



MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT 13
November 15, 2006

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 5:01 p.m., on Wednesday, November 15, 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
Kay Cochran
Max Anderson
Mike Heuer (arrived at 5:06)

COLLEGE PRESIDENT: Absent

Others in attendance: Ellen Peres, Laurel Williamson, Merlene York, Wendy Hall, Nolan Wheeler, Janelle Runyon, Kam Todd, JoAnne Booth, Mike Leeper, , and Linda Peck.

2. INTRODUCTION OF GUESTS – Vice President Laurel Williamson introduced Shon Kralej, who was attending as part of his probationary requirements, and also introduced, Harry Blair, Nelson Graham, Marissa Greaser, Suzanne Johnson, Sandy Junker, Zach Parsons, Bill Stahley, and Alex Whitman.

3. APPROVAL OF AGENDA – Lyle Lovingfoss requested that item 10A, *Construction Update*, be moved to Vice President Ellen Peres's report under 5A.

MOTION: By Kay Cochran, seconded by Thuy Vo,

That the agenda be approved as presented with the change as noted above.

MOTION CARRIED unanimously.

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

4A. Minutes of the October 18, 2006 meeting

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

MOTION CARRIED unanimously.

5. **COLLEGE INPUT**

5A. Vice Presidents' Reports –

Laurel Williamson's report:

- Computer access in the library had been changed to mostly student use, although two computers will still be accessible for community. Also, student officers are working with administrators on library hours.
- She has been working with David Friese of the Cowlitz Historical Society on the donation of historical archived material that is currently housed in the LCC library.
- We are adding a new speech course and exploring other new courses and delivery methods. Also, we will begin piloting new student evaluation forms.
- LCC received a positive audit for the Nursing program, which will result in reaccreditation.
- The cover on the new *Crosscurrents* magazine was done by our own faculty member Yvette O'Neill.

Mary Harding's report (given by Laurel Williamson):

- Fall enrollment is currently at 2329 FTE. We have seen strong enrollment in ABE/ESL, as well as in our new evening and music programs.
- LCC received two new scoreboards in the gymnasium from the Red Canoe credit union. Additionally, a new scoreboard for the baseball field will be installed in the spring.

Ellen Peres's report:

- The students are working with Campus Services staff to identify unsafe areas for students attending evening classes.
- The HR department is ready to advertise nationally for vacant faculty positions in December, and locally in January.
- The final design for the remodel project on the first floor of Main is almost complete; working with architect, Craig Collins.

Fine Arts Construction update – Nelson Graham:

- Nelson gave a status update on the project. The masons are struggling because of the weather, but have put on a larger crew to keep on schedule. The next phase will be the steel for the auditorium. All-in-all, the project is off to a really good start, and both the architect and contractor have been very good to work with.

5B. ASLCC Report – ASLCC President Mike Leeper reported on the Health Awareness activities that were sponsored by the students, as well as other upcoming activities. Their annual Thanksgiving Food Drive is underway and will support 13 deserving LCC students' families. They have partnered with the LCC Foundation to gather "Coats for Kids." The student government continues to work on annual goals.

5C. LCCFAHE Report – Kam Todd explained that more faculty members may attend board meetings in an effort to stay connected with the Board. He thanked Ellen Peres and Dennis Farland for their help at the meeting dealing with reallocation of turnover dollars and increment funding—great results. The faculty helped expedite the process to approve the new student evaluation form.

5D. WFSE Report – JoAnne Booth reported that she and Sharry Hilton were serving on the Higher Ed Policy Council. Other than that, things are going well.

5E. LCC Foundation – Merlene York said the annual audit was "clean" and will be finalized on November 20. This past year, the Foundation gave the largest amount of support to the College in its history—over \$500,000! The chili cook-off will be held on July 13, 2007.

5F. Legislative/Marketing/Public Relations – Janelle Runyon reported that her office is busy working on the normal end-of-the year projects, including the Annual Report.

5G. Other – None

6. INSTITUTIONAL MONITORING –

6A. Head Start Report – Sandy Junker and Suzanne Johnson presented the bi-annual Head Start/ECEAP program report. She reviewed annual accomplishments from February-October 2006, including specialized training for staff, oral health initiative, parenting education classes, improvements to facilities, and the ABCD dental program. They also reviewed grants, both received and pending, and talked about budget struggles for 2007-09.

6B. Access Monitoring Report – Wendy Hall, Marissa Greaser and Bill Stahley presented the 8th cycle of the Access Monitoring Report. The purpose of this report is to present data that support the progress made in realizing student and community access to the College’s programs and services. Wendy reviewed some of the action plans that resulted from past reviews of the Access Monitoring reports, including:

- Recruitment activities designed for students of color have increased
- With support from the College, students recently started a Transfer Club
- Recruiting staff participate in monthly coordination meetings
- A new position in Career and Employment Services helps to recruit and advise Professional Technical students

The team also the KPI’s associated with this report, including general enrollment, the participation rate of persons age 16 and above who live within the college’s service district, and participation rate/success of diverse student populations. The report also includes enrollment comparisons with relevant, nearby colleges; local high school student enrollment; enrollment in community education; Running Start and distance education; and financial aid data.

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 –

10A. 2007 Meeting Schedule – The meeting Board meeting schedule for 2007 was presented for approval.

MOTION: By Kay Cochran, seconded by Thuy Vo,

That the 2007 Board of Trustees meeting schedule be approved as presented.

MOTION CARRIED unanimously.

10B. Update Trustees Committee Assignments - With the retirement of Ann Mottet from the Board, the annual Trustee representation to committees and boards was revised and updated

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 6:45 p.m.

MOTION: By Kay Cochran, seconded by Max Anderson,
That the meeting be adjourned.

MOTION CARRIED unanimously.

James L. McLaughlin, Secretary