

MINUTES

WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17 BOARD OF TRUSTEES REGULAR MEETING

Present: Greg Bever, Ben Cabildo, 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, Pam Praeger, Scott Satake, Greg Richards, John Hernandez, Mary Ann Nardecchia, David Cosby, Kathy Rynning, Dawn Chavez, Josh Allen, and Christine Pearl (recorder)

Guests: Greg Plummer, Mark Mattke, Pam O'Connor, John Huffstutter, Lynn Holmes, Joe Kinney, Patty Allen

Excused: Patty Shea

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 at Spokane Falls Community College, 3410 West Fort Wright Drive, Spokane, Washington, on Tuesday, December 16, 2008. Vice Chair Don Cox called the meeting to order at 8:35 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 November 18, 2008, regular meeting be approved as presented.

No. 08-33; motion carried.

REPORT: COMMUNITY COLLEGES OF SPOKANE YEAR-END FINANCIAL REPORT

Chancellor Gary Livingston introduced this report by noting the fiscal year ended last June with the most optimistic financial plan in years; the Board's reserve goals for both restricted and unrestricted funds had been met. But the celebration was short-lived due to both the state and national economy; last year's annual financial

report will be reviewed and discussion will begin on where we are today and where we go from here.

Chief Financial Officer Linda McDermott provided the Board with the following financial report for fiscal year 2007-2008:

- Total expenses were \$149,742,173
- When broken down by program, this was: 37.8% instruction; 15.9% student services; 12.5% student aid; 9.1% plant operations; 7.7% academic support services; 6.6% institutional support, etc.
- When broken down by expenses, this was: 61.8% salaries and benefits; 17.3% goods and services; 12.5% student aid; 3.9% equipment, etc.
- Total enrollment in 2004-2005 was: 4,249 as compared to the 2007-2008 total enrollment of: 13,773
- In 2003-2004 the Operating Reserves bar chart showed the goal much higher than the actual reserves achieved; each year that distance grew smaller until 2007-2008 when the reserves bar exceed the goal bar

REPORT: REVISED 2009 BUDGET STRATEGY

In summarizing where the district is to date, Chancellor Livingston explained CCS has been directed by Governor Gregoire to reduce this year's budget by 4.1%, which calculates out to \$2.6 million. Because we have established reserves over the past several years and based on specific intervention strategies at the institution level, the district has been able to honor our commitment of getting through this first financial crisis without significant layoffs. While reductions and efficiencies have been initiated, it is acknowledged that many of these are one-time only tactics. Strategies and plans have been developed to adjust to this budget cut and each of the institutions and the district is comfortable that they can survive the year with this level of reductions.

The legislature will convene in January to develop a supplemental budget for the remainder of the year, which could validate the governor's directive or actually increase the reduction. There has been conversation regarding a potential 7% budget cut; the question then would be could we honor the same principles used in the first budget reduction scenario at this higher level. For CCS that may vary from unit to unit based on reserves, programs and flexibility; but it would be the intent and interest to move forward with the same principles, that is not to institute layoffs for the remainder of this year.

The governor has indicated potential budget reductions as extreme as 20% for the 2009-2011 biennium, and we have been directed to think about this possibility—the administration has already begun that process. Cabinet met yesterday to discuss where we have been, where we are, and what would be our principles of going

forward if in fact the budget reduction is anything near 20%. The important issues to be considered would be:

- quality of service;
- structuring a budget that would position us so that as the economy recovers, CCS can also recover;
- make decisions judiciously;
- set in place processes that are inclusive and honest;
- ensure lines of communication are open to employees, students and the broader community; and
- that it is determined at what level systemic decisions are made as compared to local institutional decisions.

As legislative budget discussions move forward, the CCS focus will be:

- students first;
- the economy;
- a legislative platform that stresses minimizing cuts;
- to request state aid for or to include Running Start students toward enrollment FTEs, or to consider an associated fee; and
- working very carefully with the Board in the spending of reserves and their goals related to reserves.

In summary, CCS has been directed by the governor to cut a total of \$2.6 million—4.1 percent—of our current state allocation. This budget reduction has been allocated on a pro-rata basis among all CCS operating units: Spokane Community College, Spokane Falls Community College, Institute for Extended Learning, Administrative Services, Campus Support Services and Facilities. Budget decisions and reduction strategies for this year are being made at the unit level, including input from faculty and staff.

The pro-rata 2009-09 distribution would be as follows:

- SCC at 40.3%, \$1,065,935
- SFCC at 28.3%, \$748,535
- IEL at 14.6%, \$386,170
- Administrative Services at 7.7%, \$203,665
- Campus Support Services at 1.2%, \$31,740
- Facilities at 7.9%, \$208,955

The administrative leaders of each of these divisions described to the Board how they plan to accommodate this year's budget reductions within their units.

REPORT: CCS BUDGET DEVELOPMENT VALUES AND PRINCIPLES

In light of the current extreme economic challenges and state-directed budget reductions, Community Colleges of Spokane was prompted to revisit its budget

development values and principles that were originally created in 2002. These values and principles reflect the commitment of CCS to adhere to the Board's values and goals when faced with making difficult budget decisions. As explained by CFO Linda McDermott, the document presented to the Board reflects the draft of the revised CCS Budget Development Principles. The document has been circulated throughout CCS among many constituent groups; with input from the Board, these principles will guide the budget processes and decision-making for the remainder of this year and for the 2009-11 biennial budget process.

BREAK

The meeting recessed at 10:45 a.m. and reconvened at 11:05 a.m.

DISCUSSION/ACTION: CONSIDERATION OF FACULTY SALARY AGREEMENT

Chief Human Resources Officer Greg Stevens reported parties have met, negotiated and tentatively agreed on funding for the 2008-09 salary schedule for both annually contracted and adjunct faculty as per the master contract between Community Colleges of Spokane (CCS) the CCS Association for Higher Education (AHE). If approved by the Board of Trustees, the tentative agreement will be implemented retroactive to September 1, 2008. The new salary schedules would then be incorporated into the successor master contract currently being negotiated, and which will be returned for Board consideration and approval in early 2009.

AHE Vice President Scott Satake reported the ratification process went well with a 99% affirmative vote.

Carol McVicker moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 approve the attached tentative agreement revising Articles XVIII and XXIV of the Master Contract between Community Colleges of Spokane (CCS) and the CCS Association for Higher Education, effective December 16, 2008, and retroactive to the beginning of Fall quarter 2008-09, authorizing the Board Chair to sign the tentative agreement on behalf of CCS and directing the Chancellor to take the actions necessary to implement the agreement.

No. 08-34; motion carried.

REPORT: STUDENT ACHIEVEMENT INITIATIVE UPDATE

District Academic Services Officer Jim Minkler and District Institutional Research Director Joe Kinney provided this update report. The Student Achievement Initiative was developed in 2006-07 in response to the state board's goal to "achieve

increased educational attainment for all residents across the state.” As an incentive system the initiative rewards colleges for improving student achievement and measures students as they progress through the community/technical college system to attain certificates, degrees, and apprenticeships.

Academic year 2007-08 was designated as a “learning year” for colleges to become familiar with the system and work on strategies. Academic year 2008-09 is the first measurement year; the four primary measures are:

- improving preparation for college level courses;
- building to a year of college credit;
- completing college level math; and
- completing certificates, degrees, and apprenticeship training.

Principles for measurement are intended to be program neutral and reflect the needs of the diverse communities served by community colleges. The measurements are simple, understandable and reliable; they focus on student achievement improvements that can be influenced by the colleges. Point increases are based on growth in the number of students served and in productivity.

A description was provided of the funding proposal and principles for funding. Also presented was an accounting of the momentum points process and how they are earned.

In the final analysis, CCS accumulated 14,794 total points in 2006-07, and 16,278 total points for 2007-08, for an increase of 1,484 total points. The report went on to report on student achievement as broken down by demographics.

DISCUSSION/ACTION: BOARD OF TRUSTEES ELECTION OF OFFICERS AND ORDER OF VOTING FOR 2009

Each December the Board of Trustees considers the election of officers and order of voting and for the next calendar year.

Election of Officers:

Carol Landa-McVicker moved and Greg Bever seconded that Patty Shea be elected as Chair of the Board of Trustees of Washington State Community College District 17 for calendar year 2009.

No. 08-35; motion carried.

Ben Cabildo moved and Carol Landa-McVicker seconded that Greg Bever be elected as Vice Chair of the Board of Trustees of Washington State Community College District 17 for calendar year 2009.

No. 08-36; motion carried.

Order of Voting:

A random drawing determined the order of voting for calendar year 2009 as follows: #1 Carol Landa-McVicker, #2, Greg Bever, #3 Don Cox, #4 Ben Cabildo, #5 Patty Shea.

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 provided the following remarks:

- There is a possibility several CCS capital projects may be accelerated as part of the governor's economic stimulus plan for the state
- Minor projects in progress include improvements at the Colville Center, Felts Field and Building 15 at SCC
- It is anticipated the transfer of title for the Magnuson Building will take place in January 2009

Interim District Director of Head Start/ECEAP/Early Head Start Patty Allen provided the following remarks:

- The budget planning process will begin the first of the year
- She attended a directors' meeting in Seattle regarding Head Start/ECEAP and learned there is movement on the national level to make Head Start part of the stimulus package
- Learned the 15 additional ECEAP slots CCS applied for at the state level will now not be put forward
- Challenges in the future include: increased benefit costs for staff and a budget shortfall at the state level
- The Children's Safety Bureau donated a \$50 shopping spree to Walmart for 30 local Head Start families
- On December 15th the Unchained Brotherhood motorcycle group donated books for the children at the Northeast Community Center; the group wants to return in the spring to assist with improvement projects to the facility

REMARKS FROM THE WASHINGTON FEDERATION OF STATE EMPLOYEES REPRESENTATIVE

David Cosby provided the following report:

- The Federation is in support of the legislative ratification of the contract, which provides for a 2% raise in 2009 and 2.2% in 2010

- Expressed appreciation for the internal process of communication regarding the current economic concerns, noting the sharing is appreciated, especially the assurance the pain will be shared and we will get through this
- Noted the layoff process is of keen interest right now

REMARKS FROM THE ASSOCIATION FOR HIGHER EDUCATION PRESIDENT

AHE Vice President Scott Satake reported the ratification process looking forward over the next few weeks will be concentrating on studying the contract language; it is his belief positives have been achieved for everyone involved.

REMARKS FROM SPOKANE COMMUNITY COLLEGE

Greg Richards provided the following report on behalf of faculty:

- Angela Wizner's class provided Thanksgiving for several families in need at the Community Center
- The DECA organization, in conjunction with Fantasy Flight of Spokane, provided a fantasy flight to the North Pole for 60 children ages five to twelve years

Kathy Rynning provided the following report on behalf of classified staff:

- Classified staff participated in the Tree of Sharing, raising over \$200 to purchase gifts for nine children
- The group is looking forward to their Holiday Potluck event scheduled for Thursday, December 18th
- A Classified Staff FERPA Training is scheduled for January 23rd

President Joe Dunlap provided the following report:

- The campus hosted the Region 11 DECA competition on December 9th with over 600 high school students attending
- Dr. Martin Luther King, Jr. Day will be celebrated on campus with events planned for January 14th
- The January 20th inauguration of President-elect Obama will be televised in the Lair Student Center
- The next Geology Lecture Series presentation will be on January 28th at 7:00 p.m. in the Lair Auditorium

REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE

John Hernandez, on behalf of faculty, thanked the Board for passage of the faculty salary agreement.

Josh Allen provided the following report on behalf of the student body:

- Many events have been organized for student participation during the past quarter, including Utilization Week, an upcoming ski trip, and various speakers and performers
- Arrangements have been made for the Code Blue phones to be installed on campus
- He and the student delegation will be attending the CCS Legislative Luncheon to address the needs of students and present their legislative platform
- Student Senate and Activity Board meetings for the fall quarter have been completed and will resume with the beginning of the winter quarter
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President Mark Palek provided the following report:

- An All College Meeting was held last Tuesday with the budget and current economic crisis as the major topics of discussion
- A visit was just received regarding the first-year review for the Title 3 grant; the result was extremely positive
- The War on Want project, an art project of individual panels, raised over \$7,300

REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING

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

- On Friday, December 12th, sixteen community volunteers were honored at an appreciation lunch held at the Hillyard Center
- Molly Popchock's class of newcomers to the United States participated in a field trip to the Spokane County Courthouse and Spokane Police Department; it was a very "eye opening" experience for individuals coming from countries of origin where the government/police systems are sometimes corrupt
- The IEL is raising funds to assist the family of ESL Instructor Petko Baltchev, who passed away unexpectedly of a heart attack on November 11th; Petko and his family emigrated from Bulgaria in 1999 and became U.S. citizens seven years later; his son, Alex, is a U.S. Marine serving in Iraq

Dawn Chavez provided the following report on behalf of classified staff:

- For the last several years Auntie's Bookstore has donated books to families and their children from the various IEL centers; a tradition which continued this holiday season
- The Family Management program provides parent and children activities, a portion of which models how to interact with play and reading to children
- The ABE program will be tied-in with the women's conference in March, the focus for which will be generation to generation in the workplace

Chief Operations Officer Scott Morgan provided the following report:

- A welding class for displaced workers will begin in January at the Newport Center
- The IEL Career Gear Business Clothing Fashion Show will be held on February 12th
- Thank you to Leadership Spokane for their award of a scholarship to a Change Point! graduate

REMARKS FROM THE CHANCELLOR

Chancellor Gary Livingston reminded the Board and administrators of the December 17th CCS Legislative Luncheon.

REMARKS FROM THE BOARD AND BOARD CHAIR

Trustee Carol Landa-McVicker reported attending many state-wide meetings via ITV and Elluminate, and she encouraged the trustees to attend the TACTC winter conference at the end of January.

Trustee Greg Bever thanked student Josh Allen for his service to SFCC and for his service to our country when he enters the United States Air Force in March. He attended the Border Clash basketball game and congratulated the band on their great job and enthusiasm.

Trustee Don Cox, in the interest of time, passed on the opportunity to make a report.

ADJOURNMENT

The meeting adjourned at 12:38 p.m. No further action was taken.

Secretary, Board of Trustees

Chair, Board of Trustees