

MINUTES

WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17 BOARD OF TRUSTEES REGULAR MEETING

Present: Patty Shea (chair), Greg Bever, Ben Cabildo, Don Cox, and Carol Landa-McVicker. Also present were Gary Livingston, Linda McDermott, Greg Stevens, Anne Tucker, Maureen McGuire, Mark Palek, Scott Morgan, Pam Praeger, Terri McKenzie, Alex Roberts, Amy Lopes-Wasson, Carla Naccarato-Sinclair, Sharon Kelly, Oscar Ocana and Christine Pearl (recorder)

Guests: Greg Plummer, Geri Swope, Dick Hol, Jenny Houck, Chris Cary, Dan Bly, John Huffstutter, Dan Whye, Karen Johnson, Bill Sackville-West, Diana Biddison, Sharon Tyrrell, Judy Jenkinson

CELEBRATING SUCCESS: COLLEGE PREP AND COLLEGE PREP EXPRESS

Instructors Chris Cary and Jenny Houck provided the Board an overview of this program that transitions adult basic education students to become college-ready. The curriculum includes computer skills; math, English grammar and college writing skills; study skills and note taking; communication skills; and an introduction to Blackboard. The course spans an entire quarter, five hours a day, four days a week.

College Prep Express is for those students who work during the day and for those living in the rural areas. Students attend an orientation session prior to the start of class; they then can work online at home or at an Adult Basic Education Center computer lab. Six face-to-face meetings with the instructor are required during the quarter. The academic focus is English; math; writing; computer skills; research skills; and college success skills.

The Institute for Extended Learning has been selected to present the College Prep Program at the National College Transition Network (NCTN) Conference in Rhode Island in November; Mr. Cary and Ms. Houck will be the presenters.

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 15, 2008. Chair

Patty Shea called the meeting to order at 9:05 a.m., followed by the Pledge of Allegiance and roll call.

INTRODUCTIONS AND OPEN MICROPHONE

Spokane Falls Community College President Mark Palek introduced Alex Roberts, the new vice president of student and administrative services; Dr. Palek also introduced Oscar Ocana, the SFCC associated student body president for 2008-2009. No other introductions were made and no one requested to speak at open microphone.

APPROVAL OF MINUTES

Carol Landa-McVicker moved and Greg Bever seconded that the minutes of the June 17, 2008, regular meeting be approved as presented.

No. 08-21; motion carried.

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

Chief Human Resources Officer Greg Stevens provided the Board with background information regarding the development of the Exempt/Administrator Salary Schedule. The current salary schedule presented for Trustee approval reflects the 2008-2009 legislatively appropriated 2% general salary increase. Mr. Stevens advised there has been enough turnover savings generated since July 1, 2007, to fund qualifying exempt employee step movement on the schedule. Upon Board approval the salary schedule will become effective September 1, 2008.

Don Cox moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 approve the attached 2008-2009 administrator/exempt salary schedule and the 2008-2009 executive 2.0% general salary increase, all to be effective September 1, 2008, and direct the Chancellor to take whatever actions are necessary to implement this action.

No. 08-22; motion carried.

DISCUSSION/ACTION: CONSIDERATION OF APPROVAL OF CONTINUATION GRANT APPLICATION FOR HEAD START AND EARLY HEAD START FUNDING FOR FY 2009

This agenda item was originally presented to the Board for first reading at the June 17, 2008, meeting. It was brought again to the Board for consideration of approval. The application is for the period beginning November 1, 2008, through October 31, 2009, and is in the amount of \$10,185,597.00. Since the June meeting action has been taken to remedy two items that were found to be out of compliance during the

2008 Federal Program Review; these actions were reviewed for the Board by Interim District Director of Head Start/ECEAP/Earl Head Start and were built into the approval request.

Ben Cabildo moved and Carol Landa-McVicker 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 \$10,185,597 from the Department of Health and Human Services Administration for Children and Families, Head Start Office for Fiscal Year 2009 (11/1/08- 10/31/09).

No. 08-23; motion carried.

DISCUSSION/ACTION: CONSIDERATION OF APPROVAL OF PROPOSED LAB AND COURSE FEES FOR 2008-2009

District Director of Budget and Administrative Services John Huffstutter presented this agenda item. The proposed fee changes were evaluated and determined to be consistent with the authorization granted by the Legislature (authority for up to a 5.57% increase for 2008-09, plus new materials fees up to \$100) and reflect the provisions of Initiative 960 (revenue used for more than purely material cost recovery). The Lab and Course Fee Listing was color-coded to distinguish the various applicable rule categories.

Carol Landa-McVicker moved and Don Cox seconded that the Board of Trustees of Washington State Community College District 17 adopt the Lab and Course Fee Schedule as presented effective fall quarter 2008 through summer quarter 2009.

No. 08-24; motion carried.

BREAK

The meeting recessed at 10:00 a.m. and reconvened at 10:15 a.m.

DISCUSSION/ACTION: 2008-2009 COMMUNITY COLLEGES OF SPOKANE OPERATING BUDGET

As Chief Financial Officer Linda McDermott stated, the Board adopted the 2008-09 initial operating budget at the June 17, 2008, meeting. In the interim the colleges, IEL, Administrative Services and the Facilities Department have finalized their detailed budget spending plans. A new unit, Campus Support Services, was created; cashiering, mail services, central receiving, computer and telephone services, and the International program will be administered under this area.

Mrs. McDermott reviewed the projected revenue sources, which total \$90,305,921. Allocations were as follows:

- Spokane Community College: \$33,456,416
- Spokane Falls Community College: \$23,895,970
- Institute for Extended Learning: \$11,833,849
- Administrative Services \$ 7,152,453
- Campus Support Services \$ 1,636,340
- Facilities Maintenance and Operations \$11,045,872

During the development of the spending plans, colleges worked to tie their spending to their strategic plans. Administrative Services provided increased funding for training and professional development initiatives and for transportation costs. As the Facilities Department developed a spending plan preventive maintenance and efficiency was emphasized. The administration recommended the 2008-2009 Initial Operating Budget for Board approval.

Carol Landa-McVicker moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 approve the CCS Operating Budget detailed spending plans for 2008-2009, effective July 1, 2008, as presented and authorizes the administration to accept additional allocations and adjustments during the fiscal year.

No. 08-25; motion carried.

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.

District Director of Facilities Greg Plummer reported:

- Final training by the contractor has taken place for control technicians of the sn-w'ey'-mn Building
- The repair of the underwater lights for the pool at the Johnson Sports Center has almost been completed; they are still waiting for the trim rings to be delivered
- Roof repairs projects are underway at both campuses
- A paint booth from Felts Field is being moved to Building 10 at SFCC for the use of the Facilities Department
- Buildings 3 and 14 at SFCC are in the process of being demolished

Linda McDermott reported it was decided by Cabinet that the reserve distribution received from the state board would go into the utility account.

Dan Bly reported confirmation has been received of funding for the expanded ECEAP program via an amended contract. Also, he reminded the Board Head Start is operating at a reduced level this summer, serving 120 children, down from 879.

REMARKS FROM THE WASHINGTON FEDERATION OF STATE EMPLOYEES REPRESENTATIVE

No report received.

REMARKS FROM THE ASSOCIATION FOR HIGHER EDUCATION PRESIDENT

- Discussion is taking place as to how students can be assisted with the scheduling of classes so they are not required to drive to school every day; how to maximize course schedules to help students economize on gas
- AHE is planning a welcoming reception for new faculty following their orientation session on September 18th; the tentative start time is 4:00 p.m. and the location will be the UniServe Building at 230 E. Montgomery
- The Statewide Salary Taskforce Study has been completed; faculty, administrative and exempt salaries were reviewed; a very healthy request has been put together by the state board to be taken to the legislature to assist with correcting salaries in these areas; part of the language is to get the same COLA for administrators and exempt employees as faculty, which currently is at 5.7%; this would be a three-biennium phased request

REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING

Chief Executive Officer Scott Morgan provided the following report:

- Thanked the budget office for a very successful budget planning process
- ChangePoint! has a program in progress this summer, and is working to make contact with alumni from past programs
- There will be a billboard advertising the ChangePoint! Program downtown on the Entrepreneurial Center Building
- The ABE budget will be considered positively by the state board; there is a component for enrollment growth and a component regarding quality; this appears to be an attempt to help bring the funding levels for ABE up to those of the academic and vocational programs
- Summer enrollments are on par with last year

REMARKS FROM SPOKANE COMMUNITY COLLEGE

Sharon Kelly provided the following report on behalf of classified staff:

- The Classified Staff Council Salad Social was very successful; a presentation was made regarding Vietnam and Cambodia
- The next Council meeting will be used for planning for next year, focusing on training, incorporating some events for each of the Board members to attend

Dr. Terri McKenzie provided the following report on behalf of President Joe Dunlap:

- Campus upgrades are taking place, one being at the Max Snyder reception area, and another to the VP of Learning office; another project is the consolidation of Student Services and moving those services into closer proximity of each other; there is also some painting of buildings, installation of banners, etc. taking place on campus
- Enrollment is up 15% this summer due in part to retention efforts
- Hirings are almost complete
- The accreditation self-study is underway
- Notification has been received that the Hospital Employee Education and Training Grant and the Expanded Function Dental Auxiliary High Demand Grant have both been awarded to SCC

REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE

President Mark Palek provided the following report:

- Enrollment is up due to outreach, retention and recruitment efforts
- The budget process was kept as transparent and accessible as possible; thank you to the budget office for their support
- SFCC has been working on a “green” course schedule; planning is underway that would limit the number of trips student have to make to and from the campus
- There has been a number of transitions in terms of personnel this past year; some very high-quality people have been hired and will be joining the institution
- Preparation is underway for the five-year accreditation visit
- The college has just concluded the third week of Youth College; it was very successful with over 100 students participating

REMARKS FROM THE CHANCELLOR

Chancellor Gary Livingston provided the following report:

- September 18 is the date for the Fall Conference; more information will follow
- Enrollment is up—300 FTE over target for the year

- Today's meeting is the first of the new academic year; he sees the following as the major issues for discussion and/or resolution during 2008-09:
 - Common course numbering goes into effect
 - Emergency preparedness and security; campus safety
 - Accreditation
 - Re-Hosting Project implications
 - Staff development and training
 - Capital projects
 - Continuing education—centralized approach
 - New biennium budget
 - New courses
 - Enrollment management
 - Distance learning
 - Administrative procedures
 - Student accountability/achievement

REMARKS FROM THE BOARD AND BOARD CHAIR

Don Cox acknowledged the enthusiasm and energy that he experienced at the Newport and Whitman County Centers, which was very infectious.

Carol Landa-McVicker reported that in addition to her duties as TACTC president she attended the CCS Foundation Bigfoot Golf Classic and the CJST completion program; she invited all the trustees to attend the TACTC Legislative Steering Committee Meeting via ITV on July 30 and the TACTC Fall Conference on October 2 in Renton, WA.

Ben Cabildo reported the Workforce Development Council has projected 70 to 80% of the future workforce will require an A.A. degree, possible useful marketing information for CCS. Planning for the Unity in the Community event continues; 10,000 attendees are projected this year and he hopes the community colleges will capitalize on the event for exposure and recruitment. He also attended the CJST completion program event.

Greg Bever reported attending the Colville graduation ceremony; the CJST completion program event, the SCC Business and Hospitality graduation ceremony; and the CCS Foundation Alumni Night at the Spokane Indians baseball game.

Patty Shea reported attending the CCS Foundation Bigfoot Golf Classic and the CCS Foundation Alumni Night at the Spokane Indians baseball game.

EXECUTIVE SESSION

At 11:50 a.m. Chair Patty Shea called for an executive session under RCW 42.30.110(1) for the purposes of reviewing the performance of public employees, Executive session was expected to last until 12:00 p.m.

Chair Patty Shea announced executive session under RCW 42.30.110(1) had ended at 12:02 p.m. with the regular meeting reconvened. No action was taken by the Board during executive session.

Carol Landa-McVicker moved and Don Cox seconded that the Board of Trustees of Washington State Community College District 17 extend the contract of Chancellor Gary A. Livingston through June 30, 2011; this action was taken via an addendum to the executive contract.

No. 08-26; motion carried.

ADJOURNMENT

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

Secretary, Board of Trustees

Chair, Board of Trustees