



1600 Maple Street
Longview, Washington

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT 13
December 19, 2007

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 5:02 p.m., on Wednesday, December 19, 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
Kay Cochran
Max Anderson (arrived at 5:06)
Mike Heuer (arrived at 5:35)

COLLEGE PRESIDENT: Jim McLaughlin

Others in attendance: Ellen Peres, Mary Harding, Laura Brener, Janelle Runyon, Wendy Hall, Nolan Wheeler, Bonnie Terada, Tracy Stanley, Brendan Glaser, and Linda Clark.

2. INTRODUCTION OF GUESTS – President McLaughlin introduced Molly Howard, representing the WFSE, and Wes McGee and Lynell Amundson, members of the monitoring report review team.

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 November 27, 2007 board meeting.

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 that he will be meeting with the superintendents from Longview and Kelso on December 20 to discuss a skill center in Cowlitz County.

He asked the Vice President's to report on the following:

Laura Brener

- o The College has embraced the concept of restructuring the library into a Learning Commons mode, whereby tutoring, learning assistance, and the usual library offerings will be housed together. This will give students a “one-stop” area for assistance, and will transform the activity in the library.

Mary Harding

- o Fall quarter enrollment ended at 2320 FTE, which is 3% below last fall quarter; however, early winter quarter enrollments are strong.
- o The LCC Rapid Response Team is preparing for impending manufacturing layoffs by meeting with Fibre, and talking with Weyerhaeuser.
- o The annual athletic fundraiser is scheduled for January 11, 2008.

Ellen Peres

- o The revised substantial completion date for the Rose Center is January 30, but it may take a couple of weeks longer. The building is looking good inside, and the staff that will be using the building have had an opportunity to tour it. A new Art Gallery/Facilities Coordinator has been hired, and interviews are taking place for a building technician.
- o The Capital Budget Request Proposal for the gymnasium project was delivered to Olympia. The State Committee is meeting today and tomorrow to review the requests, so we may know how the list was prioritized by the end of this week.

5B. ASLCC Report – N/A

5C. LCCFAHE Report – N/A

5D. WFSE Report – Molly Howard reported that the 1st Friday informational meetings are going well. In lieu of a meeting in January, the local is hoping to hold some type of social event with district legislators.

5E. LCC Foundation – N/A

5F. Legislative/Public Relations – Janelle Runyon reported that the annual reports to the community were mailed. To comply with accreditation standards, colleges must report progress on outcomes to the community; this annual report does that, but this year it is in narrative form. We met with 18th and 19th district legislators on December 10, and had an opportunity to talk with them about LCC, as well as the legislative agenda for the State Board.

5G. Other –

6. INSTITUTIONAL MONITORING –

6A. Customized Education Monitoring Report – Wendy Hall, Wes McGee, Lynell Amundson, and Brendan Glaser reported on Cycle IX of this report. Actions that have occurred as a result of past data were discussed as well as these highlights:

- Satisfaction with Ed2Go courses is high. Also very flexible; anyone can take Ed2Go courses anytime. Might consider offering them for credit (1-2 credits depending on course).
- Satisfaction from trainees in the session that was evaluated is high.
- Question regarding additional training needs on employer survey is good.
- Good growth in testing.
- Slow but steady increase in number of client contracts.
- The addition of the Small Business Development Center will help create more education and training opportunities for small businesses.
- Ongoing participation with Workforce Development efforts is very important; presence of LCC “at the table” helps keep our services at the forefront. Our ability to connect employers with funding sources (JSP grants, etc.) is also very beneficial to the community.
- Efforts to feed more students into FTE-bearing programs are ongoing. This helps build connections between LCC faculty and employers, which is good.

7. PUBLIC COMMENT – None

8. SELF-MONITORING – None

9. DIRECTION SETTING/VISION

9A. **Planning Calendar Review** - The two-year planning calendar was reviewed; no changes to the existing schedule.

10. **INFORMATION ITEMS** – None

11. **COMMUNITY LINKAGES** – None

12. **EXECUTIVE SESSION** – Chair Thuy Vo called for a 5-10 minutes executive session to discuss litigation at 6:03 p.m.

14. **ADJOURN EXECUTIVE SESSION** – Chair Vo reopened the public meeting at 6:07 p.m.

13. **ADJOURNMENT** – With no further business, the meeting was adjourned at 6:08 p.m.

MOTION: By Max Anderson, seconded by Lyle Lovingfoss,
That the meeting be adjourned.

MOTION CARRIED unanimously.

James L. McLaughlin, Secretary