

## MINUTES

### WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17 BOARD OF TRUSTEES REGULAR MEETING

**Present:** Carol Landa-McVicker (chair), Ben Cabildo, Don Cox, Helen Malone, and Patty Shea. Also present were Gary Livingston, Linda McDermott, Scott Morgan, Anne Tucker, Maureen McGuire, Steve Hanson, Mark Palek, S. James Perez, Joseph Dunlap, Carla Naccarato-Sinclair, Sheri Renner, John Hernandez, Mary Ann Nardecchia, David Cosby, Marlene Cortez, Jeff Gander, Cindi Nordby, and Christine Pearl (recorder)

**Guests:** Greg Plummer, Kris Miller, Karin Hilgersom, Claudia Kroll, Scott Florence, Myra St. Clair-Baldwin, Kate Wooddell, Nan Bulish, Mita Sen, Lori Cramer, David Edwards, Amanda Harvey, Dick Hol, Gail Stevenson, Staci Nelson, George Schillinger, Nick Theissen

#### **CELEBRATING SUCCESS: SERVICE LEARNING SUCCESS AT SPOKANE COMMUNITY COLLEGE**

Dean of Instruction for Arts and Sciences Karin Hilgersom introduced SCC's Service Learning Program. Currently 30 faculty members participate across various curriculums; David Edwards of the Architectural Tech Program described how students are currently designing low-cost apartments for people in need; English Instructor Nan Bulish described an assignment that requires analyzing a particular community in the form of an essay; Mita Sen of the English Department requires students to volunteer in a community organization/agency and write a reflective paper. The Board also heard from student Amanda Harvey relating her service learning experience at The Women's and Children's Free Restaurant. The Service Learning program began at SCC in 2004-05 with 79 members enrolled; in 2006-07 the program has 118 enrolled members.

#### **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, 2000 N. Greene Street, Spokane, Washington, on Tuesday, April 17, 2007. Chair Carol Landa McVicker called the meeting to order at 8:58 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 March 20, 2007, regular meeting be approved as amended.*

*No. 07-07, Vote:*

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

## REPORT: NATIONAL VOLUNTEER MONTH

This year Community Colleges of Spokane (CCS) recognized one individual and one local organization in honor of National Volunteer Month. CCS Foundation Fundraising Coordinator Staci Nelson explained how both Foundation Board Member George Schillinger and Coeur d'Alene Builders Supply have contributed so significantly to the success of Foundation projects that enhance educational opportunities for students. Mr. Schillinger not only serves as chair of the annual giving committee, but also makes significant contributions to and serves on the Touch the Future House committee, and is a member of the Center for Entrepreneurship fundraising task force. Coeur d'Alene Builder's Supply has participated for the last two years as a donor to the Touch the Future House project; last year they donated nearly \$5,000 in lumber, and by the end of this year they are likely to exceed \$30,000 in donated supplies to this project.

Mr. Schillinger and Nick Thiessen of Coeur d'Alene Builder's Supply were each given a plaque in recognition of their contributions to Community Colleges of Spokane.

## DISCUSSION/ACTION: POLICIES RELATED TO HEAD START

Head Start District Director Kris Miller explained the necessity for two policies that were being brought before the Board for consideration of approval. Community Colleges of Spokane operates the federally-funded Head Start programs in Spokane County through the Institute for Extended Learning (IEL), under contract with the Department of Health and Human Services. The Department of Health and Human Services has strict standards and requirements for Head Start operations, including oversight by the Board which operates the Head Start program. Two of

these requirements are: 1) the Board must have policies in place to address internal dispute resolution between the Board and the Policy Council; and, 2) the process by which complaints from the community are handled. Both policies were reviewed and adopted by the Head Start Policy Council.

*Helen Malone moved and Don Cox seconded that the Board of Trustees of Washington State Community College District 17 adopt, by resolution, the attached policies governing Head Start, ECEAP and EHS Programs.*

*No. 07-08, Vote:*

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

**DISCUSSION: TRUSTEE ASSIGNMENTS FOR 2007 GRADUATION CEREMONIES**

The Trustees reviewed the 2007 Community Colleges of Spokane graduation ceremony schedule and assigned the following attendance plan based on their individual availability:

**TRUSTEE ASSIGNMENTS FOR 2007 GRADUATION CEREMONIES**

<u>DATE</u>	<u>DIVISION</u>	<u>TIME</u>	<u>PLACE</u>	<u>TRUSTEE</u>
Wed., June 13	IEL Adult Basic Education and Transitional Studies	6:00 p.m.	SCC Walter S. Johnson Sports Center	<b>Carol Landa-McVicker</b>
Thurs., June 14	SCC Business, Hospitality and Information Tech.	3:00 p.m.	SCC Walter S. Johnson Sports Center Gymnasium	<b>Patty Shea</b>
Thurs., June 14	IEL Newport Center	6:30 p.m.	Stratton Elementary School, 1201 W. Fifth	<b>Carol Landa-McVicker</b>
Thurs., June 14	SCC Technical Education	7:00 p.m.	SCC Walter S. Johnson Sports Center Gymnasium	<b>Helen Malone</b>
Fri., June 15	SCC Health and Environmental Sciences—Nursing	11:00 a.m.	SCC Walter S. Johnson Sports Center Gymnasium	<b>Ben Cabildo</b>
Fri., June 15	SCC Health and Environmental	3:00 p.m.	SCC Walter S. Johnson Sports Center	<b>Don Cox</b>

	Sciences		Gymnasium	
Fri., June 15	SFCC	3:30 p.m.	SFCC Stadium	<b>Helen Malone</b>
Fri., June 15	SCC Arts and Sciences	7:00 p.m.	SCC Walter S. Johnson Sports Center Gymnasium	<b>Carol Landa-McVicker</b>
Fri., June 15	IEL Colville Center	7:00 p.m.	Colville Center 985 South Elm Street	<b>Patty Shea</b>
Mon., June 18	IEL Whitman County Center	6:30 p.m.	Gladish Center 115 NW State Street Suite 305A Pullman	<b>Don Cox</b>

**DISCUSSION/ACTION: CONSIDERATION OF APPROVAL OF PROPOSED PARKING LOT IMPROVEMENTS 2007, COMMUNITY COLLEGES OF SPOKANE CAPITAL PROJECT**

This item was originally presented to the Board at their March 20, 2007, meeting and brought back today for consideration of approval. It was noted the Board was approving for expenditures up to \$640,000.00.

*Ben Cabildo moved and Patty Shea seconded that the Board of Trustees of Washington State Community College District 17 approve the expenditure of up to \$640,000.00 from the district parking fund for, and authorize the administration to proceed with, the Parking Lot Improvements 2007, Community Colleges of Spokane capital project.*

*No. 07-09, Vote:*

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

**BREAK**

The meeting recessed at 9:50 a.m. and reconvened at 10:10 a.m.

**REPORT: TACTC CONFERENCE WORKFORCE EXERCISE**

In conjunction with the Trustees Association for Community and Technical Colleges (TACTC) Spring Conference to be held in Spokane May 17<sup>th</sup> through 19<sup>th</sup>, a workshop entitled *The Community College as a Driver of Regional Economic*

*Development* will be conducted. In preparation for the workshop community college presidents were asked to review four key questions with their Trustees; Dr. Gary Livingston and SCC President Steve Hanson walked through the questions with the Board, noting how they would be addressed by CCS.

### **REPORT: WINTER QUARTER 2007 FINAL ENROLLMENT AND SPRING QUARTER 2007 TENTH DAY ENROLLMENT REPORT**

For Winter Quarter 2007, Chief Financial Officer Linda McDermott reported both SCC and SFCC did not meet target FTE enrollment, while the IEL was well over target; this left the district at 38 under target. Mrs. McDermott was encouraged for Spring Quarter enrollment, noting SCC should meet their spring target with the apprenticeship enrollments yet to come in. SFCC is currently over target and the IEL is predicted to finish 200 to 300 over target enrollments. If these numbers hold, it is predicted the district should finish the academic year over target and qualify for growth FTEs for the next biennium.

### **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 reported the WFSE continues to wait for ratification of the collective bargaining agreements.

### **REMARKS FROM THE ASSOCIATION FOR HIGHER EDUCATION PRESIDENT**

Carla Naccarato-Sinclair provided the following report:

- Regarding the legislature, important bills such as corrections, remain to be decided
- Asked if an accreditation report regarding SFCC and the IEL could be provided prior to the end of the quarter

### **REMARKS FROM SPOKANE COMMUNITY COLLEGE**

Sheri Renner provided the following report on behalf of faculty:

- A Job Fair is currently taking place on the SCC campus
- The Women's Leadership Conference, entitled *Surviving and Thriving*, will be held on April 18<sup>th</sup>

- The SCC Presidents Speakers Series will also be held on April 18<sup>th</sup>
- The SCC Leadership and Business Speakers Series will be on April 19<sup>th</sup> in the Hagan Center
- The Center for Entrepreneurship has a goal of May 1 to begin accepting applications for Fall 2007 quarter
- The Read Write Program is up and going at SCC
- The Fifth Annual Health and Wellness Talent Show will take place on May 17<sup>th</sup>

Gavin Tucker provided the following report on behalf of students:

- Elections for next year's officers will be taking place over the few days, both online and on the campus
- Student government is looking at the possibility of providing additional funding for the campus Health Care Clinic

President Hanson provided the following report:

- Congratulated Gavin Tucker on his acceptance into the University of Washington Aerospace Engineering Program
- Earth Week will be celebrated on campus April 23—27

## **REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE**

John Hernandez provided the following report on behalf of faculty:

- Shared that possible local concerns could be raised following the Virginia Tech tragedy

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

- SFCC will be recognizing a day of silence for gay/lesbian/transsexuals
- Shadle and Rogers high school students will be coming to SFCC on April 19<sup>th</sup> and 20<sup>th</sup> for COMPASS testing
- Spring Preview Day will be on April 24<sup>th</sup>, 6:00—8:30 p.m.
- The Classified Staff Luncheon will be May 3, 11:30 a.m. to 1:00 p.m.

President Mark Palek provided the following report:

- A first report has been received from the consultant regarding issues related to the SFCC and IEL accreditation compliance agreement
- Next year's SFCC campus-wide theme is going to be "Self Creation"
- The first Community Gospel Choir Concert was held on April 12<sup>th</sup>; it was very successful with over 550 people in attendance
- Two faculty members, Heather Keast and Barb Williamson, have been recognized as leaders in the learning community movement and hired as consultants by a college in Illinois to assist them in setting up a learning community program there

- Approvals have been received for the new Logistics and Transportation Program
- This year's sustainability theme will culminate with a solar panel demonstration on campus
- An intensive, 12-hour new student orientation program will begin in fall 2007 entitled "For Your Information"
- SFCC's Employee Longevity Awards and Retirees Luncheon will be held on May 2

## **REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING**

Interim Executive Vice President Jim Perez provided the following report:

- Notification has been received from the state board that the Business and Community Training Division's Customized Job Skills Training program has been recognized as a Best Practice
- The American Correctional Association reviewed the Airway Heights program according to 17 primary standards; the Airway Heights program received a 98.1% rating
- An open lecture regarding power and privilege will be presented by Alan Johnson on April 25<sup>th</sup>
- He will be participating in the investiture ceremony for President Arévalo of EWU
- Distributed an article from the April 5, 2007, edition of The Inlander, which shared the story of Head Start father, Shawn Smith, and his journey from drug addiction and other life problems to the honor roll at SCC and helping to raise his three daughters

## **REMARKS FROM THE CHANCELLOR**

Chancellor Gary Livingston provided the following report:

- Shared his thoughts and observations on the Virginia Tech event, commenting on the role of administrators in providing appropriate security in an open campus environment; he advised the Board that Cabinet would be meeting with the campus directors of security on April 23 to begin in-depth security discussions
- There will be a Board budget retreat on May 23, 8:30 a.m. to 12:00 p.m.
- The Board was advised their approval is required to move the September meeting from the 17<sup>th</sup> to the 25<sup>th</sup>; this has become necessary as a result of the academic calendar for fall 2007 and that there are only two days provided as faculty workdays; it also presents a problem when identifying a date for the district conference; to alleviate scheduling conflicts, the college presidents have proposed not having a district conference this year, but would incorporate opportunities for the Board and Dr. Livingston to have a role in their campus fall opening meetings

- Interview schedules have been developed for the four IEL CEO candidates
- CCS is once again a finalist for a Greater Spokane Inc. AGORA Awards
- The CCS Foundation's Don Schmick Scholarship Endowment Luncheon raised \$15,000 toward a \$30,000 scholarship; this scholarship is reserved for a Whitman County community college student

## REMARKS FROM THE BOARD AND BOARD CHAIR

Helen Malone reported she has been working on the TACTC Spring Conference to be held in Spokane; some good news has been received regarding the Head Start budget—additional federal funds will be coming in the next couple of years; she attended the Greater Spokane Inc. Diversity Breakfast, AHANA's Annual Dinner, the "Our Kids, Our Business" pinwheel event at the IEL, the SFCC Gospel Choir Concert, and the TACTC Board Meeting.

Ben Cabildo reported he has been involved with the TACTC Conference preparations, was a panelist at the Greater Spokane Inc. Diversity Breakfast, attended the CCS District Equity Council quarterly meeting, and reviewed tenure files.

Patty Shea thanked her fellow Trustees for covering for her the past couple of months as she recuperated from knee surgery. Patty reported she reviewed tenure files and visited with SFCC's Rhosetta Rhodes; and she noted how often her day job interacts with her role on the CCS Board of Trustees.

Don Cox expressed he is so impressed with every CCS presentation that is made to the Board, and with the level of comfort in the setting that permits students to feel welcome in addressing the group. Mr. Cox reassured WFSE Rep David Cosby that he didn't feel the classified staff contract was in trouble; he provided insight into the levies and bonds still being considered for senatorial voting.

*Don Cox moved and Patty Shea seconded that the Board of Trustees of Washington State Community College District 17 approve changing the date of the September 2007 Board of Trustees meeting from Tuesday the 18<sup>th</sup> to Tuesday the 25<sup>th</sup>.*

*No. 07-10, Vote:*

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



Carol Landa-McVicker reported she attended the farewell reception for Becky Crow, the AHANA Annual Dinner, agenda planning for the board meeting, the CCS District Equity Council quarterly meeting, the IEL CJST Medical Office Basics Completion Ceremony, the Gospel Choir Concert, the TACTC Board Meeting, the farewell reception for Carol Green, and the Spokane City Forum at which Dr. Livingston was the keynote speaker.

**EXECUTIVE SESSION**

Chair Carol Landa-McVicker called for an executive session at 12:05 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 12:45 p.m.

**ADJOURNMENT**

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

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Secretary, Board of Trustees

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Chair, Board of Trustees