

MINUTES

WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17 BOARD OF TRUSTEES REGULAR MEETING

Present: Helen Malone (chair), Don Cox, and Carol Landa-McVicker. Also present were Gary Livingston, Linda McDermott, Scott Morgan, Greg Stevens, Anne Tucker, Maureen McGuire, Steve Hanson, Mark Palek, S. James Perez, Joseph Dunlap, Dixie Simmons, Adrienne Tabar, Carla Naccarato-Sinclair, Sheri Renner, John Hernandez, David Cosby, Jeff Gander, Denise McKinnon, and Christine Pearl (recorder)

Guests: Greg Plummer, Mary Harnetiaux, Rod Taylor, Joal Lee, Joanne Murcar, Dyan Bledsoe, Rod Ramer, Roger Hayes, David Murley, Suzanne Cazeau

Excused: Ben Cabildo, Patty Shea

New Trustee Don Cox was introduced. A resident of Colfax, Washington, Mr. Cox was appointed to a five-year board term by Governor Gregoire, and is a former state legislator.

CELEBRATING SUCCESS: INSTITUTE FOR EXTENDED LEARNING CENTER / WASHINGTON STATE UNIVERSITY MATH LAB

Institute for Extended Learning (IEL) Whitman County Program Manager Roger Hayes began the presentation with overview and background information of the Whitman County Center. Three years ago the Center began serving Washington State University (WSU) developmental math students with non-credit courses offered on the WSU campus. In 2005 the Math Learning Program became part of the IEL Whitman County Center. Suzanne Cazeau, lead instructor for the Math Learning Program, reported fall 2006 enrollment of 385 students, an increase of 71% from fall 2005. In the past three years well over 1,000 students have been served with a pass rate of 74%.

English Instructor Joal Lee provided the Board with information regarding the Whitman County Center student programs and activities, including the poetry journal and end of the year celebration.

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 View Room of the Gladish Community and Cultural Center,

Institute for Extended Learning Whitman County Center, 115 Northwest State Street, Pullman, Washington, on Tuesday, October 17, 2006. Chair Helen Malone called the meeting to order at 9:10 a.m., followed by the Pledge of Allegiance and roll call.

INTRODUCTIONS AND OPEN MICROPHONE

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

APPROVAL OF MINUTES

Carol Landa-McVicker moved and Don Cox seconded that the minutes of the September 19, 2006, regular meeting be approved as presented.

No. 06-26, Vote:

*Yes: Carol Landa-McVicker
Yes: Don Cox
Yes: Helen Malone*

REPORT: FALL QUARTER 2006 TEN DAY ENROLLMENT STATUS REPORT

Chief Financial Officer Linda McDermott provided the fall quarter 2006 tenth day full-time equivalent (FTE) enrollment report, along with a five-year history of fall state-support enrollments. In her report Ms. McDermott noted the Institute for Extended Learning (IEL) is expected to meet its fall quarter target, but it is unlikely Spokane Community College (SCC) and Spokane Falls Community College (SFCC) will meet their quarterly targets. As a district, it appears Community Colleges of Spokane (CCS) will be approximately 1.5% under target. Chancellor Livingston commented CCS is now experiencing what other colleges across the state have already been experiencing—the pattern statewide is that unemployment is low and people are back to work rather than attending classes. The Board was advised CCS has strategies underway to address enrollments.

REPORT: COMMUNITY COLLEGES OF SPOKANE PURCHASING PROCEDURES

This report, given by District Purchasing Manager Rod Ramer, presented information on CCS purchasing activity and how it supports the strategic goals adopted by the Board, while at the same time following and keeping current with state laws and regulations. Included were facts regarding Correctional Industries and the SmartBuying Partnership initiative introduced at the direction of Governor Gregoire in 2003. This initiative incorporates vendor and user collaboration to

identify and achieve best value for purchases, but also considers costs for transportation, storage, disposal and administration. The goal is to save \$50 million per year and in order to facilitate that goal first-year budget cuts have already been implemented.

Included in the report was the impact SmartBuying has had on the District's ability to conduct business with minority/women's business enterprises. The highest volume CCS purchases are made via General Administration master contracts, none of which have been awarded to minority businesses. On average, CCS conducts 1.35% of its yearly business with those classified as a minority business enterprise, and 0.59 % of its yearly business with those classified as a women's business enterprise. Also reported were figures that show not all minority/women's business enterprise certified firms are interested in doing business with the state.

Discussion took place; questions were asked and answered.

REPORT: COMMUNITY COLLEGES OF SPOKANE SEX OFFENDER PROCEDURE

Chancellor Livingston introduced this agenda item by providing the background of the development of the Community Colleges of Spokane Sex Offender Procedure. He explained that in response to campus safety discussions regarding the enrollment of students identified as convicted sex offenders, a district-wide task force was charged with developing a procedure that would appropriately manage this segment of the student population.

Institute for Extended Learning Interim Executive Vice President Jim Perez, who chaired the task force, explained how information was gathered from representatives of the Department of Corrections and the Spokane County Sheriff's Office, and assistance was received from Assistant Attorney General Maureen McGuire and from two Spokane Community College students who were themselves convicted sex offenders. Once the final draft of the procedure received consensus approval, it was routed through the district's deliberative process, including review by District Council, Vice President's Council and the Executive Cabinet. The approved draft was made an official administrative procedure on September 19, 2006, in compliance with Board Policy 2.30.05—Workplace Safety, and WAC 132 Q, sections 94-010 and 02-020 with regard to student safety.

The procedure outlines offender notification requirements and conditional admission standards. It provides a communication protocol, which notifies students and employees of the presence of convicted sex offenders on campus, while balancing the educational rights of those students. Also included are guidelines for employment that require applicants who have been convicted of a felony in the

previous seven year period to complete a Criminal Conviction Verification for Employment form at the time of application and as a condition of consideration.

The work of the task force has received regional and national attention as among the nation's "most aggressive but balanced" processes for managing sexual offenders on campus. It has been referenced by numerous agencies in our region as a "best practice."

Discussion took place; questions were asked and answered.

REPORT: COMMON COURSE NUMBERING UPDATE

Chancellor Livingston introduced this agenda item, explaining the legislature originally expressed an interest in common course numbering for two-year and four-year colleges. Various discussions regarding timeline and implementation have taken place; WACTC supports a timeline for implementation in the community and technical college system that begins in 2007 and extends until 2008 for some colleges.

Spokane Community College Vice President for Learning Joe Dunlap began the presentation by explaining the purpose (*make it easier for students and advisors to identify those courses that are equivalent for transfer among community and technical colleges*) and benefits (*equivalent courses will carry the same three-digit course IDs and titles; the transcript evaluation process would be more transparent*) of common course numbering. This project is presently limited to the community and technical colleges, and focuses only on the liberal arts courses that are within the transfer degree. Dr. Dunlap assured the Board of Trustees District 17 has progressed with the project and is on track to implement common course numbering by summer of 2007.

The difficulties in achieving common course numbering were explained, such as the various course titles given across the system to a basic English composition course. Also, all printed materials, (i.e., catalog, schedules, brochures) and electronic materials would have to be revised.

Dr. Livingston spoke to the concern that since community and technical colleges have taken the lead in the direction of the legislative interest, that if they move forward with developing a common course numbering system, and at some point the four-year schools decide to or are legislated to do the same, that the two-year schools do not have to go back and recreate their numbering system; the expectation would be that the four-years, either voluntarily or mandated, would look at the system already created by the two-year schools. Without this kind of commitment there is a lot of angst about the work already done being negated because of the timing of the two- and four-years not going into the project together. Trustee Don

Cox, who will be leaving the Washington state legislature at the end of 2006, explained from the perspective of the legislature the desired goal was replication of the Oregon system. The advice they received from both the State Board for Community and Technical Colleges (SBCTC) and the Higher Education Coordinating Board (HECB) suggested the better strategy was to work from within the system and voluntarily. Mr. Cox expressed his disappointment at hearing the four-year institutions are not involved at all in common course numbering.

Further discussion took place; questions were asked and answered.

BREAK

The meeting recessed at 10:40 a.m. and reconvened at 10:50 a.m.

REPORT: INSTITUTE FOR EXTENDED LEARNING STRATEGIC PLAN UPDATE

Institute for Extended Learning Interim Executive Vice President Jim Perez provided the introduction of this agenda item, informing the Board the information presented today would update them regarding activities of the IEL in the year since receiving the inaugural presentation of Institute's strategic plan. Dr. Perez continued by reviewing the IEL's vision statement, six goals and objectives, and the four themes to be utilized in the implementation of the strategic plan.

IEL Assistant Dean of Adult Education and Transitional Studies Rod Taylor spoke to the Board regarding enrollment. For the IEL, 85% of the state-funded programs offered are non-credit (i.e., parent education, senior program, women's program); the remaining 15% are state-funded credit programs in collaboration with Spokane Community College and Spokane Falls Community College (i.e., rural centers, telecourses, Washington Online). The non-state support programs are broken down as 11% self-support classes (i.e., business and community training, community education) and 89% contract classes (i.e., adult education and transitional studies, business and community training, corrections). Included in Mr. Taylor's report were the lessons learned during the past year regarding generating new FTEs and the incorporation of the \$25 adult basic education tuition fee. New challenges and emerging initiatives such as changing demographics, the incorporation of WASL test administration and ACCET accreditation were also addressed.

Dyan Bledsoe, IEL Whitman County Center instructor, presented information regarding partnerships. The IEL maintains two types of partnerships—internal and external. Internal partners include shared clients and interests with SCC and SFCC, and shared local, state and federal initiatives (i.e., WorkFirst block grant). External partnerships also include local, state and federal initiatives, as well as advisory boards and the communities. The importance of the IEL partnerships, as

well as the lessons learned, new challenges and emerging initiatives were also part of Ms. Bledsoe's report.

Economic and workforce development was reported by Dr. Joanne Murcar, dean of instruction for business and community training. The inter-dependence of economic development and workforce development was explained. Three types of learners are found under this umbrella: incumbent learners (i.e., current workers, career changers); transitional learners (i.e., TANF WorkFirst/adult low income, dislocated workers); and personal enrichment learners (i.e., seniors, parent education, community education). The needs of these learners are met through the IEL's presence in the community, through IEL community partnerships, and IEL partnerships with SCC and SFCC. Dr. Murcar also reviewed the lessons learned, new challenges and emerging initiatives as they apply to the IEL's economic and workforce development programs.

Denise McKinnon, program coordinator for the displaced homemaker program Change Point!, addressed the transitions theme of the IEL. She explained part of the IEL mission is to meet the needs of students with educational challenges and or who need to overcome other obstacles. IEL programs are transitional by design because IEL students are in transition. Students are helped to move to the IEL's partner colleges (SCC and SFCC), to move into employment with consistent wages, to other training programs within the IEL, and to career paths compatible with their skills and abilities. In addition, students are helped in making positive moves within the community through the correctional facility programs, through the Welfare to Work program and the PACE and SEER programs, just to name a few. Through these diverse programs, the IEL is able to meet the needs of students at whatever level of transition they may be.

In summary, Dr. Perez stated the previous reports were given as an indication of how the IEL is following the strategic plan and goals and objectives, and allowed the different departments to be able to utilize these as systems processes were built. The result is increased effectiveness, systematic efficiencies, and an enhanced relationship with partner accredited-institutions and the community.

STATUS REPORTS: CAPITAL PROJECTS IN PROGRESS AND BUDGET AND EXPENDITURES

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

David Cosby provided the following report:

- The second round of the collective bargaining agreement has been completed and ratified by the membership, although members are very concerned about health care
- Concern continues regarding raises for Head Start staff because the program is funded by a federal grant
- Negotiations continue regarding 'contracting out'

REMARKS FROM THE ASSOCIATION FOR HIGHER EDUCATION PRESIDENT

John Hernandez provided the following report on behalf of Carla Naccarato-Sinclair:

- Expressed appreciation to Chancellor Livingston, and Presidents Palek and Hanson for their attendance at the last AHE Senate meeting
- The first Faculty to Faculty workshop will take place on October 25

REMARKS FROM SPOKANE COMMUNITY COLLEGE

Jeff Gander, on behalf of classified staff, reported he is very happy with the contract that has been negotiated. His department, information technology, has been extremely busy over the past couple of months, which has prevented him from attending Board of Trustee meetings.

Sheri Renner provided the following report on behalf of faculty:

- Beginning in Fall 2007 the Business, Hospitality, and Information division will launch a three quarter, 30 credit certificate program entitled *Integrated Business and Entrepreneurship*
- SCC is holding a series of open house events on Tuesday evenings, once a month, November through May
- Marcel Kopplin of the SCC bakery program will participate in the 6th Annual Creative Decorating Competition in Atlantic City
- The DEC program has 12 members attending the Fall Orientation Leadership Conference in Leavenworth; in November they will be attending the Collegiate Leadership Academy in New York City
- A Geology Lecture Series presentation, *Catastrophic Extinction of the Dinosaurs*, will given on November 7
- The President's Lecture Series will bring Linda Hunt, author of *Bold Spirit*, to campus
- David Cox began his duties on October 1 as the new assistant dean of professional /technical and rural education

President Steve Hanson provided the following report:

- The Celtic Ceremony will be held on Friday, October 20
- Orlando's Wine Dinner will be held on Friday, October 27
- A 30 year reunion of women involved with the CCS women's program was held at Orlando's last week

REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE

John Hernandez, on behalf of faculty, reported there is much excitement on the SFCC campus regarding the First Year Experience program and the concentrated effort toward student success.

President Mark Palek provided the following report:

- Enrollment is soft
- The national testing for orthotics and prosthetics was hosted on the SFCC campus
- SFCC was not successful in their Title III Opportunity Grant application, scoring a 98.33 when the cutoff point was 98.58; they remain hopeful for the next round

REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING

Denise McKinnon provided the following report on behalf of classified staff:

- Two classified staff representatives will be attending The Annual Faculty and Staff of Color Conference in Vancouver, WA
- Fall quarter classified staff training will be held on October 27
- The IEL is offering free professional development training in communication

Interim Executive Vice President Jim Perez provided the following report:

- The Read Right program has been nominated for a 2007 Bill Weber Award
- Read Right Coordinator Lora Shinskie has been invited to attend the fall conference of the National Council on Workforce Education to make a presentation on the Read Right Program
- He attended two Spokane City Council meetings to accept two separate proclamations, one recognizing Hispanic Heritage Month and the second recognizing Adult Literacy Week
- Monday evening, October 23, the IEL Lodge will be the site for the Area Presidents and Cabinets Dinner
- Announced February 19 will be the Bowl for Literacy Tournament to benefit the Adult Basic Education scholarship fund

REMARKS FROM THE CHANCELLOR

Chancellor Gary Livingston provided the following report:

- Distributed copies of the 2007-09 SBCTC operating budget request and stated he is encouraged the state board has looked at many of the issues CCS raised last year—programs for which we are responsible and areas in need of support as it relates to responding to constituents in our region; particularly the amount of work involved with Running Start and recommending fiscal or enrollment goal recognition of the nearly 19,000 FTE statewide who are, in fact, being served in community and technical colleges around the state; he also made mention of budget items that addressed Centers of Excellence, equipment, educational technology and compensation
- The Washington senate was in Spokane for two days, and he in collaboration with the Spokane Chamber had the opportunity to make a presentation regarding workforce development
- Scott Morgan is working on a CEDS grant application seeking matching funds for the Magnuson Building remodel
- He will be meeting tomorrow with Drs. Palek and Perez at which time they will finalize the Action Plan related to the accreditation issue regarding credit courses being offered by the IEL; within that plan is agreement on a compliance officer, accountable to Dr. Palek, to ensure the Action Plan is followed

REMARKS FROM THE BOARD AND BOARD CHAIR

Carol Landa-McVicker provided the following report:

- Welcomed Don Cox to the Board
- Reported she attended the WSU-Spokane academic building groundbreaking, the SFCC Sustainability Expo, the Deccio Awards lunch and District Equity Council meeting, the Leadership Spokane Friday Forum, and the board meeting agenda planning meeting

Don Cox commented how impressed he was with the IEL strategic plan presentation, and how interesting it is to sit on the Board of Trustee side of the table and now witness some of the dilemmas caused by the legislature.

Helen Malone provided the following report:

- She attended the Head Start Policy Council meeting, the Head Start/Early Head Start 2006 Fall Association Meeting, the auditor's entrance conference, the WSU-Spokane academic building groundbreaking, the SADC meeting, the 30th reunion of the CCS women's program, the Washington Senate education hearings, and was a presenter at the TACTC Presidential Search Workshop

EXECUTIVE SESSION

Chair Helen Malone called for an executive session at 12:47 p.m. for the purposes of reviewing the performance of public employees and discussing litigation or potential litigation. Executive session was expected to last until 1:15 p.m.

ADJOURNMENT

The meeting adjourned at 1:00 p.m. No further action was taken.

Secretary, Board of Trustees

Chair, Board of Trustees