



## MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

### COMMUNITY COLLEGE DISTRICT 13

December 20, 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 5:05 p.m., on Wednesday, December 20, 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

**COLLEGE PRESIDENT:** James L. McLaughlin

Others in attendance: Merlene York, Wendy Hall, Mary Harding, Ellen Peres, Nolan Wheeler, Janelle Runyon, Brendan Glaser, and Linda Peck.

2. **INTRODUCTION OF GUESTS** – President McLaughlin introduced Stephanie Mathieus of the *Daily News*, Wes McGee, Director of Testing at LCC, and Steve, Judy, and Ana Byman.

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 Mike Heuer,

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 November 15, 2006 meeting**

**MOTION:** By Mike Heuer, seconded by Kay Cochran,  
That the consent agenda be approved as amended.

**MOTION CARRIED** unanimously.

**5. COLLEGE INPUT**

**5A. Presidents Report** – President McLaughlin expressed his appreciation to the Board for granting his recent sabbatical. He said he had a wonderful time and that he is still in the process of putting together his perceptions gained during the trip. He plans to have a full presentation ready for the January Board meeting. He thanked the Vice Presidents and administration team for carrying on during his absence. Since he has just returned, he asked the Vice Presidents to give reports from their respective areas:

Mary Harding's report:

- Fall enrollment was 1% higher than last year reflecting good growth in occupational areas, nursing, music, ABE/ESL, and Senior Studies.
- We are setting up tours of the pulp & paper industry for high school students.
- She also reported on several highlights from the student services area.

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

- Nine students recently completed the first distance education nursing program (LERN), which represents a 100% pass rate. Faculty Rhonda Meyer will be offering Biology 221 and 222 online, which will help many of our “pipeline” nursing students.
- Talks continue with City University about offering an early childhood baccalaureate degree beginning in 2008. We are also working with them to offer five different teaching endorsement classes.

Ellen Peres's report:

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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. The union and LCC management are working well together to solve problems, and still adapting procedures to the new contract.
  - 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 8<sup>th</sup> 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:

- o Recruitment activities designed for students of color have increased
- o With support from the College, students recently started a Transfer Club
- o Recruiting staff participate in monthly coordination meetings
- o 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.

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James L. McLaughlin, Secretary