

MINUTES

WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17 BOARD OF TRUSTEES REGULAR MEETING

Present: Carol Landa-McVicker (chair), Greg Bever, Ben Cabildo, Don Cox, and Patty Shea. Also present were Gary Livingston, Linda McDermott, Greg Stevens, Anne Tucker, Maureen McGuire, Joe Dunlap, Mark Palek, Scott Morgan, Carol Riesenber, Pam Praeger, Karen Driscoll, Carla Naccarato-Sinclair, Greg Richards, John Hernandez, Mary Ann Nardecchia, Sharon Kelly, and Christine Pearl (recorder)

Guests: Greg Plummer, Jim Minkler, Brian Jones, Gail Stevenson, Mark Mattke, John Huffstutter, Brian Jones, Dick Hol, Travis Merrigan, Brian Scroggins, Shawn Wash, Penny Butters, Dan Bly, Ken Burrus, Heather Keast

CELEBRATING SUCCESS: SPOKANE FALLS COMMUNITY COLLEGE TITLE III GRANT

Vice President of Learning Pam Praeger and English Instructor Heather Keast provided the SFCC Title III Grant report. A U. S. Department of Education Title III Grant—Strengthening Institutions helps institutions better serve low-income students by providing funds to improve academic quality, fiscal stability and institutional management. It was reported SFCC Title III funding objectives include:

- Institutionalize the comprehensive institutional assessment process
- Increase developmental and gateway course success
- Increase fall to fall retention
- Increase completion rates
- Improve advising and counseling

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 Falls Conference Room of Spokane Falls Community College, 3410 W. Fort George Wright Drive, Spokane, Washington, on Tuesday, November 20, 2007. Chair Carol Landa McVicker called the meeting to order at 8:30 a.m., followed by the Pledge of Allegiance and roll call.

INTRODUCTIONS AND OPEN MICROPHONE

Chancellor Gary Livingston introduced Mark Mattke of the Spokane Area Workforce Development Council; no one requested to speak at open microphone.

APPROVAL OF MINUTES

Don Cox moved and Patty Shea seconded that the minutes of the October 16, 2007, regular meeting and November 8, 2007, special meeting be approved as presented.

No. 07-39, Vote:

*Yes: Ben Cabildo
Yes: Don Cox
Yes: Patty Shea
Yes: Greg Bever
Yes: Carol Landa-McVicker*

REPORT: COMMUNITY COLLEGES OF SPOKANE FOUNDATION UPDATE AND 2007 ANNUAL CAMPAIGN APPEAL

District Director of Development Gail Stevenson provided the Board a brief update on the accomplishments of the Community Colleges of Spokane Foundation over the course of the past year. Included in the report were these endeavors:

- Awarded \$394,594 in scholarships to 1,454 students
- Completed the 11th Touch the Future house, generating \$180,581
- Set a new record in annual giving, bringing in \$6,788,786 to support initiatives throughout the colleges
- Grew the foundation's total assets to \$23,232,136

Brian Jones, president of the foundation board of directors, spoke regarding future plans of the organization. These include raising funds for the Institute for Extended Learning's Magnuson Building and the Spokane Community College medical imaging program. Trustees were encouraged to complete pledge forms distributed to them earlier.

DISCUSSION/ACTION: CONSIDERATION OF APPROVAL COMMUNITY COLLEGES OF SPOKANE MAJOR CAPITAL BUDGET REQUESTS—2009- 2011

This agenda item was originally presented to the Board at the October 16, 2007, meeting and brought back for consideration of approval. Institute for Extended Learning Chief Executive Officer provided the following information regarding Community Colleges of Spokane project proposals for 2007-09 (costs are preliminary):

Spokane Community College:

Replacement – Replace the South wing of the Main building (approximately 69,000 square feet) with a stand-alone structure of approximately 75,000 square feet. Spokane Community College received a variance from the WACTC Capital Committee to exceed the 70,000 square foot limit. The new building will house: Culinary Arts, Hotel/Restaurant Management, the Center for Entrepreneurship, Electronics, Computer Information Systems, Cosmetology, Campus Security, and the S.P. D. “C.O.P. Shop.” The estimated total cost of the project is \$22 million.

Renovation – Renovate the Environmental Sciences complex. The Environmental Sciences complex consists of three buildings: Environmental Science (#8), Environmental Science Annex (#111), and the Greenhouse (#10). Programs now housed in the Annex will be relocated to the renovated Environmental Science building. The building is in relatively decent shape, but since its construction, programs housed there have changed considerably. There is no longer the need for all of the high-bay space in the building – some will be converted to a second story. The front end of the Greenhouse will be replaced with new classroom and retail space to serve the instructional program better. The greenhouses themselves, given their condition score, will not be replaced at this time. The estimated total cost of the project is \$16 million.

Matching – A campus issue that came to the fore during SCC facility planning was the desire to better connect the campus to the Spokane River. A “River Walk” has been selected as the college’s matching project. There currently exists a rudimentary path along the river, but for the most part there is no strong connection tying the campus to the river. This project would improve the trail and open up access from the campus to the river. The estimated total cost of the project is \$1 million of which the college would need to match half.

Spokane Falls Community College:

Replacement – Replace the Fine Arts building (#6) and the Photography building (#11) with a single building of up about 57,000 square feet to house both departments. Both facilities are in marginal condition; neither facility provides ideal space for its programs. The Fine Arts building was originally designed as a music building and the Photography building was built in the 1930s as the Fort George Wright dispensary. The estimated total cost of the project is \$18 million.

Renovation – Renovate the original section of the Gymnasium, making it accessible (ADA compliant) for large college events as well as Physical Education programs. As a part of the project, the locker rooms, faculty offices, and classrooms on the south end of the building will be replaced; and a new structure will be added to the

north side to provide accessibility and space for program growth. The estimated total cost of the project is \$16 million.

Matching – Renovate the outdoor sports complex including the stadium and soccer field. The complex not only serves the needs of the college and district, but the community, hosting regional and national sports events. The grass soccer field was originally constructed for football back in the 1960s. The stadium is in need of significant improvements. The project will upgrade the stadium, replace the grass field with field turf, and create two more soccer fields and a warm-up track. The Spokane Regional Sports Commission is an enthusiastic partner in this proposal and will pursue the matching funds. The estimated total cost of the project is \$4 million.

Questions were asked and answered.

Don Cox moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 approve the major capital budget proposals as described. The Board will be updated at future meetings regarding changes in the dollar amounts and success through the process.

No. 07-40, Vote:

Yes: Ben Cabildo
Yes: Don Cox
Yes: Patty Shea
Yes: Greg Bever
Yes: Carol Landa-McVicker

DISCUSSION/ACTION: BOARD OF TRUSTEES RESOLUTION REGARDING OVERSIGHT OF THE FEDERAL HEAD START/EARLY HEAD START GRANT

Mr. Morgan advised the Board that they, as the grantee of the federal funding used to operate the Head Start/Early Head Start program, are responsible for the governance and oversight of the program. As a part of that oversight the Board has included regular Head Start updates on the Board of Trustee meeting agenda and enacted policies that comply with federal requirements. The resolution presented for consideration of Board approval includes all of the recent Board activities related to Head Start/Early Head Start policy and reporting in a single declaration:

- Working cooperatively with the Policy Council in shared governance
- Approving Federal Applications
- Working with the Policy Council on shared policies (already adopted)
- Reviewing budget status and program reports
- Designating a trustee as liaison to the Policy Council

Ben Cabildo moved and Patty Shea seconded that the Board of Trustees of Washington State Community College District 17 approve the resolution as presented, stating its relationship and responsibilities regarding Head Start/Early Head Start programs.

No. 07-41, Vote:

*Yes: Ben Cabildo
Yes: Don Cox
Yes: Patty Shea
Yes: Greg Bever
Yes: Carol Landa-McVicker*

DISCUSSION/ACTION: CONSIDERATION OF TENTATIVE AGREEMENT FOR FACULTY SALARY IMPROVEMENTS FOR ACADEMIC YEAR 2007-08

Chief Human Resources Officer Greg Stevens reviewed significant points of the agreement for the Board. Community Colleges of Spokane AHE President Carla Naccarato-Sinclair stated that of the 274 votes submitted, all were in favor of the agreement.

Don Cox moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 approve the agreements revising Articles XVIII and XXIV of the Master Contract between the Community Colleges of Spokane and the CCS Association for Higher Education, effective November 20, 2007, retroactive to the beginning of Fall quarter 2007-08, and direct the Chancellor to take the actions necessary to implement these agreements.

No. 07-42, Vote:

*Yes: Ben Cabildo
Yes: Don Cox
Yes: Patty Shea
Yes: Greg Bever
Yes: Carol Landa-McVicker*

BREAK

The meeting recessed at 10:05 a.m. and reconvened at 10:25 a.m.

DISCUSSION: BOOKSTORE POLICY RELATING TO COST SAVINGS ON COURSE MATERIALS FOR STUDENTS

Chief Financial Officer Linda McDermott presented a proposed new policy section for Chapter 5, Business and Finance, of the Community Colleges of Spokane Board of Trustees Policies. The new section, 5.30.01.1—Bookstore Course Materials, is put forward to meet the requirements of RCW 28B.10.590, Course Materials—Cost Savings, which the 2007 Legislature amended to include community and technical colleges. The intent of the Legislature is to make certain rules and procedures are in place that provide students more choices when purchasing educational materials, and to encourage faculty and staff to work closely with bookstores and publishers to implement the least costly option without sacrificing educational content and to provide maximum cost savings to students. The proposed policy will be brought back to the December Board of Trustees meeting for consideration of approval.

The CCS Administrative Procedure, *Textbook Adoption and Selection Procedure*, approved in 2006, will require revising to meet the full intent of the Legislature. A committee will be convened to review the proposed revisions; recommendations for final approval will be made to the administration and AHE.

REPORT: COMMUNITY COLLEGES OF SPOKANE EFFORTS TO PROTECT STUDENT AND EMPLOYEE PERSONAL INFORMATION

A report was presented by Linda McDermott that explained how identity theft occurs in the general population, and more specifically in colleges and universities. Institutions of higher education are likely targets because of the wealth of personal information collected, and, traditionally, they have poor security and protective measures in place.

Ms. McDermott reviewed all of the steps Community Colleges of Spokane has instituted to ensure the protection of student and employee personal information. Some examples include:

- Converting from the use of SSNs to SIDs for student and employee identification numbers
- A regular cycle of password changes for all PCs
- Various forms of Network protection (i.e., Cisco firewall, blocked server access, intrusion detection system)
- Data disaster recovery system

Areas for ongoing review were also considered. In conclusion, CCS must maintain a culture that is aware of security risks and threats, but, Ms. McDermott advised, vulnerability relies most on the human component.

DISCUSSION/ACTION: CONSIDER ADOPTION OF REGULAR BOARD OF TRUSTEES MEETING SCHEDULE FOR CALENDAR YEAR 2008

Board members reviewed the proposed schedule of regular board of trustee meetings for calendar year 2008. It was agreed the schedule was acceptable.

Don Cox moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 adopt the schedule of regular meetings for calendar year 2008 as presented.

No. 07-43, Vote:

*Yes: Ben Cabildo
Yes: Don Cox
Yes: Patty Shea
Yes: Greg Bever
Yes: Carol Landa-McVicker*

REPORT: MARKETING AND RECRUITMENT UPDATE

District Public Information Officer Anne Tucker and members of the DOG (District Outreach Group) Team (Travis Merrigan, Brian Spraggins, Penny Butters and Shawn Wash) provided a presentation on marketing and recruitment. In the area of marketing/outreach the department has created print ads, billboards, radio spots, the Community College Connection TV shows, redesigned web sites, and more. To identify potential students, members of the DOG Team are going out into the community and talking to students in the high schools, attending employee benefit fairs, speaking to GED and ChangePoint classes, and attending community events.

Once a potential student comes to campus, it was explained that SCC is creating a “red carpet” student visit experience and improving the student admission experience. At SFCC, student ambassadors escort the potential student on a campus tour; in addition, Asset testing is offered to students in their high schools. For the IEL, the needs of the students are different, so the services provided are different. Of importance has been making sure the rural centers were better marked with improved exterior signage.

The results of the marketing and recruitment strategies have proved successful as both summer quarter and fall quarter 2007 enrollments have increased.

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.

ACTION: CONSIDERATION OF THE GRANTING OF TENURE FOR FALL QUARTER 2007

Don Cox moved that WHEREAS, the Board of Trustees is duly authorized and vested by law as the appointing authority for CCS; and as the appointing authority has reviewed and given reasonable consideration to the review committee recommendation for tenure for this probationary faculty member;

I move that the appointing authority hereby grant an award of tenure to the following probationary academic employee and hereby directs the chancellor to take any and all appropriate action in carrying out this decision.

Betsy Lawrence

SCC

English

No. 07-44, Vote:

*Yes: Ben Cabildo
Yes: Don Cox
Yes: Patty Shea
Yes: Greg Bever
Yes: Carol Landa-McVicker*

REMARKS FROM THE WASHINGTON FEDERATION OF STATE EMPLOYEES REPRESENTATIVE

No report was presented.

REMARKS FROM THE ASSOCIATION FOR HIGHER EDUCATION PRESIDENT

Carla Naccarato-Sinclair wished everyone a happy Thanksgiving.

REMARKS FROM SPOKANE COMMUNITY COLLEGE

Sharon Kelly, on behalf of classified staff, reported the Stop the Hate event was very successful.

Greg Richards, on behalf of faculty, provided the following report:

- An open house was held for the Avista Center for Entrepreneurship on November 14th that included 22 student presentations
- SCC will be hosting 600 students for the 2007 DECA Competitions on December 12th

Interim President Joe Dunlap provided the following report:

- On December 5th SCC Multi-Cultural Student Services will present “Winter Holidays Around the World”
- Nursing Graduation will be held on December 13th
- The SCC Winter Solstice Event will be held on December 14th

REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE

John Hernandez, on behalf of faculty, reported the Multi-Cultural Club would be providing Thanksgiving Dinner for students and their families on November 26th.

President Mark Palek provided the following report:

- An open house is planned for the new campus building, sn-w'ey'-mn, on December 6th
- Announced several musical and choral events will be taking place at the campus and encouraged attendance
- Advised several administrative positions are currently vacant, and several faculty vacancies are anticipated

REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING

Mary Ann Nardecchia provided the following report on behalf of faculty:

- On November 13th Fall Forums were held for ESL students regarding practical assistance (i.e., home heating, discrimination)
- In 2006 the IEL was chosen as a partner site for the Universal Design for Learning (UDL) grant; as a result UDL training was offered for 31 faculty, and five pilot faculty were selected to implement UDL strategies in their classrooms; data revealed that in these classrooms, students with documented disabilities completed or made gains at a higher rate than those without documented disabilities; two additional IEL sites have been chosen as UDL mentoring sites: the Colville Center and Airway Heights Correction Center

Chief Executive Officer Scott Morgan provided the following report:

- Amy Lopes-Wasson has accepted the position of Dean of Student Services
- The Holiday Pot Luck event will be held on December 13th
- The 2nd Annual Bowling for Literacy event will be held on February 18th
- The Pizza, Pop and Power Tools Program has received the Governor's Award for Best Practices

REMARKS FROM THE CHANCELLOR

Chancellor Gary Livingston provided the following report:

- CCS will host a Legislative Breakfast on December 6th at the SFCC sn-w'ey'-mn Building
- The Board of Trustees will have a special follow-up meeting to their November retreat on December 14th

REMARKS FROM THE BOARD AND BOARD CHAIR

Patty Shea reported she attended the Orlando's Wine Dinner, the agenda planning meeting, and the open house for the Avista Center for Entrepreneurship.

Don Cox announced Washington State University will offer a Ph.D. for community college leadership; it will be a three-year program beginning in Summer 2008.

Greg Bever reported he attended the open house for the Avista Center for Entrepreneurship, the Business and Hospitality Advisory Board meeting, the SCC President's Speakers Series, the Greater Spokane Inc. Economic Forecast event, and Senator Lisa Brown's Drop Out Committee meeting.

Ben Cabildo reported he attended the open house for the Avista Center for Entrepreneurship, the Greater Spokane Inc. Economic Forecast event, and spoke at the SFCC Students of Color event.

Carol Landa-McVicker reported she attended the Orlando's Wine Dinner, the open house for the Avista Center for Entrepreneurship, the SCC President's Speakers Series, the Greater Spokane Inc. Economic Forecast event, the Board of Trustees Retreat, the NAACP Freedom Fund Banquet, and was the keynote speaker at the CCS Leadership Development Friday Forum.

ADJOURNMENT

The meeting adjourned at 12:10 p.m. No further action was taken.

Secretary, Board of Trustees

Chair, Board of Trustees