

MINUTES

WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17 BOARD OF TRUSTEES REGULAR MEETING

Present: Carol Landa-McVicker (chair), Ben Cabildo, Helen Malone, and Patty Shea. Also present were Gary Livingston, Linda McDermott, Greg Stevens, Anne Tucker, Maureen McGuire, Steve Hanson, Mark Palek, Scott Morgan, Joe Dunlap, Karen Driscoll, David Cosby, Lisa Antonietti, and Christine Pearl (recorder)

Guests: Greg Bever, Greg Plummer, Carol Riesenber, Kris Miller, Dennis Carney, Ken Burrus, Shanda Diehl, John Huffstutter, Cindi Nordby, Jim Minkler, Donna Rubosky, Bill Sackville-West, Dan Whye, Karen Johnson, Judy Jenkinson

Excused: Don Cox

CELEBRATING SUCCESS: SPOKANE COMMUNITY COLLEGE NEW ALLIED HEALTH PROGRAMS

SCC Dean of Instruction for Health and Environmental Sciences Carol Riesenber and members of the department provided the Board with a presentation of four new allied health programs implemented over the last two years. The Radiology Technology program was moved from Sacred Heart Medical Center in 2005-2006. This last year was the first the program was located on campus, and of the full class of 21 students graduated 18 are already employed and two are continuing their education. Supported by a high demand grant from the SBCTC two new imaging programs, Diagnostic Medical Sonography and Vascular Technology, enrolled the first class students in fall 2006. In response to interest by the community the Medical Massage Therapy program was developed; a full class of 24 students are currently enrolled.

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, July 17, 2007. Chair Carol Landa McVicker called the meeting to order at 9:23 a.m., followed by the Pledge of Allegiance and roll call.

INTRODUCTIONS AND OPEN MICROPHONE

Greg Bever, who will officially become a Community Colleges of Spokane trustee on October 1, 2007, was introduced, as was Lisa Antonietti, the new classified staff representative from Spokane Falls Community College. Scott Morgan was welcomed as the Chief Executive Officer of the Institute for Extended Learning. No one requested to speak at open microphone.

APPROVAL OF MINUTES

Helen Malone moved and Ben Cabildo seconded that the minutes of the June 19, 2007, regular meeting be approved as presented.

No. 07-25, Vote:

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

DISCUSSION/ACTION: CONSIDER APPROVAL OF A WAIVER REQUEST FOR A PORTION OF THE 20% NON-FEDERAL SHARE TO ACF OFFICE OF HEAD START FOR THE INSTITUTE OF EXTENDED LEARNING HEAD START/EARLY HEAD START PROGRAM FOR FISCAL YEAR 2007 IN THE AMOUNT OF \$100,900

District Director of Head Start/ECEAP/EHS Kris Miller explained the program is required to match federal funding with non-federal contributions representing 20% of the total program budget. To date parents transporting their children to HS/E/EHS centers has been viewed as a significant portion of the non-federal portion. A recent ruling by the Office of Head Start now states parent transportation costs can no longer be counted toward the non-federal match requirements as of June, 24, 2007; this ruling has significant implications for the Spokane program. Various solutions are being explored to identify alternative sources, but for fiscal year 2007 a waiver of the non federal match is being requested in the amount of \$100,900.

Helen Malone moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 approve the request for a waiver against the non-federal contribution requirement for Head Start/Early Head Start Fiscal Year 2007 funding in the amount of \$100,900 from the Department of Health and Human Services Administration for Children and Families, Head Start Office for the Institute for Extended Learning Head Start/Early Head Start program.

No. 07-26, Vote:

Yes: Ben Cabildo
Yes: Patty Shea
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 2008

This agenda item was presented by Kris Miller; the application is a reauthorization of funding through continuation of grants. A brief review was provided of program design and services; program self assessment; principal goals and objectives; training and professional development; program service plan; and changes incorporated into the application. A waiver to reduce the non-federal match requirement was included the application.

Helen Malone moved and Patty Shea 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 \$8,148,477 from the Department of Health and Human Services Administration for Children and Families, Head Start Office for Fiscal Year 2008 (11/01/07—10/31/08).

No. 07-27, Vote:

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

DISCUSSION/ACTION: CONSIDER APPROVAL OF THE AMENDED BUDGET FOR THE INSTITUTE FOR EXTENDED LEARNING EARLY CHILDHOOD EDUCATION ASSISTANCE PROGRAM (ECEAP) WITH THE DEPARTMENT OF EARLY LEARNING FOR FISCAL YEARS 2007-2009

Kris Miller provided an overview of the amended funding application; featured was the authorization to serve 70 additional children during the 2007-09 biennium and an increased vendor rate in the amount of \$1,296 per child, bringing the funded enrollment level to \$6,500 per child per year.

Helen Malone moved and Patty Shea seconded that the Board of Trustees of Washington State Community College District 17 approve the amended ECEAP 2007-2009 biennium funding application for the Institute for Extended Learning Head Start/ECEAP/Early Head Start program in the amount of \$7,163,000 from the Department of Early Learning.

No. 07-28, Vote:

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

DISCUSSION/ACTION: CONSIDERATION OF APPROVAL OF PROPOSED RESOLUTION 07-29 OVERSIGHT OF STUDENT CONSTITUTIONS

Chancellor Gary Livingston explained this agenda item was generated as a result of action taken at the June 2007 Board of Trustees meeting when Spokane Community College students amended their constitution and bylaws and sought approval of the Board. In conversations that followed, Trustees indicated this oversight role should be with the college administrations. The proposed resolution gives the college presidents the responsibility of oversight of student government constitutions; an appeal process is established that provides appeal of the president's decision to the chancellor, and appeal of the chancellor's decision to the Board of Trustees.

Ben Cabildo moved and Helen Malone seconded that the Board of Trustees of Washington State Community College District 17 approve resolution 07-29 in support of the recommendation that the college presidents be granted the authority to approve student government constitutional changes and amendments.

No. 07-29, Vote:

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

REPORT: SUMMER ENROLLMENT 2007 AND ACADEMIC YEAR 2006-2007 ENROLLMENT REPORT

Chief Financial Officer Linda McDermott provided the Board with the most up-to-date enrollment report information. She advised the final enrollment accepted by the State Board for Community and Technical Colleges for 2006-2007 was 13,260,

or 99.9% of the state-funded enrollment allocation of 13,272. Spring quarter 2007 enrollment was reviewed, as was enrollment for the current summer quarter, which as of the eighth day report is already exceeding last year's final enrollments.

BREAK

The meeting recessed at 10:08 a.m. and reconvened at 10:30 a.m.

DISCUSSION/ACTION: APPROVAL OF EXEMPT SALARY SCHEDULE FOR 09/01/07 THROUGH 06/30/08

Chief Human Resources Officer Greg Stevens provided information as to how the exempt salary schedule was developed:

- The one-time general salary increase of 1.6% received in 2006-2007 has been made permanent by both legislative action, and Board action during last month's meeting.
- The legislatively appropriated 3.2% general salary increase for 2007-2008 has been reduced by the amount needed, when coupled with turnover savings generated since January 1, 2005, to complete the final transition stage; the balance has been applied across all steps as a general salary increase.

Step-eligible exempt and administrative staff would receive a merit-based salary increase in the form of step advancement as well as the remaining general salary increase. Those staff not step-eligible would receive the remaining general salary increase only.

Patty Shea moved and Helen Malone seconded that the Board of Trustees of Washington State Community College District 17 approve the attached 2007/08 administrator/exempt salary schedule and the 2007/08 executive 3.2% general salary increase, all to be effective September 1, 2007, and direct the Chancellor to take whatever actions are necessary to implement this action.

No. 07-30, Vote:

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

DISCUSSION/ACTION: 2007-2008 COMMUNITY COLLEGES OF SPOKANE OPERATING BUDGET

At the June 2007 Board meeting the Trustees adopted the 2007-2008 Community Colleges of Spokane operating budget. At this meeting Linda McDermott provided

an overview of the detailed budget spending plans for the colleges, IEL, administrative services and district facilities. Of the approximately \$84.5 million total initial operating budget, Spokane Community College was allocated \$30,497,056; highlights of the SCC budget are student persistence with Student Services formulating an advising and retention plan; a new I-BEST program—Medical Office; and meeting the 5% reserve goal.

Spokane Falls Community College was allocated \$21,679,399; highlights of the SFCC budget are recruitment, enrollment and student achievement coupled with Title III resources; innovative, online distance learning initiatives; and resources to meet student/community need (i.e., Opportunity Grants, high demand math/science/engineering transfers).

The Institute for Extended Learning was allocated 10,683,796; highlights of the IEL budget feature enhancing instruction budgets to meet new FTE targets; improved security for various centers; and increasing operating reserves to 5%.

Administrative Services was allocated a budget of \$7,006,763, and highlighted filling the academic services officer position; allocating funding to support internal control, public information, and district equity initiatives; and maintaining existing budget structure.

District Facilities received an allocation of \$5,460,991; featured in the budget was funding a 2% inflation factor on goods and services; approval for upgrading three classified positions; and meeting the 5% reserve goal.

Chancellor Gary Livingston commented this is a good budget that reflects the strategic plan and meets the Board's goals regarding operating reserves.

Patty Shea moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 approve the CCS Operating Budget detail spending plans for 2007-2008, effective July 1, 2007, as presented and authorizes the administration to accept additional allocations and adjustments during the fiscal year.

No. 07-31, Vote:

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

REPORT: SPOKANE FALLS COMMUNITY COLLEGE STRATEGIC PLAN REVIEW

President Mark Palek and members of the SFCC administrative team, Karen Driscoll, Jim Minkler and Shanda Diehl, provided the presentation. The college's Mission Statement, with its three major components: high quality, affordability and accessibility, was reviewed. From these components the campus themes and strategic goals were developed. To track progress toward the meeting of the strategic goals, a scorecard system with benchmarks was developed. Priorities for the next academic year are formulated based on the college scorecard. For 2006-2007 the campus priorities were:

- Enhance student success for all first-year students with special emphasis on those who are also students of color, single parents, economically disadvantaged, and persons with disabilities.
- Improve student access to classes (enrollment caps, class offerings, night school, alternative delivery, and quantity/quality issue).
- Enhance program and completion rates.
- Develop and implement strategies to improve the transfer rate with an AA degree and success of transfer students at baccalaureate institutions.
- Expand institutional research specific to student progression in meeting educational goals.

A recommendation was made to create a mandatory course for new students; this workshop, entitled, *First Year Introduction* (FYI), is intended to increase student success, satisfaction, and commitment to the first year of college. The first pilot offering will be made available to all first year, first time, degree and certificate seeking students beginning fall quarter 2007. Other options will also be made available for student to learn about college success.

In collaboration with SCC, the curriculum committee approved and customized a number of statewide major related programs (MRPs), which for certain majors includes undergraduate requirements to be completed prior to transferring. The MRPs should make it easier for students to successfully transfer to baccalaureate institutions without credit loss and in good junior level standing within their majors.

When reviewing the scorecard, there was improvement, but not enough improvement. So, for that reason SFCC has elected to keep the same college-wide priorities from 2006-2007 for 2007-2008.

SFCC is a recipient of the highly competitive Title III grant. These funds will be used to focus on gateway courses, improve fall-to-fall student retention rates for fulltime, degree-seeking students, and improve counseling/advising services provided to students.

A revised strategic plan will be developed for 2008—2013. This will include reviewing, revising and affirming the college mission statement and core values; goals and objectives; and priorities. The Institutional Effectiveness Process will also be evaluated for possible areas of improvement; implementation of the process will be a focus.

Questions were asked and answered; some discussion followed.

STATUS REPORTS: CAPITAL PROJECTS IN PROGRESS, BUDGET AND EXPENDITURES, AND HEAD START

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

SFCC President Mark Palek announced the name of the new building on campus (number 24) is *sn-w'ey'-mn*, which in the Salish Indian language means “meeting place or place of commerce.” Since the SFCC campus is built on what was originally Salish tribal land, members of the tribe were invited to have a presence in this new building and they chose to name the building.

REMARKS FROM THE ASSOCIATION FOR HIGHER EDUCATION PRESIDENT

No report was received.

REMARKS FROM THE WASHINGTON FEDERATION OF STATE EMPLOYEES REPRESENTATIVE

David Cosby provided the following report:

- the new contract for 2007-2009 is out; it is pretty much a status quo contract
- bargaining teams for the next contract discussion are in the process of being formed
- Sharon Adams, chief shop steward of the Head Start bargaining unit, is scheduled to meet with Rep. Cathy McMorris

REMARKS FROM SPOKANE COMMUNITY COLLEGE

President Steve Hanson provided the following report:

- There was an article in the Spokesman-Review regarding the Center for Entrepreneurship
- Lt. Governor Brad Owen chaired a committee entitled, *The Legislative Committee on Economic Development and International Relations*, which met on the SCC campus last week

REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE

President Mark Palek provided the following report:

- Building 24 is close to occupancy
- SFCC is working with the IEL on the report that is due to The Commission for Colleges and Universities this fall
- International programs is doing some special recruiting in India, Singapore and Turkey

REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING

Chief Executive Officer Scott Morgan provided the following report:

- Dan Bly has been appointed as the Interim District Director of Head Start/ECEAP/EHS
- Dean of Student Services Adrienne Tabar is leaving next month for a position in Arizona
- Six job skills projects within the job skills program have received conditional approval; statewide the job skills program totals \$2 million—the IEL Business and Community Training’s six projects total \$900,000 of that amount
- Advised student persistence at the IEL will be aligned with the state board’s achievement incentive goals

REMARKS FROM THE CHANCELLOR

Chancellor Gary Livingston provided the following report:

- The National Science Foundation Grant will be transferred to WSU due to a staff complication; CCS will be a sub-contractor
- Notification has been received of the receipt of a \$266,000 consortium grant through the HEC board for teacher training and re-training with regard to transition math
- Advised there will be no Board of Trustees meeting in August, and noted the September meeting has been moved from the 17th to the 25th

REMARKS FROM THE BOARD AND BOARD CHAIR

Patty Shea thanked her fellow trustees for covering for her while she attended to an unusually challenging schedule at work.

Helen Malone provided the following report:

- Noted her personal impression of The Legislative Committee on Economic Development and International Relations—they were “blown away” by the progress shown in Spokane in education, business and community working

together for economic growth and improvement; the presentations were excellent

- Read a thank you plaque from her international student on the occasion of the student's graduation from SFCC

Ben Cabildo provided the following report:

- He attended the SBCTC reception and dinner at SFCC and The Legislative Committee on Economic Development and International Relations event at SCC
- Visited the Wellpinit Reservation working with the tribe regarding a \$350,000 grant for individual entrepreneurs
- Announced Unity in the Community will be moved from Liberty Park to Riverfront Park with attendance expected to increase from 4,000 to 10,000

Carol Landa-McVicker provided the following report:

- She has been elected president-elect of TACTC and is also chair of the TACTC education committee
- She attended the agenda planning meeting and the CCS Foundation Touch the Future House reception

EXECUTIVE SESSION

Chair Carol Landa McVicker called for an executive session at 12:45 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 2:00 p.m.

ACTION: EXTENSION OF CHANCELLOR'S CONTRACT

The Board returned to open session at 1:50 p.m.

Patty Shea moved and Ben Cabildo seconded that, as provided for in Section VII of the executive appointment contract between Dr. Gary A. Livingston and the Board of Trustees of Washington State Community College District 17, the Board hereby extends Dr. Livingston's appointment as Chancellor for an additional year, or until June 30, 2010.

No. 07-32, Vote:

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

ADJOURNMENT

The meeting adjourned at 1:52 p.m. No further action was taken.

Secretary, Board of Trustees

Chair, Board of Trustees