

## MINUTES

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

**Present:** Patty Shea (chair), Greg Bever, Don Cox, and Carol Landa- McVicker. Also present were Gary Livingston, Linda McDermott, Greg Stevens, Anne Tucker, Jim Minkler, Maureen McGuire, Joe Dunlap, Mark Palek, Scott Morgan, Carol Riesenber, Dixie Simmons, Terri McKenzie, Amy Lopes-Wasson, Carla Naccarato-Sinclair, Mita Sen, John Hernandez, Mary Ann Nardecchia, Marlene Cortez, Beverlee Witham, and Christine Pearl (recorder)

**Guests:** Dennis Dunham, Mark Mattke, Diana Biddison, Peter Williams, John Huffstutter, Dan Bly, Shanda Diehl, Shelly Greybeck and Karen Johnson

**Excused:** Ben Cabildo

#### **CELEBRATING SUCCESS: THE “CCAMPIS” PROGRAM**

Interim District Director of Head Start/ECEAP/Early Head Start Dan Bly, Shelly Greybeck, Head Start staff member, and Spokane Falls Community College Director of Institutional Research Shanda Diehl provided the following report. The CCAMPIS (Child Care Access Means Parents in School) Program provides evening child care at Spokane Community College (SCC) during Fall, Winter and Spring quarters, and Summer quarter child care at SCC and SFCC (Spokane Falls Community College). This program supports the participation of low-income parents in the post-secondary educational system through the provision of this campus-based child care service. The program is funded through a Department of Education grant and is a collaborative effort between Head Start/Early Head Start, SCC, SFCC, IEL and Community Colleges of Spokane Institutional Research. Student and parent Jamie Turney shared her personal experience of how much this program has meant to her and her ability to pursue an education while knowing her child was safe and well cared for.

#### **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, March 18, 2008. Chair Patty Shea called the meeting to order at 9:07 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

*Greg Bever moved and Carol Landa-McVicker seconded that the minutes of the February 19, 2008, regular meeting be approved as presented.*

*No. 08-05; motion carried.*

## REPORT: ALERT OF TENURE CONSIDERATION FOR SPRING QUARTER 2008

Chief Human Resources Officer Greg Stevens reported there are three faculty members in their eighth quarter of tenure review to be considered for tenure by the Board at the May 20, 2008, board meeting:

Tanja Huffman	SFCC	Interior Design
Stacia M. Reagan	SCC	Medical Assistant
Karen S. Saba	SCC	Medical Secretary & Medical Transcription

Mr. Stevens advised the tenure files will be in the Board office not later than April 1, 2008, for trustee review.

## REPORT: RECRUITMENT UPDATE

As of the Board meeting date, Community Colleges of Spokane had 80 current employee vacancies, as reported by Chief Human Resources Officer Greg Stevens. A recent recruitment trip to California provided twice as many applications as the trip taken last year. Mr. Stevens provided information regarding the number of recruitments by category over the last three fiscal years. He also reported concerning the Bureau of Labor statistics Employment Outlook for 2000-2010 and labor economic trends expected in the near future. As a result of the information contained in these reports, succession planning is vital and Mr. Stevens highlighted how CCS is addressing this matter.

## DISCUSSION/ACTION: BOARD OF TRUSTEES STRATEGIC PLAN 2008-2011

Chancellor Gary Livingston reviewed the process the Board of Trustees had employed to develop the Strategic Plan for 2008-2011. During the latter part of fall 2007 the Board of Trustees and Community Colleges of Spokane administration met in two special meetings to review the CCS mission, values for success and goals. From those meetings a new, draft CCS strategic plan was developed; this

document was presented to the Trustees at the January 15, 2008, Board meeting for review and brought back for consideration of adoption at the February 19, 2008, meeting. A motion to approve the CCS Mission, Values for Success and Goals for 2008—2011 was received, seconded and the motion carried at the February meeting.

Following the February meeting Trustee Ben Cabildo observed the 2008—2011 goals lacked a goal specifically addressing diversity. While diversity was a major discussion in the meeting retreats and is represented in the values and included as part of several goals, it is not addressed as a separate goal, which was an oversight that requires correcting. The draft text for the Board goal, *Advance Diversity*, was based on discussions held at the Board of Trustee retreat meetings.

This draft text was shared with CCS Cabinet, administrative and professional/confidential exempt staff, the combined District Council/ District Financial Advisory Committee, Joint AHE/Executive Committee and members of the District Equity Council. It was brought before the Board at this meeting for consideration of approval.

*Don Cox moved and Carol Landa-McVicker seconded that the Board of Trustees of Washington State Community College District 17 approve the proposed language for additional Board Goal 2008—2011, Advance Diversity, as presented.*

*No. 08-06; motion carried.*

**DISCUSSION/ACTION:      CONSIDER APPROVAL OF PROPOSED  
COMMUNITY COLLEGES OF SPOKANE 2009-11 CAPITAL BUDGET  
REQUEST—REPAIR AND MINOR PROJECTS**

Director of Capital Projects Dennis Dunham presented to the Board of Trustees Community Colleges of Spokane’s 2009-11 capital budget request for repair and minor projects that would be forwarded to the State Board of Community and Technical Colleges (SBCTC). Following a 2007 system-wide facilities condition survey (FCS) commissioned by the SBCTC, state board staff established maximum funding levels for the high priority repairs (“Repair A”) for each college. The Repair A target level for Spokane Community College (SCC) is \$1,232,000 and for Spokane Falls Community College (SFCC) is \$1,035,500. Lower priority repairs (“Repair B”) do not have system funding target levels; to be included in the request, a repair project must have been identified through the FCS.

Minor projects are intended to improve access, enhance the quality of the instructional environment, provide direct instructional benefit, or correct a life and safety hazard. The SBCTC establishes a level of funding for each college. For 2009-11, the minor projects target level for SCC is \$931,400 and for SFCC is \$762,600.

Capital projects funding for the Institute for Extended Learning is included in the SFCC request.

The capital planning committees for each college prepared the prioritized lists of minor capital projects for their campuses; the presidents approved the lists.

Spokane Community College proposed:

Repair "A"	\$1,232,000
Repair "B"	\$2,951,467
Minor Projects	\$ 929,480

Spokane Falls Community College proposed:

Repair "A"	\$1,035,500
Repair "B"	\$ 695,900
Minor Projects	\$ 762,600

*Carol Landa-McVicker moved and Greg Bever seconded that the Board of Trustees of Washington State Community College District 17 approve the proposed repair and minor projects as submitted and authorize the administration to prepare the appropriate documentation, making technical adjustments to budgets and scopes as necessary, to be submitted as part of the 2009-2011 capital budget request to the State Board for Community and Technical Colleges.*

*No. 08-07; motion carried.*

## **BREAK**

The meeting recessed at 9:40 a.m. and reconvened at 9:53 a.m.

## **DISCUSSION: PRELIMINARY BUDGET DISCUSSION AND TIMELINE 2008-2009**

Chancellor Gary Livingston provided the Trustees with an update concerning the current legislative session as some of the action taken has budget implications for CCS:

- A 2% tuition increase will be permitted based on SBCTC approval
- An increase in fees of a maximum of 5.57% once approved by the state board
- Full restoration of the Opportunity Grants
- The Digital Library was approved for \$750,000
- \$500,000 was appropriated for childcare matching grants
- \$3 million was appropriated for aerospace apprenticeships, identifying that three colleges would receive funding, one on the east side, which is assumed would be Spokane Community College
- \$1.5 million for incumbent health care worker training

- The community and technical college faculty total salary increase will be 4.4%
- \$500,000 for conversions of part-time to full-time of faculty positions

Chief Financial Officer Linda McDermott began her report with the budget development timeline, which takes the process through June 30, 2008. Highlights of the general budget assumptions were noted as follows:

- A 2008-09 inflation forecast of 2.3%;
- Arising rate environment for utilities; the FY 2008-08 utility budget will be increased by \$235,355;
- It is assumed the 2007-08 enrollment target will be met, thus making CCS eligible for growth FTE; colleges will retain base carry forward enrollment; meeting enrollment targets will require continuous effort;
- An average 2% tuition increase is authorized per year this biennium (2007-09), subject to I-960;
- The pro-rata model will be used for allocation of district-wide resource increases and budget adjustments, if necessary;
- The district office will continue to maintain designated reserves in critical accounts.

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

These standing reports are provided for the information of the Board. Dennis Dunham provided the Board with a brief overview of current capital projects in progress. District personnel were available to answer questions and/or provide details.

Dan Bly reported the Head Start program received an outstanding federal review.

#### **REMARKS FROM THE WASHINGTON FEDERATION OF STATE EMPLOYEES REPRESENTATIVE**

Marlene Cortez provided the following report:

- WFSE is in the middle of negotiation preparations
- Lunch and Learn sessions will be held at the colleges to assist with information distribution to members

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

Carla Naccarato-Sinclair provided the following report:

- Bargaining meetings are progressing
- She will be traveling to Washington, D.C. for the NEA

## REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE

John Hernandez, on behalf of faculty, reported students are in final exams this week and spring break begins next week.

President Mark Palek provided the following report:

- SFCC's student newspaper, *The Communicator*, placed eighth nationally in Best in Show/Two-year College Newspaper at the Associated Collegiate Press National College Newspaper Convention in San Francisco
- CCS and EWU are extending some international student joint admissions and transfer programs
- Recent performances that took place on campus included award-winning slam poet Daniel Beaty; Tim Wise with *White Privilege*; and the SFCC Revelers Club performance of *Oedipus the King*
- Pre-design is underway for new classrooms in the science building; a planetarium is also planned for this building
- A formal opening for the sn-w'ey'-mn building is scheduled for April 18 following the CCS retirees breakfast

## REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING

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

- Kathy George and Jean Gassman presented *Teacher and Learning Disability Specialists Tackle Math Anxiety* at the Learning Disabilities Conference in Chicago
- Three new computer carts with projectors have been provided for the ABE program through the Universe Design for Learning Grant

Beverlee Witham provided the following report on behalf of classified staff:

- The Women's Leadership Conference of the Inland Northwest celebrated its 10<sup>th</sup> anniversary at the SCC Lair
- Colville reports pre-registration has begun for the PACE program
- IEL and EWU have partnered to work with an EWU social work student to intern and complete his practicum program at Colville
- The ABE class at University Center has 83 students
- A "Books for Prisoners" program is underway to collect books for local corrections centers; the CCS contact person is Lora Shinskie

Chief Executive Officer Scott Morgan provided the following report:

- An IEL all staff meeting will be held on March 18<sup>th</sup> at 2:30 p.m.; topics will include the strategic plan, budget, and enrollment

## REMARKS FROM SPOKANE COMMUNITY COLLEGE

Mita Sen provided the following report on behalf of faculty:

- DEC students performed exceptionally well at the Washington Career Development Conference in Leavenworth, WA
- The English department has launched a pilot program for under-prepared students; the courses covered are basic writing, basic reading and study skills
- SCC's Service Learning Fair will be held in the Lair Student Center Lobby on April 3
- On March 18<sup>th</sup> at 11:30 a.m. the Hagan Foundation Center for the Humanities is presenting the film *King Corn*

Marlene Cortez, on behalf of the classified staff, reported a CCS Classified Staff Training is planned for April 25, 9:00 a.m.—3:00 p.m., at CenterPlace.

Interim President Joe Dunlap provided the following report:

- Complimented the culinary arts faculty and students for their superb job at the CCS Foundation Wine Gala
- The C.O.P.S. Shop officially opened on March 5<sup>th</sup> on the SCC campus
- The April 16<sup>th</sup> President's Speakers Series will feature David James Duncan presenting *Holy Fools in Literature and in Real Life*
- Senator Maria Cantwell will hold a Workforce Development Roundtable in the SCC Lair on March 27<sup>th</sup>
- SCC will be hosting the Washington Association of Community and Technical Colleges (WACTC) Meeting on April 24<sup>th</sup> and 25<sup>th</sup>
- Governor Gregoire has tentatively accepted an invitation to speak at the June 16<sup>th</sup>, 4:00 p.m. SCC graduation ceremony

## REMARKS FROM THE CHANCELLOR

Chancellor Gary Livingston provided the following report:

- CCS is projected to meet its enrollment target
- The Foundation Wine Gala event raised nearly \$50,000 that will be used for scholarships and program development
- The Foundation continues to work for matching funds for the Magnuson Building

## REMARKS FROM THE BOARD AND BOARD CHAIR

Don Cox thanked both Linda McDermott and Greg Stevens for their thorough reports.

Carol Landa-McVicker reported she attended the CCS basketball tournament; the Head Start briefing; the Career Fair at the IEL; the SFCC production of Oedipus

the King; the DEC fundraiser at Longhorn Barbecue; the SCC opening of the C.O.P.S. Shop; the Women's Leadership Conference; the Winter Sports Banquet; the Greater Spokane Inc. State of the County event; and the CCS Foundation Wine Gala.

Greg Bever reported he attended the District Financial Advisory Committee meeting; the CCS Foundation Wine Gala; and advised IEL CEO Scott Morgan he is enrolled in an IEL program.

Patty Shea reported she attended the Head Start briefing; the Board meeting agenda planning meeting; the CCS Foundation Board meeting; the SCC opening of the C.O.P.S. Shop; the Winter Sports Banquet; and the CCS Foundation Wine Gala.

### **EXECUTIVE SESSION**

At 11:20 a.m. Chair Patty Shea called for an executive session under RCW 42.30.110(1) for the purpose of evaluating the qualifications of an applicant for public employment or to review the performance of a public employee. Executive session was expected to last until 12:20 p.m.

At 12:25 p.m. an announcement was made that executive session would be extended until approximately 12:55 p.m.

At 12:55 p.m. an announcement was made that executive session would be extended until approximately 1:05 p.m.

Chair Patty Shea announced executive session under RCW 42.30.110(1) had ended at 1:10 p.m. The regular meeting was reconvened at 1:15 p.m. No action was taken by the Board during executive session.

Ms. Shea thanked everyone for their cooperation with the Board as individual comments were accepted during executive session regarding tenure recommendations. She noted that decisions of tenure are some of the most significant and important that Board members are asked to make and they have taken this responsibility very seriously. It is a duty conducted with a great amount of care and concern for the institution, the students and the individual.

*Carol Landa-McVicker moved that WHEREAS the Board of Trustees is duly authorized and vested by law as the appointing authority for Community Colleges of Spokane; and as the appointing authority has reviewed and given reasonable consideration to the review committee recommendations for tenure, non-renewal or extension of tenure for these probationary faculty; I move that the appointing authority hereby grant an award of tenure to the following probationary academic*

*employees and hereby direct the chancellor to take any and all appropriate action in carrying out this decision.*

Ann M. Ciasullo	SFCC	English
Nancy A. Coffey	SCC	Librarian
Julia S. Doyle	SCC	Nursing
Lawrence M. Massey	SFCC	Speech
Brenda E. McCracken	SCC	Anatomy and Physiology
Jason R. Nix	SFCC	Journalism
Debra K. Olson	SFCC	Mathematics
Diana K. Osborne	SCC	General Business
Laura E. Read	SFCC	Speech
Sandra J. Ross	SFCC	Education
Methea K. Sapp	SCC	Anatomy and Physiology
Lisa M. Wolfe	SCC	Administrative Office System

*Don Cox seconded the motion.*

*No. 08-08, Vote:*

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

*Don Cox moved that WHEREAS the Board of Trustees is duly authorized and vested by law as the appointing authority for Community Colleges of Spokane; and as the appointing authority has reviewed and given reasonable consideration to the review committee recommendations for tenure, non-renewal or extension of tenure for these probationary faculty; I move that the appointing authority hereby denies tenure to the following probationary academic employee and hereby direct the chancellor to take any and all appropriate action in carrying out this decision.*

Lori Tochterman	SCC	Nursing
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*Greg Bever seconded the motion.*

*No. 08-09, Vote:*

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

**ADJOURNMENT**

The meeting adjourned at 1:20 p.m. No further action was taken.

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Secretary, Board of Trustees

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Chair, Board of Trustees