

MINUTES

WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17 BOARD OF TRUSTEES REGULAR MEETING

Present: Carol Landa-McVicker (chair), Patty Shea, Helen Malone, Tom Kneeshaw, and Ben Cabildo. Also present were Gary A. Livingston, Linda McDermott, Scott Morgan, Greg Stevens, Anne Tucker, Maureen McGuire, Steve Hanson, Mark Palek, S. James Perez, Dixie Simmons, Adrienne Tabar, Carla Naccarato-Sinclair, Don Brunner, Mary Ann Nardecchia, Jim Lawrence, Cindi Nordby, Marie Goetz, and Christine Pearl (recorder)

Guests: Greg Plummer, Herb Munro, Donna Jo Smith, Norma Martinek, Ralph Oscarson, Chuck Darst, Mary Ann Goodwin, Lea Donley, Steve McNutt, Tom O'Brien

CELEBRATING SUCCESS: INSTITUTE FOR EXTENDED LEARNING DISABILITIES SUPPORT SERVICES DEPARTMENT

Institute for Extended Learning Student Services Program Assistant Norma Martinek provided information regarding a student services system that provides assistive technology support to students with disabilities. She explained the exploratory work done to determine need, program implementation and the software components, and the current status of the program. Dean of Student Services Adrienne Tabar invited board members for a demonstration of the program. Discussion followed with questions asked and answered.

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

The Board of Trustees of Washington State Community College District 17 held a regular meeting at the Colville Center of the Institute for Extended Learning, 985 South Elm Street, Colville, Washington, on Tuesday, October 18, 2005. Chair Carol Landa-McVicker called the meeting to order at 8:53 a.m., followed by the Pledge of Allegiance and roll call.

INTRODUCTIONS AND OPEN MICROPHONE

Chair Carol Landa-McVicker introduced Trustee Patty Shea who was recently appointed to the board by Governor Gregoire.

APPROVAL OF MINUTES

Helen Malone moved and Tom Kneeshaw seconded that the minutes of the September 20, 2005, regular meeting be approved as presented.

No. 05-38, Vote:

*Abstain: Patty Shea
Yes: Ben Cabildo
Yes: Helen Malone
Yes: Tom Kneeshaw
Yes: Carol Landa-McVicker*

**DISCUSSION/ACTION: BOARD OF TRUSTEES POLICY REVIEW:
CHAPTER 4--INSTRUCTION**

Chief Operations Officer Scott Morgan reviewed with the board the recommended changes to the policy, noting the goal is to make the policy clearer, to remove administrative procedures from the policy, and to bring the policy in line with standard practices of the campuses. He advised the proposed revisions of the policy have been reviewed by District Council, Vice Presidents Council and posted on the district Intranet. As a result, District Council proposed an amendment regarding numeric grades from the version of the policy presented to the board at their September 20, 2005, meeting. Mr. Morgan stated the revision does not change the grading scale, but merely clarifies it as presented in the catalog.

Helen Malone moved and Tom Kneeshaw seconded that the Board of Trustees of Washington State Community College District 17 approve, effective January 1, 2006, the changes to board policy Chapter 4, Instruction, as outlined in the attachment: Amend sections 4.10.01, 4.10.06, 4.20.01, 4.40.01, 4.40.02, 4.60.01 and 4.70.01; repeal sections 4.30.01 and 4.50.01, and also with the amendment presented at the meeting.

No. 04-39, Vote:

*Yes: Patty Shea
Yes: Ben Cabildo
Yes: Helen Malone
Yes: Tom Kneeshaw
Yes: Carol Landa-McVicker*

DISCUSSION: CAMPUS FACILITY MASTER PLANS

Scott Morgan provided the overview for this agenda item. The proposed master plans were developed by college committees assisted by the district facilities department and Steve McNutt of Northwest Architecture Company. Mr. Morgan reviewed issues common to both campuses: aging buildings, campus image, pedestrian and motor vehicle circulation, and parking. He also presented capital priorities distinctive to each campus:

Spokane Community College: the impact of the future north-south freeway, moving of the “front door” from Greene Street to Mission Avenue, improvement of the campus color palette and developing and strengthening the campus core.

Spokane Falls Community College: overall campus development, including the “northern rim” and the acquisition of the Intercollegiate Center for Nursing.

Steve McNutt expounded on the individual campus priorities with an issues analysis plan/conceptual master plan study prepared for each campus. Questions were asked and answered. This agenda item will be brought back to the board at the November 15, 2005, meeting for consideration of approval.

BREAK

The meeting recessed at 10:10 a.m. and reconvened at 10:30 a.m.

DISCUSSION: BOARD OF TRUSTEES POLICY REVIEW: CHAPTER 5— BUSINESS AND FINANCIAL MANAGEMENT

Scott Morgan introduced this agenda item as the board continues to review, revise and update board policies. Provided was an attachment showing proposed changes to the policy, including a new section to establish the board’s authority to set tuition and fees for the district. Mr. Morgan reviewed the proposed revisions with the board; questions were asked and answered.

Chancellor Livingston noted that Section 5.20.02—Investments, states “. . . provides maximum security with the highest investment return . . .” He requested trustees think about this provision prior to the next board meeting because it is the position from which the district is operating—that the board wants maximum security, and within that maximum security that the best investments are obtained.

This agenda item will be brought back to the board at the November 15, 2005, meeting at which time the board will be asked to adopt the proposed revisions to chapter five.

REPORT: FALL QUARTER 2005 TEN DAY ENROLLMENT STATUS REPORT

Chief Financial Officer Linda McDermott presented the fall quarter 2005 tenth day enrollment report. Included in the report was a fall quarter enrollment history of the last five years and a full time equivalent enrollment budget report for 2005-2006. Ms. McDermott commented that statewide, enrollments have been trending downward in the last year or so, but she predicted Community Colleges of Spokane 10th day targets will be met for fall quarter 2005.

DISCUSSION/ACTION: KATRINA TUITION RESOLUTION

Linda McDermott explained the State Board for Community and Technical Colleges (SBCTC) recently adopted a resolution granting local college boards the authority to grant tuition waivers to displaced students from the state affected by Hurricane Katrina. Ms. McDermott explained the conditions of the waiver and proposed tuition schedule presented in the board packet. Questions were asked and those not answered at the meeting would be directed to the SBCTC for clarification and/or direction.

Helen Malone moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 adopt resolution 05-40 authorizing an operating fee waiver for citizens from Louisiana, Mississippi, Alabama and Florida displaced as a result of Hurricane Katrina.

No. 04-40, Vote:

*Yes: Patty Shea
Yes: Ben Cabildo
Yes: Helen Malone
Yes: Tom Kneeshaw
Yes: Carol Landa-McVicker*

REPORT: PUBLIC INFORMATION UPDATE

Public Information Officer Anne Tucker provided a PowerPoint presentation to the board of the new Community Colleges of Spokane public awareness campaign launched earlier in the year. The key element of the campaign is the new CCS theme: Dream. Discover. Do! The theme can be seen displayed on items ranging from the CCS catalog to a Spokane Regional Transit Authority bus. New print and radio promotions were developed that featured college programs; additional support was provided for Running Start, a combined rural class schedule, the Head Start/ECEAP/Early Head Start Program, and CenterPlace at Mirabeau Point Park. The current focus is promotion of the evening/weekend program. Bilingual ads for

Spanish speaking students are also a component of the work done by the Marketing and Public Relations and Publication and Graphics Departments.

Ms. Tucker announced Chancellor Gary Livingston was recently recognized by the National Council for Marketing and Public Relations District 7 as Pacesetter of the Year. In addition, the CCS Marketing and Public Relations and Publications and Graphics Departments were recognized with Silver Medallion Awards in the following categories:

- Print Advertising
- Promotional Campaign
- Media Success Story

Questions were asked and answered.

REPORT: VIRTUAL REFERENCE: MEETING THE INFORMATION NEEDS OF COMMUNITY COLLEGES OF SPOKANE STUDENTS

A progress report of *Ask Us 24/7* was provided by Spokane Falls Community College Assistant Dean for Learning Resources Mary Ann Goodwin. She explained Colville and the northern counties inspired the project and the federally funded grant request in 2002-2003. Today the original five partner libraries have expanded to eight with additional libraries interested in joining the Eastern Washington collaborative group. The grant has ended so the partners have assumed the cost of the service. In explaining the service, Ms. Goodwin demonstrated *Ask Us 24/7* is much more than a reference tool as the patron has the opportunity to interact electronically with a librarian. Also presented were future plans for the program. Questions were asked and answered.

REPORT: INSTITUTE FOR EXTENDED LEARNING PROGRAM UPDATE

Institute for Extended Learning Executive Vice President Jim Perez introduced the LPN Program, which was a recent recipient of the Governor's Best Practices Award.

Institute for Extended Learning Dean of Credit Instruction Herb Munro explained the development of a northern counties skills panel and a partnership of the local Regional Workforce Development Council and local employers that made possible the offering of an Anatomy and Physiology (A&P) class at the Colville Center beginning fall quarter 2004. Through two quarters of A&P the result was 19 students that continued on into the Licensed Practical Nurse (LPN) Program. The LPN Program is a collaborative effort with Spokane Community College (SCC), and as a result of the combined efforts of all involved the State Board for Community and Technical Colleges (SBCTC) awarded a \$100,000 rural development grant to the program. For those LPN students who wish to go directly into the SCC

Registered Nurse (RN) Program, a bridge class has been developed. A second SBCTC grant of \$100,000 has been received to support the bridge class.

Tom O'Brien, executive director of workforce development for region 10, shared his positive comments as a partner from the local area, and the benefits that have been derived from the program for the surrounding communities.

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 ASSOCIATION FOR HIGHER EDUCATION PRESIDENT

Carla Naccarato-Sinclair provided the following remarks:

- Welcomed Trustee Patty Shea
- An election will be held for the SCC board representative
- She attended two meetings with WEA regarding legislative issues
- She attended National Higher Education Council meetings in Virginia
- She attended Governor Gregoire's Washington Learns Workshop
- She attended a one-day meeting of the Pacific region of higher education representatives in San Diego
- The faculty association will make a contribution to the Delgado Community College faculty affected by Hurricane Katrina

REMARKS FROM THE WASHINGTON FEDERATION OF STATE EMPLOYEES REPRESENTATIVE

Jim Lawrence reported he attended the state convention at which many ideas were forwarded for negotiations.

REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING

Mary Ann Nardecchia provided the faculty report:

- The counselors presented a "Building Community" workshop and lunch at the Hillyard Center on October 13 and will be hosting another today at the Adult Education Center
- Head Start held their Harvest Festival and Literacy Fair at Hillyard on October 5

- College Prep Class was added to the SCC campus; this class is open to students preparing for college entrance as well as students interested in updating their skills; the Women in Non-Traditional Settings Program has been updated and is now integrated into this College Prep Class

Marie Goetz, on behalf of classified staff, reported three classified staff members represented the IEL at a STAND Conference held recently in Spokane. Also, the IEL had a presence at a West Central Community Center event for low-income parents. As a result of both events, she noted an increase in helpline calls.

Lea Donley, IEL running start student and Colville Center associated student body president, provided the following report on behalf of students:

- The focus for Colville students this year is to get students involved with the community, and the community involved with students; numerous activities were held to accommodate this goal
- The Newport Center hopes to have a Non-Food Necessities Donation Project, a Halloween Party, a Harvest Thanksgiving Dinner, and a Change Point graduation ceremony
- The Republic Center held student body elections on October 17th
- The Inchelium Center is planning a Fall Welcome Back event and a campus improvement project

Donna Jo Smith, Colville Center manager, welcomed the board to the Colville Center. She expressed how exciting it is to have the LPN program at the center and what it means to the students and it families.

Executive Vice President Jim Perez reported:

- A district-wide collaborative proposal for a C-CAMPIS Grant (Child Care Access Means Parents in School) has been approved; it will provide \$175,000 per year for four years and allow SCC to provide evening childcare for students, and SFCC to provide summer childcare
- Efforts are continuing for promotion of literacy week
- Word was received last week from the state board office that IEL enrollment data will be added to the academic year report
- Welcomed Patty Shea to the board

REMARKS FROM SPOKANE COMMUNITY COLLEGE

Jim Lawrence, on behalf of classified staff, reported new computers have been acquired for faculty members and are currently being installed.

President Steven Hanson reported:

- The Hagan Center for the Humanities held its kickoff event on October 5, the first in the series for the year-long theme of World War I
- The Wine Symposium to raise funds for the Hagan Center was held on October 13
- The Annual Domestic Violence Symposium will be held on October 19
- An open house was held last week for the SCC Transfer Center
- Next week will be the Fall Festival of Events each day at 11:00 a.m.

REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE

Cindi Nordby reported the following on behalf of classified staff:

- The classified staff quarterly meeting will be held on November 10
- The Community Service Expo and Club Day held on September 26 was a great success, allowing students to not only learn more about student clubs but also about community agencies and service learning opportunities

Don Brunner provided the faculty report:

- Welcomed Patty Shea
- Explained he was standing-in for John Hernandez
- Reported SFCC is one of ten community colleges nation wide selected to participate in the Foundations of Excellence program; as part of the program a First Day Experience survey will be conducted of students in November
- An Earth Day Sustainability event was held
- The accounting, management and economics faculty of SCC and SFCC met to determine how to avoid duplicating efforts but still meet student needs

President Mark Palek provided the following report:

- Welcomed Patty Shea
- The First Year Experience project is geared to look at student success in terms of persistence
- Reported approximately 500 people attended the Sustainability Fair and Farmer's Market; for the lecture and the panel discussion, each event drew about 350 people with the audience equally split between students and community members
- The administration is working with District 81 on issues surrounding student transition, particularly focusing on mathematics instruction

REMARKS FROM THE CHANCELLOR

Chancellor Gary Livingston reported the following:

- Welcomed Trustee Patty Shea and expressed appreciation for her presence on the board

- Reported Governor Gregoire's Washington Learns Advisory Council met on the SCC campus; he was encouraged by the emphasis given to the type of work done by community colleges—emphasis on the workforce, concern about the economy, and how the state of Washington is going to compete internationally; repeatedly the role of community colleges was put forth as a major player
- The House Higher Education Committee will be in Spokane November 9 and 10, and will be visiting the SCC and SFCC campuses
- He participated in a WorkFirst Advisory Committee Meeting conference call on October 17; WorkFirst cuts had been anticipated, but will be less to the community college system than had been expected
- Reported a proposal has been presented to Governor Gregoire that incorporates workforce training and running start/early running start related to professional/technical; the next step will be to get the proposal into the legislative process
- He reminded the board of their December 2 retreat and also of the governor's December 13 training conference for all of her appointees to boards and commissions

REMARKS FROM THE BOARD AND BOARD CHAIR

Trustee Helen Malone reported she attended the IEL advisory board retreat, the auditor's entrance meeting, the CenterPlace at Mirabeau tour, a Presidential luncheon at Orlando's, the Head Start Policy Council meeting, the board meeting agenda planning meeting, tenure file review, the SBCTC Best Practices committee meeting, and the Washington Learns Advisory Committee meeting.

Trustee Tom Kneeshaw reported:

- He attended the Hagan Center Symposium on World War I
- He visited the IEL Pullman Center, noting 450 students are being served and they are badly in need of a building
- He visited the IEL Colville Center and surrounding manufacturing companies
- Welcomed Patty Shea to the board

Trustee Ben Cabildo reported:

- Welcomed Trustee Patty Shea
- Reported that at the invitation of the Spokane Economic Development Council he organized a meeting of Hispanic community leaders to discuss the plans of a company thinking of relocating to Spokane that is looking to employ bi-lingual, technically-trained individuals
- He has been meeting via teleconference with the TACTC educational committee

- He attended the SFCC Ethnic Student Orientation, the Ethnic Student Career Connection organizing committee meeting, the IEL Advisory Group and the Hillyard Center Building Community Workshop
- He also attended the Technical Resources and Financial Resources Fair for Native American Economic Development for the Kalispells

Trustee Patty Shea reported:

- Thanked everyone for their warm words of welcome
- Thanked Donna Jo Smith for her hospitality and efforts that made it possible for the trustees to meet at the Colville Center
- Thanked Dr. Livingston for his assistance, communication and great foundation for her new role as a trustee
- Thanked her fellow board members for their welcome and willingness to teach and coach

Trustee Carol Landa-McVicker reported she attended the Women's Advisory Council meeting, the auditor's entrance meeting, the CenterPlace at Mirabeau dedication, the board meeting agenda planning meeting, the Presidential Luncheon at Orlando's, and she reviewed the tenure file.

EXECUTIVE SESSION

Chair Carol Landa-McVicker called for an executive session at 1:10 p.m. for the purposes of reviewing the performance of public employees. Executive session was expected to last until 1:25 p.m.

ADJOURNMENT

The meeting adjourned at 1:20 p.m. No further action was taken.

Secretary, Board of Trustees

Chair, Board of Trustees