



1600 Maple Street  
Longview, Washington

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**COMMUNITY COLLEGE DISTRICT 13**  
**September 18, 2007**

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

Chair, Thuy Vo, called the regular meeting of the District 13 Board of Trustees to order at 5:30 p.m., on Tuesday, September 18, 2007, 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  
Max Anderson  
Kay Cochran

**COLLEGE PRESIDENT:** Jim McLaughlin

Others in attendance: Ellen Peres, Mary Harding, Laura Brener, Merlene York, Nolan Wheeler, Janelle Runyon, Tracy Stanley, Lauren Mason, and Linda Clark.

**2. INTRODUCTION OF GUESTS –** President McLaughlin introduced students Jonathan Mintz and Larry Alexander, Jeff Lucas, Tenure Track Faculty Member, and Carrie Peterson of the *Daily News*.

**3. APPROVAL OF AGENDA**

**MOTION:** By Lyle Lovingfoss, seconded by Kay Cochran,  
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 July 18, 2007 workshop**

**MOTION:** By Lyle Lovingfoss, seconded by Kay Cochran,  
That the consent agenda be approved amended.

**MOTION CARRIED** unanimously.

5. **COLLEGE INPUT**

**5A. President's Report** – President McLaughlin reported on the following:

- At the opening all-staff meeting on Sept. 10, he introduced approximately 30 new employees, and presented service awards to staff whose combined years of service exceeded 600!
- He has been selected by the Governor as a member of the newly-formed P-20 Council.
- Development of a Small Business Development Center has finally come to fruition, and the location of the facility is in LCC's own Don Talley Building.
- Setting a joint meeting with the Boards from LCC, Kelso, and Longview School Districts will most likely happen after the first of the year in order to finalize a date that works for all, and to develop an appropriate agenda.
- Vice President Mary Harding reported on enrollment. Fall enrollment is currently at 1875 FTE's, which is exactly even with this time last year. She said there are strategies in mind to continue increasing enrollment numbers. Pell grant awards are up substantially this year, and the recent award of an Opportunity Grant will serve 52 students.
- Vice President Ellen Peres reported that completion of the Rose Center may not meet the December timeline due to electrical problems. It is our hope that the classrooms would be ready even if the theatrical areas are not. On a more positive note, the west wing remodel of Main is complete and looks great!
- Vice President Laura Brener explained that she is still settling in to her new job, and is enjoying the people and campus. The Instructional Division has been setting goals are working on an Academic Master Plan. She has met with all of the new faculty so they at least have face recognition.

**5B. ASLCC Report** – ASLCC President Lauren Mason reported that the first student government meeting was held earlier today and that she is very excited about

the council. Back-to-school week activities are going well, with many exciting events planned for the rest of the week.

**5C. LCCFAHE Report – None**

**5D. WFSE Report** – Tracy Stanley reported that she is excited about the relationship between union and management and looks forward to a positive, collaborative working association. Currently, the Union has nine active stewards and they are looking for more to train. Approval has been given to send information to members monthly through intercampus mailings. Plus, they are going to have an informal monthly information table between 11:30-1:30 on the first Friday of each month to answer questions.

**5E. LCC Foundation** – Merlene York reported that the Chili Cook-Off fundraiser was very successful. It was attended by over 390 people and raised substantially more money than two years ago. She also reported that the search for a new Foundation Director continues. The Board thanked Merlene for her years of service to the LCC Foundation and expressed appreciation for her leadership. Under her guidance, the Foundation's assets grew to an all-time high, the support to the College reached an all-time high, and the major gift campaign was extremely successful.

**5F. Legislative/Public Relations** – Janelle Runyon reported that she had recently met with the Cabinet and Deans to ensure that the goals of her office were in line with the college's goals. The new Strategic Plan brochures are being printed and will be available soon for distribution. We will be holding a legislative briefing sometime in November for our local legislators.

**5G. Other –**

**6. INSTITUTIONAL MONITORING –**

**6A. Year-End Budget Report** – Ellen Peres reviewed the 2006-07 budget, which ended with a fiscal year balance of \$367,394. Of that amount, \$174,000 is earmarked as maintenance and operations money for the Fine Arts Center, leaving a remaining available balance of \$193,394. The Food Services deficit was written off, so we'll hopefully see new trends this coming year in that area. The variance report between budgeted revenues and expenditures is higher due to running some low-enrolled classes because we needed to generate FTE.

**7. PUBLIC COMMENT – None**

**8. SELF-MONITORING – None**

9. **DIRECTION SETTING/VISION**

9A. **Planning Calendar Review** - The two-year planning calendar was reviewed. President McLaughlin reminded the Board that there would be no meeting in October due to LCC hosting the State Board on Oct. 17-18. Additionally, he asked them to check their availability for the November 21 meeting since it is the day before Thanksgiving. They will check their schedules and advise.

10. **INFORMATION ITEMS –**

11. **COMMUNITY LINKAGES –** None

12. **EXECUTIVE SESSION –** At 6:15, Chair Vo called for a 15-20 minute executive session to discuss personnel and real estate. No action anticipated.

14. **ADJOURN EXECUTIVE SESSION –** Chair Vo re-opened the public meeting at 6:30 p.m.

13. **ADJOURNMENT –** With no further business, the meeting was adjourned at 6:32 p.m.

**MOTION:** By Lyle Lovingfoss, seconded by Kay Cochran,  
That the meeting be adjourned.

**MOTION CARRIED** unanimously.

On November 27, 2007, the Board of Trustees of Community College District 13 approved minutes of the September 18, 2007 regular meeting.

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James L. McLaughlin, Secretary