



**MINUTES OF THE REGULAR MEETING OF THE BOAF**

**COMMUNITY COLLEGE DISTRICT 13**

**September 21, 2005**

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

Chair, Mike Heuer, called the regular meeting of the District 13 Board of Trustees to order at 5:05 p.m., on Wednesday, September 21, 2005, 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:** Mike Heuer  
Thuy Vo  
Lyle Lovingfoss  
Kay Cochran  
Ann Mottet (arrived at 5:17)

**COLLEGE PRESIDENT:** Jim McLaughlin

Others in attendance: Mary Harding, Laurel Williamson, Ellen Peres, Wendy Hall, Janelle Runyon, Kam Todd, Nolan Wheeler, Merlene York, and Linda Peck.

**2. INTRODUCTION OF GUESTS** –President McLaughlin introduced LCC staff members Michelle Musso, Ralph Benefiel, Brendan Glaser, Sharry Hilton, Pier David, JoAnne Booth, ASLCC Vice President Shelly Ylen, and *Daily News* reporter Hope Anderson.

**3. APPROVAL OF AGENDA**

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

Discussion: President McLaughlin asked that item 9A, "Pulp & Paper Program update" be moved to 5G, and that we add discussion of tuition waivers for relocated victims of Hurricane Katrina as item 9D. Motion amended per Kay Cochran.

**MOTION CARRIED** unanimously.

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

4A. Minutes of the July 20, 2005 Workshop

4B. Addition to the Fee Waiver Schedule: Student Internship Insurance

**MOTION:** By Lyle Lovingfoss, seconded by Thuy Vo,

That the consent agenda be approved as presented, including minutes from the July 20 Board workshop and the addition of a \$12.00 per quarter student liability insurance coverage fee, effective fall quarter 2005.

**MOTION CARRIED** unanimously.

5. **COLLEGE INPUT**

5A. **President's Report** – President McLaughlin welcomed all to the new school year. Faculty reported back last week and had a tremendous agenda of orientation activities, and we had a very well received (and attended) adjunct faculty orientation. He reported that the interim accreditation report is almost completed, and will be sent to Trustees as soon as it is done. The evaluators will be on campus November 8-9 for the review. On September 22, the college will be undergoing a facilities condition survey. We are also working on re-submission of our capital request for a Health and Science Building. We will be revisiting our strategic plan and convening an executive council for the review. Demolition of the Fine Arts building will begin as soon as the new McDonalds is completed and operational (should be mid-November). He reminded the Board about the October 4 Salmon Bake and the October 12 lecture series with former Secretary of Education, Dr. Rod Paige.

Vice President Harding reported on enrollment, which is at 1828 FTE's. This figure is behind enrollment from this time last year. Our quarterly enrollment goal is 2509 FTE's. President McLaughlin interjected that we lost more than 200 worker retraining FTE's over the past two years because most ran out of funding sources, and with the improved economy, many are back at work. On a positive

note, Running Start enrollment is up significantly. ABE/ESL and HOFL enrollments are not in yet.

- 5B. ASLCC Report** – Student Vice President, Shelly Ylen, explained that she would be attending most of the Board meetings since their president is taking night classes on Wednesdays. The student government has a number of back-to-school activities planned for this week, including karaoke, barbeque, drive-in movie day. In addition, they helped with recognition of the new Constitution Day, and are assisting with activities for Hispanic Awareness month. Next month, they will help coordinate a series of health-related topics/awareness activities.
- 5C. LCCFAHE Report** – Kam Todd said he was very glad to start the year with a new contract in place, and thanked everyone who worked so diligently and collaboratively during negotiations. The Faculty Association overwhelmingly ratified the new contract.
- 5D. WFSE Report** – JoAnne Booth explained that it had been a big summer for classified staff as they voted to change their representation to the Washington Federation of State Employees (WFSE), and are now governed by the state-wide collective bargaining agreement. Volunteers are working hard to involve classified employees from all across campus and from all shifts. She also reported that the local WFSE was thrilled to have the LCC staff as part of their group. She thanked Dr. McLaughlin, Ellen Peres, Nolan Wheeler and Susan Bennett for making the transition go smoothly.
- 5E. LCC Foundation** – Audit of the year-end financials are in progress and the results will be shared at the November Foundation Board meeting. The Foundation took in over \$800,000 this past year, and supported the College with almost \$300,000. The major gift campaign has taken in approximately \$700,000, with several proposals in the works.
- 5F. Legislative/Public Relations** – Janelle Runyon reported that the State Board has developed a state-wide communications plan which will help coordinate and spread the word about the role our community colleges play in education. As part of that communications plan, several venues will be used to promote it, including public service announcements and billboards.

**5G. Other –**

**Pulp & Paper Program Update** – Brendan Glaser, Ralph Benefiel, and Michelle Musso updated the board on LCC's newest degree program in pulp & paper technology. Ralph Benefiel explained that development of this program resulted from a large NSF grant, and is modeled after a successful program at Southern Alabama Community College. We received wide support from local industry, including valued input on curriculum, as well as financial support that will help ensure the sustainability of the program. We are working on a set of skills standards which will result in a nationally-recognized certificate. The University of Washington is our 4-year partner and they will develop some of the advanced curriculum for dynamic simulations.

Michelle Musso explained the marketing and enrollment process. Marketing began in early August and 90% of the inquiries have been a direct result of newspaper advertising. Fall classes began with twelve students. The majority are seeking a career change or advancement within the industry, although a few entered directly from high school. She also explained that about 75% of the individuals who inquired about the program have indicated they would require financial aid in order to enroll.

Brendan Glaser talked about the initial survey from 18 mills in the Washington/Oregon region, which represents total employment of approximately 9600 full-time workers. The survey was done to confirm anecdotal information regarding industry competitiveness and workforce trends, to collect information to refine the national curriculum for our region, and to help us understand hiring practices, career progression, labor agreements, and other issues related to developing a technologically-advanced workforce. The survey found that pulp & paper jobs continue to be high-paying with good benefits, significant retirements will lead to job openings, and the skills needed to be globally competitive are higher than those possessed by people in the traditional hiring pool.

President McLaughlin thanked Brendan, Ralph and Michelle, as well as Lynell Amundson who was instrumental in developing contacts at the local mills.

**6. INSTITUTIONAL MONITORING –**

**6A. Strategic Planning Discussion** – Wendy Hall explained that an Executive Planning Council has been established to set direction

and provide oversight to the 2005-06 strategic planning initiative.

The EPC will consider the following:

1. How should the General Education Outcomes be integrated into our existing planning structure?
2. Are any of our commonly accepted indicators worthy of KPI status?
3. Are there any specific issues or areas that are not currently included in the planning structure that should be considered?
4. Are LCC's KPI's adequately aligned with the State Board performance goals?

Wendy outlined the strategic planning initiative goals and timeline implementation.

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**6B. Year-End Budget Review** – Vice President Ellen Peres reviewed the funds equity summary as of June 30, 2005, as well as the operating budget status review. She explained that Food Services is still struggling, and we are continuing to look for ways to improve the overall health of the program. The year-end budget ended at \$383,893.

**7. PUBLIC COMMENT** – None

**8. SELF-MONITORING** - None

**9. DIRECTION SETTING/VISION**

**9A. Local School Board Outreach** – Discussion was held as to possible ways for the Board to reach out to local K-12 school boards. They asked if Vice President Harding could prepare a report for the next meeting outlining what outreach activities our staff is doing with the local school districts.

**9B. Planning Calendar Review** - The two-planning calendar was reviewed, and it was agreed to move the Community Education update from November to December.

**9C. Authorization to Offer Tuition Waiver to Victims of Hurricane Katrina** - President McLaughlin explained that the State Board has been asked by the Governor to develop educational assistance for victims of Hurricane Katrina who have relocated to Washington. The State Board is in the process of drafting a resolution authorizing community colleges to offer a tuition waiver to qualifying individuals. The Board agreed that if they needed to take action prior to the October board meeting, they would do so via a pre-advertised telephone meeting.

**10. INFORMATION ITEMS**

11. **COMMUNITY LINKAGES** – None
12. **EXECUTIVE SESSION** – At 7:20 p.m., Chair Heuer called for a 15-minute executive session to discuss personnel. Vice Presidents Harding, Peres, and Williamson were asked to attend. No action anticipated.
14. **ADJOURN EXECUTIVE SESSION** – Chair Heuer reopened the public session at 7:35 p.m.
15. **[ACTION] AS A RESULT OF EXECUTIVE SESSION** – None

- 16. ADJOURNMENT** – With no further business, the meeting was adjourned at 7:37 p.m.

**MOTION:** By Ann Mottet, seconded by Thuy Vo,  
That the meeting be adjourned.

**MOTION CARRIED** unanimously.

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James L. McLaughlin, Secretary