.

Mike Heuer voiced his opinion that this is a very good idea for southwest Washington, but concern is that funding cannot be taken away from the community colleges which, in turn, would reduce access to many students. Protecting and funding the 2+2 programs is critical to the residents and economy of Cowlitz County. Dr. Dengerink agreed and said there needs to be a joint push for all higher education funding in southwest Washington...southwest Washington has been underserved long enough.

The Board thanked Dr. Dengerink for his time and for the partnerships that have been developed with WSU-Vancouver.

## 6. COLLEGE INPUT

6A. **President's Report** -President McLaughlin reported that the December 6 Community Leaders briefing was well attended and well received. He and Dr. Dengerink reported on the needs of higher education in southwest Washington. Contained in his portion of the report was the impact to LCC in providing education for over 600 worker retraining students during the past four years, current partnerships with WSU Vancouver, and a request to the legislators for additional resources.

He also reported that LCC is working on a joint collaboration with the Longview School District to provide an auto program for both LCC and Longview School district students; he should have a more formal proposal to present next month. After meeting with representatives from Caterpillar, it doesn't appear that LCC will be selected to train their regional work force. We weren't comfortable with their request that our

diesel program be used exclusively for their students. The Festival of Trees raised over \$20,000 for the Head Start program; this shows the widespread community support for the program. In a recent edition of the *Community Colleges Times*, there was an article about the Peace Builders Conference held at LCC in October, written by JoAnne Booth. On a related note, the *Daily News* reported on the proposed Fine Arts Center. He explained that he was reticent to supply information that was "site specific" since negotiations for land acquisition was still underway. However, the paper filed a request for public records, so we complied with information that was mutually acceptable.

- 6B. **ASLCC Report** -Vice President Harding reported that fall quarter finals were complete, so the student officers were off campus and not available for the meeting.
- 6C. **LCCFAHE Report** - None
- 6D. **WPEA Report** - None
- 6E. **LCC Foundation** - Merlene York reported that faculty, staff, and both Boards have been contacted about the internal campaign. To date, 50% of those contacted have returned their information cards. The Development Committee decided to hold a chili cook-off again this year as a fundraising event; it will be held on July 15. Jim Stonier resigned from the board due to work commitments and Frank McShane from Fibre has been selected as a replacement. Gary Healea said the Board needs to select another member to serve on the major gift campaign steering committee since his tenure on the board is done.
- 6F. **Legislative/Public Relations** -Janelle Runyon reported that her department is working on the annual report, which should be distributed in January. They are also working on materials for a legislative meeting on December 20. The new web design is underway and should be done in April or May.

6G. **Other** - None

**7. INSTITUTIONAL MONITORING -**

- 7A. **Professional/Technical Monitoring Report** - Wendy Hall, Director of Research, Planning and Assessment, introduced review team members Lynell Amundson and Helen Kuebel. She explained that the whole point of assessment is to look at results to assist in developing subsequent action plans. With that in mind, she will begin all monitoring reports with a section on past action plans. Past actions from the Professional/Technical report include continued expansion of the enrollment opportunities in the nursing program, development and formal adoption of an annual Program Needs Assessment process, implemented fall 2004, and improvement of

student intent data collection, to be implemented winter 2005. Wendy recapped the professional/technical function including an enrollment history by program, employment and earnings summary, estimated employment rates, graduation rates, satisfaction with instruction, and licensure rates.

Helen Kuebel reviewed the strengths in the professional/technical program, including:

- Preliminary results from the 2004 Professional/Technical Follow-up Student Survey are excellent, particularly in regard to rating quality of instruction at LCC.
- Many programs appear to be in strong growth mode, including Nursing, Chemical Dependency Studies, Paraeducator, Automotive/Diesel Technology, Business Technology, Electronics Technology, Fire Science Technology, Pulp and Paper Technology, and Welding.
- Employment estimates are good even for early leavers, particularly with the depressed job market.
- The number of Professional/Technical Degrees, Certificates and Completions earned has increased significantly over the last five years.

Brendan reviewed some potential areas of improvement:

- Lack of growth in Industrial Maintenance, Machine Trades, and Mechanical Engineering Technology stand out (although unduplicated headcount in Mechanical Engineering Technology was up in 2002-03).
- Business Management is also showing lack of growth and merits observation; although unduplicated headcount is up, majors and FTE are down.
- Sharing success (employment) rates of completers vs. early leavers with students may help encourage them to stay through completion.

Gary Healea expressed appreciation for the magnificent job done in collecting the data for this report. The response to the community need for Nurses has been outstanding and reflects the value of action plans from these monitoring reports.

**7B. Access Monitoring Report** - Due to the cancellation of the November meeting, Wendy Hall presented a second monitoring report on Access. Janelle Runyon and Linda Peck were present as part of the review team. Wendy explained that access to affordable higher education is one of the philosophical hallmarks of the community college movement and is also one of the major system goals of the Washington State Community and Technical College System. The purpose of this report is to support the progress the College has made in realizing student and community access to programs and services. Some of the action plans developed from past Access reports include, change in Running Start enrollment policies and increased outreach efforts for Running Start with high school students and

their families, improved tracking methodology for high school students within the service district, extensive planning and development of specific Web resources targeted to the high school student population (as well as other targeted groups), increased outreach activities for high school students of color, and development of enrollment management "funnels" to track progress of recent high school graduates throughout the pre- and post-enrollment continuum.

Highlights of the report include:

- The high percentage of high school students enrolled in fall 2004 indicates that the college is doing a good job of providing access to that group.
- The number of local high school seniors who enrolled at LCC from Longview and Kelso either held steady or increased between last year and the year before, indicating that we are serving those schools well.
- Although the numbers themselves haven't changed much, we seem to be heading in the right direction in terms of the proportion of students of color served.
- Despite the fact that increases in access to Financial Aid are largely due to increases in loan volume, we are doing a good job of providing financial access to education.

What can we do to improve access?

- Service to Woodland High School remains a problem. More recruitment and service may be needed (in conjunction with our satellite campus there) to improve access for those students.
- Improved services and information available via the Web for high school students are needed to continue to improve access for that group.
- The college should work to ensure that classes needed by students—including students who are able to attend only in the evening—are being delivered.

The Board suggested sharing the reduced Running Start numbers with legislators since reduced enrollment in this program actually costs the state money in higher education support. Also, they want legislators to understand how difficult it is to get, and keep, non-traditional students in higher education and how important it is to the economy that these students have access to education.

7C. **Quarterly Budget Report** – Vice President Ellen Peres presented the 1st quarter budget status report for this year's budget. She said the budget reports show no areas of major concern, although Food Services is still losing money. They are investigating why this is happening and continue with improvements. Lower enrollment may be impacting the bottom line in Food Services.

8. **PUBLIC COMMENT** - President McLaughlin introduced Bruce Cardwell, an LCC Trustee Emeritus. Bruce said he enjoyed listening to the monitoring reports, which showed how well the Board was monitoring the business of the college. However, the main reason he attended the meeting was to celebrate and thank Gary Healea for his valuable eleven years of service to the Board of Trustees of Lower Columbia College. He said it had been a pleasure to serve on the Board with Gary and that he had been an invaluable champion of Lower Columbia College. Gary said that serving on the Board had provided an opportunity to receive more than you contribute and he got to work with great people. It had been a pleasure to work with staff and see the changes in the board. The conversion to policy governance gave the Board an opportunity to behave more like a family, and to work on outcomes for the betterment of students and the community. The way the Board conducts itself impacts the rest of the College. He is proud to be associated with Lower Columbia College and is very proud of the work that is being done, which is evident in various state and national recognition of staff, students, and the Board. Through hard work of the Board, administrators and staff, they have created a sustainable positive impact for the good of the community. With that, Chair Cochran called for a break to honor Gary with a plaque and refreshments.

The regular session was called back to order at 7:55.

9. **SELF-MONITORING** - None

10. **DIRECTION SETTING/VISION**

**10A. Planning Calendar Review** - Lyle Lovingfoss volunteered to take Gary's place on the Foundation steering committee. They asked President McLaughlin to contact Castle Rock School District to reschedule a meeting with their Board. They also asked for a Title III report in either February or March, and time to discuss a legislative plan at the January meeting.

11. **BOARD INFORMATION/EDUCATION** -

12. **EXECUTIVE SESSION** - At 7:05 p.m., Chair Cochran called for a 15-minute or less executive session to discuss real estate and personnel. No action anticipated.

13. **ADJOURN EXECUTIVE SESSION** - Chair Cochran reopened the public session at 7:20 p.m.

14. **[ACTION] AS A RESULT OF EXECUTIVE SESSION** - None

**15. ADJOURNMENT** - With no further business, the meeting was adjourned at 7:25 p.m.

**MOTION:** By Mike Heuer, seconded by Gary Healea

That the meeting be adjourned.

**MOTION CARRIED** unanimously.

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James L. McLaughlin, Secretary