

MINUTES

WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17 BOARD OF TRUSTEES REGULAR MEETING

Present: Carol Landa-McVicker (chair), Betty McInturff (via conference phone), Helen Malone, and Ben Cabildo. Also present were Gary A. Livingston, Linda McDermott, Scott Morgan, Greg Stevens, Anne Tucker, Maureen McGuire, Steve Hanson, Mark Palek, Joseph Dunlap, Dixie Simmons, Carol Green, Carla Naccarato-Sinclair, Mita Sen, John Hernandez, Jim Lawrence, Rick Halverson, Cindy Nordby, Marie Goetz, and Christine Pearl (recorder)

Excused: Tom Kneeshaw

Guests: Kris Miller, Chris Smith, Judee Riordan, Lynn Holmes, Bill Sackville-West, Karen Johnson, Judy Jenkinson, Dan-O Whye, Laurie Bradford, Carrie Welch, Millie Weers, Judy Stuenkel, Patti Correll, Lisa Breitenfeldt, Myah Houghten, Terri Schibel, Stacey Lee, Chris Blodgett, Greg Plummer

CELEBRATING SUCCESS: SPOKANE HEAD START OUTCOMES PROJECT: A PARTNERSHIP BETWEEN WASHINGTON STATE UNIVERSITY (WSU) AND COMMUNITY COLLEGES OF SPOKANE (CCS)

CCS District Director of Head Start Kris Miller and WSU Dr. Chris Blodgett provided an overview of this collaborative project, which was one of five federally-funded demonstration sites. The principal goal was to create a model of how a local program can build quality assessment and use information as a guide in program development. Key accomplishments of the partnership were noted, as were implications and new opportunities for the future.

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

The Board of Trustees of Washington State Community College District 17 held a regular meeting in the East/West Board Rooms of the Max M. Snyder Building, 2000 N. Greene Street, Spokane, Washington, on Tuesday, July 19, 2005. Chair Carol Landa-McVicker called the meeting to order at 9:07 a.m., followed by the Pledge of Allegiance and roll call.

INTRODUCTIONS AND OPEN MICROPHONE

No introductions were made and no one requested to speak at open microphone.

APPROVAL OF MINUTES

Helen Malone moved and Ben Cabildo seconded that the minutes of the June 21, 2005, regular meeting be approved as presented.

No. 05-27, Vote:

Yes: Betty McInturff
Yes: Ben Cabildo
Yes: Helen Malone
Yes: Carol Landa-McVicker

DISCUSSION/ACTION: CONSIDER APPROVAL OF THE REAUTHORIZATION OF FUNDING FOR THE INSTITUTE FOR EXTENDED LEARNING HEAD START/EARLY HEAD START PROGRAM FOR FISCAL YEAR 2006

The funding agent for Head Start, the Administration for Children and Families, requires annual application for the continuation of grants. The application requirements cycle through three-year periods with the first application extensive and subsequent applications abbreviated. Fiscal year 2006 represents the first year application phase for the Spokane programs with a resulting extensive document that includes a comprehensive community assessment, full narrative, and new goal statements for the next three year-cycle. District Director for Head Start Programs Kris Miller provided the board with the information regarding this agenda item; the board was asked to consider approval of the reauthorization of the funding application.

Helen Malone moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 approve continuation of funding for the Institute for Extended Learning Head Start/Early Head Start program in the amount of \$8,104,156 from the Department of Health and Human Services Administration for Children and Families for fiscal year 2006 (11/01/05—10/31/06).

No. 05-28, Vote:

Yes: Betty McInturff
Yes: Ben Cabildo
Yes: Helen Malone
Yes: Carol Landa-McVicker

DISCUSSION/ACTION: CONSIDER APPROVAL OF THE CCAMPIS

GRANT APPLICATION FOR HEAD START

The CCAMPIS (Child Care Access Means Parents in School) grant is provided by the Department of Education at an annual amount of \$175,767. The four-year grant is used to supplement fees collected from parents to offer lower rates for high quality evening and summer child care programs for the children of CCS students. While the Institute for Extended Learning would operate the child care program, the funds are awarded based on the ability of Spokane Community College and Spokane Falls Community College to show that the service demonstrates positive outcomes in student enrollment, retention and completion of programs. The board of trustees was asked to consider approval of the grant application.

Helen Malone moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 authorize the chancellor/CEO to sign on behalf of the board the application for the Department of Education funds as presented.

No. 05-29, Vote:

*Yes: Betty McInturff
Yes: Ben Cabildo
Yes: Helen Malone
Yes: Carol Landa-McVicker*

DISCUSSION/ACTION: CONSIDER APPROVAL OF THE COMPLETED CERTIFICATION FORMS FOR THE FIVE AREAS OF NON-COMPLIANCE FROM THE APRIL 29, 2005, HEAD START MONITORING REPORT FOR COMMUNITY COLLEGES OF SPOKANE/SPOKANE COUNTY HEAD START/EARLY HEAD START PROGRAM

Kris Miller advised the board that in January 2005 the Administration for Children and Families conducted an on-site monitoring review of the Spokane County Head Start/Early Head Start program as required by federal regulations. Of the 1,179 requirements that were reviewed, the Spokane programs were found to be non-compliant in five areas. Corrective action is required to fully address the areas of non-compliance; the staff and policy council of Spokane County Head Start/Early Head Start developed, approved and implemented the corrective plans per the certification forms submitted for board approval. The board of trustees was asked to consider approval of the corrective action and the board chair was requested to sign the certification forms.

Helen Malone moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 approve the certification forms for the five areas of non-compliance from the April 29, 2005, Head Start monitoring

report for Community Colleges of Spokane/Spokane County Head Start/Early Head Start program and direct the chair to sign the forms on behalf of the board.

No. 05-30, Vote:

Yes: Betty McInturff
Yes: Ben Cabildo
Yes: Helen Malone
Yes: Carol Landa-McVicker

BREAK

The meeting recessed at 10:00 a.m. and reconvened at 10:10 a.m.

DISCUSSION/ACTION: 2005-2006 COMMUNITY COLLEGES OF SPOKANE OPERATING BUDGET

Chief Financial Officer Linda McDermott explained this agenda item was originally presented to the board at the June 21, 2005, meeting and brought back to provide additional detail for each operating unit. The initial base operating budget for Community Colleges of Spokane in 2005-06 is set at \$74,840,157, which represents a 6.9% increase over the 2004-05 operating budget; compensation adjustments account for 4.2% of the increase. Dr. Livingston stated maintaining the total budgeted FTEs for each institution is critical to the support of the operating budget. Ms. McDermott provided an overview of each unit's budget and detailed spending plan, which the board was asked to approve.

Helen Malone moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 approve the Community Colleges of Spokane operating budget detailed spending plans for 2005-2006, effective July 1, 2005, as presented, and authorizes the administration to accept additional allocations and adjustments during the fiscal year.

No. 05-31, Vote:

Yes: Betty McInturff
Yes: Ben Cabildo
Yes: Helen Malone
Yes: Carol Landa-McVicker

DISCUSSION/ACTION: BOARD OF TRUSTEES POLICY REVIEW—CONSIDER ADOPTION CHAPTER 2, NEW SECTION 2.00.05—HUMAN RESOURCES/DIVERSITY

At the June 21, 2005, meeting the board adopted revised Board of Trustees Policy Chapter 2 with the directive that added Section 2.00.05—Human Resources/Diversity would be posted for public comment and brought back to the July 19, 2005, board meeting for consideration of approval. Discussion and review of the public comments that were received took place. Trustee Ben Cabildo requested implementation performance reports be submitted next year based on the criteria contained in section 2.00.05.

Helen Malone moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 adopt board policy chapter 2, section 2.00.05 to become effective immediately.

No. 05-32, Vote:

Yes: Betty McInturff
Yes: Ben Cabildo
Yes: Helen Malone
Yes: Carol Landa-McVicker

**DISCUSSION/ACTION: BOARD OF TRUSTEES POLICY REVIEW—
CONSIDER ADOPTION OF REVISED CHAPTER 3—STUDENT SERVICES**

The proposed revision of the board policy was introduced and reviewed at the June 21, 2005, board meeting. Chief Operations Officer Scott Morgan provided a brief overview of the revisions and the board was asked to consider adoption of the revised board policy.

Helen Malone moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 approve the following changes to board policy Chapter 3: amending sections 3.10.01 and 3.20.01; repealing section 1.70.05 (replaced by 3.20.01; and adding new sections 3.30.01 and 3.40.01.

No. 05-33, Vote:

Yes: Betty McInturff
Yes: Ben Cabildo
Yes: Helen Malone
Yes: Carol Landa-McVicker

**DISCUSSION: BOARD OF TRUSTEES POLICY REVIEW—CHAPTER 6—
FACILITIES AND SITES**

As the trustees continue to review, revise and update board polices, Scott Morgan presented proposed revised Chapter 6—Facilities and Sites, for their consideration. Mr. Morgan reviewed specific changes and advised this item would be brought back to the board for consideration of adoption at the September 20, 2005, board meeting.

BREAK

The meeting recessed at 11:05 a.m. and reconvened at 11:17 a.m.

DISCUSSION/ACTION: PROPOSED INSTITUTE FOR EXTENDED LEARNING REVISED MISSION STATEMENT

Institute for Extended Learning Vice President Dixie Simmons introduced this agenda item to the board. The current mission statement was reviewed as was the proposed revised mission statement. Chair Carol Landa-McVicker, on behalf of the board of trustees, suggested the board would like to see reference in the mission statement to the IEL's accredited partners, Spokane Community College and Spokane Falls Community College. It was suggested the second paragraph begin with: "In collaboration with our accredited partners . . . "

Helen Malone moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 adopt the revised mission statement for the Institute for Extended Learning with the incorporation of "In collaboration with our accredited partners . . . " at the beginning of the second paragraph, as suggested by the board.

No. 05-34, Vote:

Yes: Betty McInturff
Yes: Ben Cabildo
Yes: Helen Malone
Yes: Carol Landa-McVicker

STATUS REPORTS: CAPITAL PROJECTS IN PROGRESS, BUDGET AND EXPENDITURES, DEVELOPMENTAL DISABILITIES SERVICES CONTRACT

These standing reports are provided for the information of the board. District personnel were available to answer questions and/or provide details.

REMARKS FROM THE WASHINGTON FEDERATION OF STATE EMPLOYEES REPRESENTATIVE

Jim Lawrence reported he attended a WFSE board meeting over the weekend and one of the main issues addressed was the Head Start problem.

REMARKS FROM THE ASSOCIATION FOR HIGHER EDUCATION PRESIDENT

Carla Naccarato-Sinclair provided the following report:

- She attended the National Council of Higher Education meeting and the NEA National Convention in Los Angeles
- A topic of discussion at the Washington Caucus is the possibility of Booth Gardner putting together a task force to review the WASL

REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE

Cindy Nordby, on behalf of classified staff, reported five mini grants of \$110 have been provided to staff members to attend staff training. She also reported the classified staff web site is in the process of being updated.

President Mark Palek provided the following report:

- SFCC hosted a very successful event “It’s All About You” for 170 students and approximately 500 others
- The administrative staff and assistants had a diversity training session entitled, “Intercultural Competency”
- The SFCC Fall Conference will be held on September 15, and the leader of the First Year Experience program, John Gardner, will be in attendance
- The final accreditation report has been received from the April team visit; two issues were scheduled for review: the issue regarding assessment and planning efforts has been completely resolved; the second issue regarding the relationship with the IEL still remains a concern; the accreditation team is proposing they will return next spring to see if this issue has been resolved

REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING

Marie Goetz provided the classified staff report:

- As part of her duties with the IEL she attended a substance abuse group meeting and learned there is \$54 million available in the state of Washington for substance abuse services

Vice President Dixie Simmons provided the following report:

- On Thursday, July 21, Head Start/ECEAP staff will staff the phone bank at the KHQ helpline answering questions about eligibility and enrollment for programs
- Displayed a story from the Spokesman-Review featuring Molly Popchock and the ESL program

REMARKS FROM SPOKANE COMMUNITY COLLEGE

Mita Sen did not have a report, but welcomed Betty McInturff back from her medical leave.

Jim Lawrence, on behalf of classified staff, reported SCC is in the process of hosting the North American Council of Automotive Teachers. He gave credit and kudos to facilities, audio/visual and computer departments for their support in readying buildings and equipment for this event.

President Hanson provided the following report:

- Followed up additional kudos to Tom Connors and Marcia Green for their work with regard to the North American Council of Automotive Teachers event
- SCC also received their accreditation report; there were four issues that were responded to in the focus visit in April; “a clean bill of health” was received on the three major issues, and a written progress report will need to be submitted on the fourth issue by spring of 2006
- Two pre-proposals have been submitted to the National Science Foundation—one in biotechnology and the other in GPS—both have “received the green light” to move forward

REMARKS FROM THE CHANCELLOR

Chancellor Gary Livingston provided the following report:

- Expressed appreciation for the extraordinary efforts Trustee Betty McInturff is exercising in order to participate in today’s board meeting
- Announced President Palek will be chairing the WACTC human resources committee, and serving on behalf of WACTC as liaison to the statewide human resources group
- A federal legislative update will be provided to the trustees at the September board meeting
- Advised the board members the IEL taskforce report was presented to the cabinet in a formal retreat; each of the representatives present took the information back to their constituents for input; a second cabinet meeting followed to review recommendations, comments and observations from that input; a facilitated discussion is scheduled between the three institutions and the district to develop a negotiated contract of relationship; the intent is for

REMARKS FROM THE BOARD AND BOARD CHAIR

Betty McInturff reported she is happy to be back. She stated Spokane medical facilities are well known and highly regarded at the Mayo Clinic.

Ben Cabildo reported he continues his work with the career fair for kids of color; it's planned to expand the program from 200 to 500 kids. In addition, he attended the IEL advisory committee meeting and continues working with the Unity in the Community organizing team.

Helen Malone reported her participation in the foundation golf outing; she attended the governor's Green Dome visit in Spokane, the SADC and Head Start Policy Council meetings, and the SFCC "It's All About You" campus event.

Carol Landa-McVicker reported she also participated in the foundation golf outing; she attended the executive board meeting of TACTC and will be serving as the chair of the TACTC Creating Opportunities committee.

ADJOURNMENT

The meeting adjourned at 11:48 p.m. No further action was taken.

Secretary, Board of Trustees

Chair, Board of Trustees