



1600 Maple Street  
Longview, Washington

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**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**COMMUNITY COLLEGE DISTRICT 13**  
**October 18, 2006**

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

Chair, Lyle Lovingfoss, called the regular meeting of the District 13 Board of Trustees to order at 5:08 p.m., on Wednesday, October 18, 2006, 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  
Mike Heuer  
Max Anderson (arrived at 5:50)

**COLLEGE PRESIDENT:** Absent

Others in attendance: Ellen Peres, Laurel Williamson, Mary Harding, Bonnie Terada, Merlene York, Nolan Wheeler, Janelle Runyon, Wendy Hall, Zack Parson, JoAnne Booth, Steve Alkazin, and Linda Peck.

**2. INTRODUCTION OF GUESTS –** Vice President Laurel Williamson introduced tenure-track faculty Colleen Lemhouse.

**3. APPROVAL OF AGENDA**

**MOTION:** By Thuy Vo, 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.

**4A. Minutes of the September 13, 2006 meeting**

**MOTION:** By Mike Heuer, seconded by Thuy Vo,

That the consent agenda be approved amended.

**MOTION CARRIED** unanimously.

5. **COLLEGE INPUT**

**5A. Vice Presidents' Reports –**

Laurel Williamson reported:

- o LCC Math faculty met with some of the K-12 faculty at Castle Rock School District to discuss student preparation and alignment of curriculum.
- o The Academic Planning Committee recently met, and has a follow up meeting scheduled for December 4. Included in the membership is Mark Rosin, representing the local K-12 system, and Brandi Stewart from the Workforce Development Council. Once developed, the Academic Plan will become the core of planning and assessment efforts in the instruction area. It will identify student and program needs and frame them in terms of outcomes.
- o The Student Persistence Task Force, composed of Instructional staff and Student Services staff, have begun meeting to discuss student retention strategies.
- o She met with the president of City University to discuss baccalaureate offerings, specifically a special education endorsement for teachers.

Mary Harding reported:

- o Fall enrollment as of tenth day was 2150 compared to 2041 last year. ABE/ESL enrollments were counted earlier than last year and worker retraining enrollment remains basically unchanged. The local high school yield is 30%, which is the average for the past five years. She recapped enrollment in the new music, pulp and paper, and evening programs. Academic transfer enrollment is down, while professional/vocational enrollment is up. Baccalaureate colleges and universities are letting in more freshmen.

- o 365 students attended the college information night, which was organized by Terrence Green.
- o 220 responses were returned for the employee survey.

Ellen Peres reported:

- o The Fine Arts construction project is on schedule. The contractor is really good to work with.
- o The state auditors are on campus, and the entrance meeting will be held on October 24 and 1:30 in which one or two Trustees are invited to attend. Linda will send out an email asking for volunteers.

**5B. ASLCC Report** – ASLCC Vice President Zack Parson gave the student government report. He reported on the student-sponsored activities, including the voter registration drive, health awareness week, and the blood drive. Student government passed goals for the coming year, and the officers will be attending the National student leadership conference later in October.

**5C. LCCFAHE Report** – Steve Alkazin, representing the Faculty Association, reported that they were pleased with the incremental funding for this year, but the state union will lobby again for part-time salaries; although they were pleased that sick leave was increased to 12 days, which is the same level and full-time faculty. The contract maintenance team will meet on October 19.

**5D. WFSE Report** – JoAnne Booth reported that the new contract had been voted on. Local WFSE elections will be held next month and LCC has some good people running. They also have a representative on the Higher Education Policy Council. There will also be training on the new benefit package.

**5E. LCC Foundation** – Merlene York reported that audit results will be presented to the Board in November. The Foundation closed two gift annuities last week. The scholarship social will be held on November 6, and they are planning a "cook-off" event again this year on July 13.

**5F. Legislative/Marketing/Public Relations** – Janelle Runyon said she had been asked to share some of the College's new marketing materials, which she did. She also logged into the new website and gave a presentation on what was on the new site, as well as how to navigate the different sections.

5G. Other – None

6. **INSTITUTIONAL MONITORING –**

6A. **Quarterly Budget Report** – Ellen Peres reviewed the 1<sup>st</sup> quarter budget status reports and said that it was progressing as anticipated. Food Services is still an area that is in the red, so they will be looking at more ways to economize.

7. **PUBLIC COMMENT** – None

8. **SELF-MONITORING** – None

9. **DIRECTION SETTING/VISION**

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

10. **INFORMATION ITEMS** –

11. **COMMUNITY LINKAGES** – None

12. **EXECUTIVE SESSION** – None

14. **ADJOURN EXECUTIVE SESSION** – N/A

13. **ADJOURNMENT** – With no further business, the meeting was adjourned at 6:15 p.m.

**MOTION:** By Mike Heuer, seconded by Max Anderson,  
That the meeting be adjourned.

**MOTION CARRIED** unanimously.

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James L. McLaughlin, Secretary