



MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT 13
December 21, 2005

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 5:08 p.m., on Wednesday, December 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
Kay Cochran
Lyle Lovingfoss
Ann Mottet

COLLEGE PRESIDENT: Jim McLaughlin

Others in attendance: Mary Harding, Laurel Williamson, Ellen Peres, Merlene York, Janelle Runyon, Wendy Hall, Nolan Wheeler, Donn Kirkwood, Tracy Gosney, Brendan Glaser, Bonnie Terada, and Linda Peck.

2. INTRODUCTION OF GUESTS – President McLaughlin introduced Jim Kalvelage of Opsis Architects.

3. APPROVAL OF AGENDA

MOTION: By Ann Mottet, seconded by Lyle Lovingfoss,
That the agenda be approved as presented.

MOTION CARRIED unanimously.

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

4A. Minutes of the November 16, 2005 Workshop

4B. Athletics Reserve Expenditure of \$20,000

4C. Student Activities Reserve Expenditure of \$26,000

MOTION: By Ann Mottet, seconded by Lyle Lovingfoss,

That the consent agenda be approved as presented, including minutes of the November 16 board meeting, and authorization to expend \$20,000 from the Athletics Reserve Fund and \$26,000 from the Student Activities Reserve Fund for the purchase of a replacement bus for LCC Athletics.

MOTION CARRIED unanimously.

5. COLLEGE INPUT

5A. President's Report – President McLaughlin reported that the Facilities Master Plan Committee completed its work on updating the plan. The final interim accreditation report was included in the Board notebooks last week. It was a good report—one that we should be proud of. The replacement bus for Athletics was purchased and should be on site next week. Vice President Mary Harding thanked the Foundation, ASLCC, and Athletics for their contributions. VP Harding also gave an update on enrollment. Current enrollment is 2309 FTE's, which exceeded her estimate for fall quarter. If we average 2130 FTE's for winter and spring quarters, we may just reach our state target of 2332 annualized FTE's. Strong ABE/ESL enrollment contributed to the enrollment numbers.

5B. ASLCC Report – Student President Donn Kirkwood reported that the students had developed an ad hoc committee to research traffic hazards at 15th and Commerce Avenue. The Committee took their findings to the Leadership Team for further review. The students are planning a host of activities during Winterfest (mid-February).

5C. LCCFAHE Report – Not available

5D. WFSE Report – Tracy Gosney reported that things are going well. They now have eight trained shop stewards. Two representatives

have been elected to the negotiating team, which will begin in the spring. Contract training is beginning and the focus is on fact-finding and problem-solving—the attitude is very positive.

- 5E. LCC Foundation** – Merlene York reported that the major gift campaign is doing very well. As of this date, the campaign has received cash and pledges just over \$1.6 million! Several lead gifts of \$100,000 have been received. US Bank donated \$2500 to be used for ABE/GED testing and scholarships. She also reminded everyone that the Foundation-sponsored golf marathon will be held on May 18.
- 5F. Legislative/Public Relations** – Janelle Runyon reported that Governor Gregoire just released her budget; it appears that community colleges fared well. President McLaughlin noted that most State Board legislative items were small in nature, and won't specifically impact LCC.
- 5G. Other** –

6. INSTITUTIONAL MONITORING

- 6A. Capital Project Proposal Update** – Architect, Jim Kalvelage, explained that the proposal for a new Health & Science Building was submitted to the State's Capital Project Review Committee with approximately 80 other proposals. He explained the process involved in completing the proposal, which included updating of the college's master plan. He shared renderings of the proposed building, which would house Nursing, Science, labs, and classrooms. He also touched briefly on the Fine Arts Center, which will open in 2007.
- 6B. Customized Education Monitoring Report** – Wendy Hall and Brendan Glaser presented Cycle VII of the Customized Education monitoring report. Wendy explained that the report was reviewed internally by a diverse group of faculty and staff. The report presents data and information that shows the degree to which the college has become flexible in offering customized educational services to businesses and industries in the area. Actions that have occurred as a result of reviewing the data from past monitoring reports include:
- Ongoing efforts to consolidate and focus customized education efforts in targeted areas, including pre-employment testing (WorkKeys) and Workplace Skills Certificates

- Development of new assessment indicators to track progress in the pre-employment testing area
- Development of focused partnerships related to Workplace Skills Certificates, including the proposed retail management certificate
- Strengthening of the college's partnership with the Workforce Development Council and Economic Development Council, increasing the college's role in strategic planning for recruitment of businesses to the area

Given the fairly steep reductions in staffing, a phenomenal level of service has been maintained. Staff seem to be doing a good job in terms of developing and keeping relationships with community and business partners, and significant increases in testing have been handled efficiently, with no corresponding staffing increases. Some of the areas that the college looks for improvement include developing of more "hybrid" courses, including both online and classroom components continue to develop our flexibility in terms of course delivery, and continue efforts to collaborate across campus in terms of customized education. Wendy explained that next year's customized education data will include more information from the Woodland site.

7. PUBLIC COMMENT – None

At 6:20, Chair Heuer called for the meeting to break for the Board's workshop on self-evaluation.

8. SELF-MONITORING –

8A. Continuation of Self-Evaluation Process – After review of several sample self and board evaluation instruments, the Board decided on a sample to use. They will receive an electronic copy of both instruments and will bring them to the January meeting for discussion. Their annual self-evaluation will take place at the February 15 workshop.

9. DIRECTION SETTING/VISION

9A. Planning Calendar Review - The two-year planning calendar was reviewed.

10. EXECUTIVE SESSION – At 6:36 p.m., Chair Heuer called for a 10-15-minute executive session to discuss personnel. No action anticipated.

11. ADJOURN EXECUTIVE SESSION – Chair Heuer reopened the public session at 6:55 p.m.

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

- 13. ADJOURNMENT** – With no further business, the meeting was adjourned at 6:57 p.m.

MOTION: By Ann Mottet, seconded by Kay Cochran,
That the meeting be adjourned.

MOTION CARRIED unanimously.

James L. McLaughlin, Secretary