MINUTES

WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17
BOARD OF TRUSTEES
REGULAR MEETING

Present: Helen Malone (chair), Ben Cabildo, Don Cox, Carol Landa-McVicker, and Patty Shea. Also present were Gary Livingston, Linda McDermott, Scott Morgan, Greg Stevens, Maureen McGuire, Mark Palek, S. James Perez, Joseph Dunlap, Marlene Cortez, Cindi Nordby, Denise McKinnon, and Christine Pearl (recorder)

Guests: Greg Plummer, Jeff Healy, John Huffstutter, Pam O'Connor, Dick Hol, Lynne Holmes, Jim Minkler, Mike Mires, David Hollingsworth, David Cox, Mark Mattke, Marie Rustemeyer

CELEBRATING SUCCESS: DISTRICT-WIDE IMPLEMENTATION OF BLACKBOARD PROJECT

Spokane Community College Vice President Joe Dunlap introduced this topic, explaining Community College of Spokane online courses have previously been offered via Washington Online. This proved to be not cost effective and SCC proceeded to develop its own system for delivery of online courses – Blackboard; the other CCS institutions have decided to collaborate in this venture.

A PowerPoint presentation regarding the Blackboard project was provided. Marie Rustemeyer, SCC manager for continuing education and distance learning, reviewed the project objectives, the implementation timeline, and the benefits that have resulted. SCC Blackboard Administrator/Program Coordinator Jeff Healy addressed the specifics of district-wide implementation, described some problems and pitfalls, reviewed the types of faculty support/training provided, and gave a brief tour of the Blackboard system. A report on Blackboard enrollment was given by Marlene Cortez, SCC program coordinator; the enrollment in fall 2000 was 525 and grew to 1,554 in fall 2006. Marlene also briefly explained about the Blackboard single point of contact help desk for students.

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 and West Board Rooms of the Max M. Snyder Building, Spokane Community College, 2000 N. Greene Street, Spokane, Washington, on Tuesday, December 19, 2006. Chair Helen Malone called the meeting to order at 9:15 a.m., followed by the Pledge of Allegiance and roll call.

INTRODUCTIONS AND OPEN MICROPHONE

Chief Financial Officer Linda McDermott introduced John Huffstutter, district director of budget and administrative services; no one requested to speak at open microphone.

APPROVAL OF MINUTES

Don Cox moved and Ben Cabildo seconded that the minutes of the November 21, 2006, regular meeting be approved as presented.

No. 06-31, Vote:

Yes:	*Patty Shea*
Yes:	*Ben Cabildo*
Yes:	*Carol Landa-McVicker*
Yes:	*Don Cox*
Yes:	*Helen Malone*

REPORT: SPOKANE COMMUNITY COLLEGE PROFESSIONAL TECHNICAL EDUCATION UPDATE

The marketing of SCC professional technical education programs has been updated to compact disc format. SCC Dean of Instruction for Technical Education Mike Mires provided an opportunity for the Board to view the CD, along with receiving their own copy and a copy of the Spokane Community College Technical Education Career Planning Guide. The marketing CD is targeted toward younger individuals, replacing the previous marketing brochures and booklets. In the near future program video clips will also be linked to the SCC web page.

REPORT: TENTATIVE CLASSIFIED MASTER CONTRACT—WASHINGTON FEDERATION OF STATE EMPLOYEES

Prior to listing specifics for the tentative classified master contract, Chief Human Resources Officer Greg Stevens provided an overview of how the agreement was reached. He noted the current contract expires June 30, 2007, and the tentative agreement for a successor contract was submitted to the Office of Financial management as required by the Personnel System Reform Act. Fiscal elements of the contract will be included in Governor Gregoire's budget proposal and submitted to the legislature for consideration.

Highlights of the tentative agreement include compensation increases over the two years of the agreement; health care cost considerations, including a one-time $756 lump sum payment in resolution of a state-wide grievance; and Family Medical Leave extended to same sex domestic partners.

DISCUSSION/ACTION: BOARD OF TRUSTEES ELECTION OF OFFICERS, ORDER OF VOTING, AND COMMITTEE ASSIGNMENTS FOR 2007

Each December the Board of Trustees considers the election of officers, order of voting, and committee assignments for the next calendar year.

Election of Officers:

Patty Shea moved and Ben Cabildo seconded that Carol Landa-McVicker be elected as Chair of the Board of Trustees of Washington State Community College District 17 for calendar year 2007.

No. 06-32, Vote:

Yes:	*Patty Shea*
Yes:	*Ben Cabildo*
Yes:	*Don Cox*
Yes:	*Helen Malone*

Ben Cabildo moved and Carol Landa-McVicker seconded that Patty Shea be elected as Vice Chair of the Board of Trustees of Washington State Community College District 17 for calendar year 2007.

No. 06-33, Vote:

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

Order of Voting:

A random drawing determined the order of voting for calendar year 2007 as follows: #1 Ben Cabildo, #2, Don Cox, #3 Patty Shea, #4 Helen Malone, #5 Carol Landa-McVicker.

Committee Assignments:

Following discussion, the Board members determined a primary representative and an alternate representative would be assigned to Community College of Spokane committees as follows; representation to TACTC committees would be as noted.

CCS District Equity Council	*Primary*: BEN CABILDO *Alternate*: CAROL LANDA-McVICKER
CCS District Financial Advisory Committee Representatives	*Primary*: PATTY SHEA *Alternate*: HELEN MALONE
CCS Foundation Board Representatives	*Primary*: PATTY SHEA *Alternate*: BEN CABILDO
CCS Head Start Policy Council Representative	*Primary*: HELEN MALONE *Alternate*:
CCS Legislative Steering Committee Representatives	*Primary*: DON COX *Alternate*: PATTY SHEA
CCS Tenure Review Subcommittee	*Primary*: DON COX *Alternate*:
TACTC Board of Directors Representatives	CAROL LANDA-McVICKER PATTY SHEA
TACTC Legislative Steering Committee Representatives	DON COX

BREAK

The meeting recessed at 10:15 a.m. and reconvened at 10:30 a.m.

REPORT: COMMUNITY COLLEGES OF SPOKANE YEAR END FINANCIAL REPORT

Chief Financial Officer Linda McDermott provided the Board of Trustees with an overview of the annual financial statements and supplementary schedules for fiscal year 2005-2006. The report was comprehensive, including statement of net assets, statement of revenues, allocation of revenues, allocation of expenditures, and a revenue and expenditure comparison for 2003, 2004, 2005, and 2006. She also reported district-wide operating reserves are $3,065,514, which is 95.25% of the goal set by the Board four years ago.

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

Marlene Cortez reported WFSE representatives met with legislators on December 14th regarding approval of the tentative contract.

REMARKS FROM THE ASSOCIATION FOR HIGHER EDUCATION PRESIDENT

No report submitted.

REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING

Denise McKinnon reported classified staff are working hard to wrap up the current quarter and prepare for winter quarter.

Interim Executive Vice President Jim Perez provided the following report:

- The Adult Basic Education Center, in collaboration with the SFCC gerontology program and the SCC nursing program, had 13 students complete the Intensive Care Giving Integrated Customized Job Skills Program
- He received an email from a district office staff member expressing gratitude for the recommendation of a reading tutor for her son as a result of contacting staff members of the Read Right Program; as a result, her son has shown marked improvement in his reading ability

REMARKS FROM SPOKANE COMMUNITY COLLEGE

Marlene Cortez reported classified staff, similar to their co-workers at the IEL, are busy wrapping up fall quarter and preparing for winter quarter.

Vice President of Learning Joe Dunlap provided the following report on behalf of President Steve Hanson:

- A Students at Risk Retention Workshop was held on December 11, and was attended by 63 faculty members
- An all-day faculty workshop will be held on January 23; the focus will be mapping student-centered outcomes

- Each year a portion of the SCC outcomes budget is used to fund two rounds of faculty mini-grant awards; the first round was just completed with 12 grants averaging $1,000 each being awarded—the theme for the first round awards was "retention"

REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE

Cindi Nordby provided the following report on behalf of classified staff:

- Rosi Johnson reports staff are working hard to implement Blackboard
- Staff thanks the administration for the winter gathering celebration
- Ellen Brown and Karen Gower in admissions have been working to streamline processes; one result is a machine-applied mailing label system—thanks to Kevin Bartle, district information technology, and Tami Peterson, district mail services, for their assistance in making this project possible

President Mark Palek provided the following report:

- The Fall Sports Awards Banquet was hosted at Spokane Falls Community College, as was the Ann Daley presentation regarding Washington Learns
- Work continues with the Foundations of Excellence Program; supplemental instruction training was recently made available for faculty members
- Retention strategies are being developed for implementation in winter quarter
- District Director of Athletics Ken Burrus reported more than 1800 people attended the CCS vs. NIC Border Clash basketball game on December 11; CCS lost by only 3 points, with a shot on the rim at the buzzer that would have tied the game

REMARKS FROM THE CHANCELLOR

SCC Vice President Joe Dunlap and SFCC Dean of Instruction for Social Science/Philosophy and Transfer Education Jim Minkler provided an update report to the Board regarding common course numbering. Both gentlemen have been working at the state level on committees overseeing the common course numbering issue. This report was in response to a request from the trustees so they are prepared with the most current information as common course numbering becomes a discussion topic for TACTC.

A fall quarter 2006 FTE enrollment report was given by Chief Financial Officer Linda McDermott. Both SCC and SFCC were below target, with the IEL above target; the compiled FTEs brought the district within 1.1% of target. For year-to-date (summer/fall combined) CCS is approximately 50 FTEs below target. Ms. McDermott did note that for this fiscal year only the State Board for Community and Technical Colleges is allowing the colleges to include international enrollments

toward their funded target. At the district level this will allow for 34 additional FTEs for CCS.

Chancellor Gary Livingston provided the following report:

- Reviewed with the Board an excellent document (prepared by Anne Tucker and her staff) he has been using when meeting with legislators to assist them in understanding how Community Colleges of Spokane's portion of the SBCTC 2007-09 operating budget request would used for meeting economic demand, improving student success, investing in innovation, and toward repair, renovation and expansion of college facilities
- Reminded trustees of the January 26 board retreat with SBCTC Executive Director Charlie Earl
- The TACTC Winter Conference will be January 22-23
- He has completed taping two CCS Community Connections programs
- Governor Gregoire presented the higher education while visiting in Spokane, and was very complimentary of community colleges

REMARKS FROM THE BOARD AND BOARD CHAIR

Patty Shea provided the following report:

- She recently represented CCS at Leadership Spokane on Education Day
- She attended the SCC nursing graduation ceremony and the Border Clash basketball game
- Encouraged everyone to remember our military and the less fortunate during this holiday season

Ben Cabildo reported he attended the SkillsCenter leadership meeting, the Workforce Development Council Retreat, the WorkFirst graduation ceremony, the CCS Foundation appreciation event, Governor Gregoire's budget announcement press conference, and the reception for Dr. Anaya.

Don Cox shared his encouragement to continue work on common course numbering, and as a former legislator, why the legislature is so passionate on this issue.

Carol Landa McVicker reported she attended the reception for Dr. Anaya at the IEL, the Students of Color Career Day event, Ann Daly's Washington Learns presentation, the IEL holiday reception, the Russian delegation reception, the Fall Sports Awards Banquet, the Border Clash basketball game, the IEL Change Point! reunion, the WorkFirst graduation ceremony, Governor Gregoire's budget announcement press conference, the CCS Foundation appreciation reception, and served as a judge for the District Seasonal Door Decorating Contest.

Helen Malone reported she attended the CCS Northern Counties Legislative Luncheon, the SFCC and IEL holiday gatherings, the reception for Dr. Anaya, the

Russian delegation reception, the Spokane Chamber's legislative forum and reception, the Border Clash basketball game, Governor Gregoire's Washington Learns and budget announcement press conferences, Ann Daley's Washington Learns presentation and served as the speaker for the SCC nursing graduation ceremony.

ADJOURNMENT

The meeting adjourned at 12:35 p.m. No further action was taken.

Secretary, Board of Trustees	Chair, Board of Trustees