

MINUTES

WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17 BOARD OF TRUSTEES REGULAR MEETING

Present: Patty Shea (chair), Greg Bever, 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, Terri McKenzie, Carla Naccarato-Sinclair, Greg Richards, John Hernandez, Mary Ann Nardecchia, David Cosby, Kathy Rynning, Cheryl Bivens, Dawn Chavez, Camey Anderson, Oscar Ocaña and Christine Pearl (recorder)

Guests: Greg Plummer, Mark Mattke, Janice Eatherton, Jocelyn Fitzgerald, Patty Allen, Gail Stevenson, Dennis Dunham, Steve Helmbrecht, Donna Syron, Suzanne Bettinger, Geri Swope, Ken Burrus, Rob Kasberger, Steve McNutt, Melissa McFadgen, and Dana Harbaugh

Excused: Don Cox and Ben Cabildo

CELEBRATING SUCCESS: SPOKANE COMMUNITY COLLEGE OFFICE OF STUDENT SUCCESS

Dr. Terri McKenzie, Vice President of Student and Instructional Services, advised the Board the SCC Office of Student Success provides a number of support systems for student success and retention. First Year Introduction is a college orientation course offered over the four days prior to the first day of the quarter. Students have the opportunity to connect with other students; meet faculty and staff; learn of services, resources and activities available to them; and choose sessions that will aid in their adjustment to college.

The Bridging Project permits Havermale High School students to explore the college experience with a three-day visit to the SCC campus at which information sessions, sample classes and college tours are provided. Also part of the Bridging Project is ASSET testing and CCS application completion at Havermale, Rogers and Mt. Spokane High Schools.

Student Success Workshops are held each quarter; each workshop is one and one-half hour in length and the topics include: math anxiety; money management; stress management; career counseling; time management; and research skills. Beginning in fall quarter 2007 through summer quarter 2008, 503 students have attended these workshops.

The Early Alert Referral System is designed to identify and assist students who may be experiencing academic difficulty. The online referral system permits referral by faculty, staff, or self-referral; once referred, the student is contacted to see if he/she wishes to receive assistance.

Additional presenters included Misty Wells, Erin Carrell and Nicole Duvernay; “non-traditional” student Justin Bloom advised the Board of his personal benefit from the First Year Introduction program.

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, November 18, 2008. Chair Patty Shea called the meeting to order at 8:58 a.m., followed by the Pledge of Allegiance and roll call.

INTRODUCTIONS AND OPEN MICROPHONE

Chancellor Gary Livingston introduced Mark Mattke, Workforce Strategy and Planning Director for the Spokane Area Workforce Development Council. Institute for Extended Learning Chief Executive Officer Scott Morgan introduced Head Start Region X Program Specialist Maralyn Akiyama.

No one requested to speak at open microphone.

Chair Patty Shea announced that should anyone have comments for the Board of Trustees regarding the tenure recommendations, each individual is asked to sign in on the sheet provided and, if needed, the Board will allow time during Executive Session to hear those comments.

APPROVAL OF MINUTES

Greg Bever moved and Carol Landa-McVicker seconded that the minutes of the October 21, 2008, regular meeting be approved as presented.

No. 08-30; motion carried.

REPORT: COMMUNITY COLLEGES OF SPOKANE FOUNDATION STRATEGIC PLAN UPDATE AND 2008 ANNUAL CAMPAIGN APPEAL

An overview of the CCS Foundation Strategic Plan was presented by District Director of Development Gail Stevenson. Included were five goals, with supporting objectives and associated activities outlined for each of the goals:

- Goal 1: Further the mission of the Community Colleges of Spokane—"to provide quality relevant learning opportunities to students in our region."
- Goal 2: Provide broader access to affordable, quality, relevant education by focusing on students, faculty development and special needs.
- Goal 3: Enhance and maximize the efficiency of the Foundation's ability to raise funds.
- Goal 4: Achieve a greater level of involvement with the colleges from a perspective of their emerging needs.
- Goal 5: Continue to develop and retain professional staff.

Steve Helmbrecht, President of the CCS Foundation Board of Directors, advised the assembled regarding the Foundation's annual campaign. Last year the Foundation set a new record by raising \$1.1 million to support initiatives throughout the colleges; in addition \$392,483 in scholarships was awarded to 1,269 CCS students. In closing Mr. Helmbrecht requested the support of the trustees by the completion of the pledge forms distributed to each of them.

REPORT: COMMUNITY COLLEGES OF SPOKANE I-BEST PROGRAM

Dr. Jim Minkler provided an overview of the I-BEST (Integrated Basic Education Skills Training) program. His presentation began with I-BEST at the national level summary, included the statewide policies, and continued to CCS implementation. I-BEST Manager Donna Syron read a student testimonial letter as to how much it meant to the writer to have earned his GED through the I-BEST Social Services program. Ms. Syron provided a chart that showed the number of students in each I-BEST cohort, the completion rate, total credits generated, and continuing education rate, among other measurements.

Suzanne Bettinger explained how students are recruited into the program and how the Pre-I-BEST and the "passport" checklist assist students entering the program; she also reported on I-BEST employer partners and students who have transitioned into employment from the program. Deby Hanson explained the I-BEST Clerical Assistant certificate program at SCC; the first quarter of the program is the same for all students. The second quarter offers the opportunity to choose from three different tracks: 1) Introduction to Legal Office; 2) Introduction to Administrative Office; or, 3) Introduction to Medical Office. Once the I-BEST certificate is received, SCC offers the student the opportunity to further their college education with one-year certificates and two-year degree programs. Adult Basic Education Instructor Cassie Silvas provided a spreadsheet report of the three I-BEST classes she has instructed. The spring 2008 class initially enrolled 14 students, of which 10 continued in the I-BEST program and six received their certificates. The summer 2008 class enrolled six students with four completing and receiving their

certificates. The current fall 2008 class has 15 students and thus far no one has dropped out.

I-BEST student Vira Iatchenko spoke to the Board regarding her experience with the office skills training program at SFCC, noting how her participation improved her language skills and taught her computer skills. In January she will begin college courses for the physical therapy assistant program.

BREAK

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

REPORT: SPOKANE FALLS COMMUNITY COLLEGE CAMPUS CLASSROOM BUILDING AND MAGNUSON BUILDING MAJOR PROJECTS DESIGN UPDATE

A presentation of the SFCC Campus Classroom Building and the Magnuson Building major projects was made to the Board. IEL Chief Executive Officer Scott Morgan explained the Magnuson Building remodel is a joint project of SFCC and the IEL and will house the SFCC Physical Therapy Assistant and Occupational Therapy Assistant programs. It will also be home to the IEL's administrative offices; Business and Community Training program; Adult Education and Transitional Studies program; Displaced Homemaker program; and Adult Basic Education classes. The Legislature appropriated state capital funding to pay for needed renovations to this building on the condition that CCS could provide a matching amount in non-state funds. Chancellor Livingston advised the CCS Foundation has been very successful in the fundraising for this project and it is believed the majority of the state match will be able to be accommodated. The Magnuson Building remodel is scheduled to begin by February 2009 with occupancy expected before fall quarter 2009.

The SFCC Campus Classroom Building will provide much needed additional classrooms; computer labs; a tutoring center; and additional office space as explained by President Mark Palek. This new structure will also house a suite for campus administration. Pre-design has been completed, but construction cannot begin until other campus projects currently in progress have been completed; it is anticipated construction will begin in 2011 with occupancy projected for 2013.

DISCUSSION/ACTION: CONSIDER ADOPTION OF REGULAR BOARD OF TRUSTEES MEETING SCHEDULE FOR CALENDAR YEAR 2009

Board members reviewed the proposed schedule of regular Board of Trustee meetings for calendar year 2009. It was agreed the schedule was customary and acceptable.

Carol Landa-McVicker moved and Greg Bever seconded that the Board of Trustees of Washington State Community College District 17 adopt the schedule of regular meetings for calendar year 2009 as presented.

No. 08-31; 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:

- Most of the projects on the list are in design or are being completed
- Three projects are underway, the select remodel projects of SCC building #15, some facilities upgrading at Felts Field, and window replacement/vestibule construction at the Colville Center

Patty Allen, Interim District Director of Head Start/ECEAP/Early Head Start, reported:

- Head Start Region X Program Specialist Maralyn Akiyama spent the day yesterday visiting many of the Spokane Head Start sites
- 60% of the new program year funding has been received
- Last year there was a concern that the program was not going to be able to meet the federal non-share amount and a waiver was requested; the final report shows all 11 sites exceeded their anticipated goal, and nearly \$300,000 of excess “in kind” services have been collected due to the efforts of the parents and families
- Reported the CCAMPIS (Child Care Access Means Parents in School) grant that provides evening child care for Pell-eligible students has served 214 CCS students over the past three years; the grant is in its final year and it is unknown whether it will be made available for reapplication
- Has heard that ECEAP was reallocating child care slots within the next four days; CCS has requested 75 additional slots, but is unsure of how many will actually be received

ACTION: CONSIDERATION OF THE GRANTING OF TENURE FOR FALL QUARTER 2008

Carol Landa-McVicker 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.

<i>Michael Ochoa</i>	<i>SCC</i>	<i>Electrical Maintenance Technician</i>
<i>Stacia M. Reagan</i>	<i>SCC</i>	<i>Medical Assistant</i>

Greg Bever seconded the motion.

No. 08-32; motion carried.

REMARKS FROM THE ASSOCIATION FOR HIGHER EDUCATION PRESIDENT

Carla Naccarato-Sinclair provided the following report:

- Eight days of instruction remain in the fall quarter
- Planning is taking place for the legislative session and the budget woes
- Thanked the presidents/CEO and the chancellor for their planning and input with the faculty that was utilized during the current budget cuts
- Bargaining continues; academic year 2008-09 salary negotiations for full- and part-time faculty has been completed

REMARKS FROM THE WASHINGTON FEDERATION OF STATE EMPLOYEES REPRESENTATIVE

David Cosby provided the following report:

- Collective bargaining is now at the legislative ratification level
- The regional federation will host their legislative banquet next week

On behalf of Marlene Cortez, David Cosby reported classified staff held a training on October 24th with over 95 attendees; security was the training topic with Anne Tucker, Grace Leaf, Roger Bragdon and CCS security personnel as the presenters.

REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING

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

- The Artluck Potshow has been rescheduled to Thursday, November 20, in the sn-w'ey-mn room 110
- Vicky Broden reported the Colville Work Skills ABE students participated in Leadership Plenty training and as a class project chose to organize a basic auto maintenance/safety class to help people-in-need in their community
- ESL Instructor Kathy Laise reported an all-school election was held to assist students in learning about the election process

- ESL Student Forums will be held on the morning of November 18th and the evening of November 19th; speakers will include Northwest Fair Housing Alliance, Lutheran Services, and The Center for Justice to explain the services each provides to the community

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

- The Combined Fund Drive fundraising effort raised over \$3,700
- Spoke regarding the expectation of increased ESL and ABE students in the future
- At the Hillyard Center, so far this year 41 students have completed the GED and there have been five high school completions; at the University Center 11 students completed their GED

Chief Executive Officer Scott Morgan provided the following report:

- Security meetings are being conducted at each of the IEL centers to evaluate needs and concerns
- IEL Fall quarter enrollment is seven to eight percent above target
- Thanked Trustee Carol Landa-McVicker for attending the Change Point! Reunion

REMARKS FROM SPOKANE COMMUNITY COLLEGE

Greg Richards provided the following report on behalf of faculty:

- At a recent culinary food show, two SCC students received silver medals and one received a bronze medal; in addition, a chef instructor was also awarded a bronze medal for his sugar and chocolate sculpture
- The Clubs and Activities Organization held a Family Fun Night prior to Halloween
- The Clubs and Activities Organization recently held a food drive competition; the automotive department was one of the leaders bringing in 500 pounds of food for the food bank
- The Avista Center for Entrepreneurship will hold a trade show featuring the students' final projects on May 13 from 5:00—6:30 p.m.
- On December 9th SCC will be hosting the Region 11 DECA (Distributive Education Clubs of America) competition; this will involve 18 high schools and over 500 students

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

- She and Jovonna Dunbar have been updating the classified staff council website
- Nine new members have been recruited to the classified staff council
- Members participated in the classified staff training in October, were involved in the fundraising activities in support of the Combined Fund Drive, and will take part in the Tree of Sharing by sponsoring a family

- Members are planning future events including a Winter Potluck, Adopt an Athlete, and the Annual Turkey Trot

Camey Anderson provided the following report on behalf of students:

- The Hunger and Homelessness Awareness Conference 2008 will take place November 19th
- SCC and SFCC student government united in support of the volleyball team to provide pizza for 100 participants—they actually had 160 folks participate
- Student government is looking to purchase 200 tickets to the CCS Border Clash event with North Idaho College; the tickets will be given away to students to encourage their involvement with the event
- Announced a new club on campus, the Weight Loss Challenge Club
- The 100 spots for the Thanksgiving food baskets have been filled
- The 100 spots for the Tree of Sharing have also been filled; now sponsors are needed for the families whose names appear on the tree
- She and Oscar Ocaña attended a student legislative academy in Olympia; she distributed to the Board and meeting attendees a list of the statewide student issues for the upcoming legislative session

President Joe Dunlap provided the following report:

- The Cosmetology department's pink-hair fundraiser in support of a cure for cancer raised \$3,000
- The SCC enrollment target has been met and it is anticipated will be exceeded by the end of the quarter
- The SCC Wintertime Employee Appreciation Event will be held on December 2nd
- The Nursing Graduation Ceremony, one of two held each year, will be on December 12th

REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE

John Hernandez provided the following report on behalf of faculty:

- Registration is currently taking place for Winter quarter, which begins on January 5th
- He had an opportunity to view the CCS Community College Connections broadcast with Chancellor Livingston and Presidents Dunlap and Palek, finding it very informative

Cheryl Bivens provided the following report on behalf of classified staff:

- Paula Bresnahan was named Classified Staff Member of the Year
- On February 18th, 11:30 a.m.—1:30 p.m., a classified staff soup and chili luncheon is planned; in addition, Mary Ann Sanger will present her multi-generational program

- Classified staff council would also like to encourage a professional clothing drive as a service project; this will be done in conjunction with the February luncheon event

Oscar Ocaña provided the following report on behalf of students:

- The theme for the month of November is security
- A Stop the Hate Forum was held on November 7 with 65 attendees
- On November 12th the founder of the Stop the Hate program came to campus for a lecture at which there were 85 attendees
- A self defense seminar was held on November 5th with over 200 attendees
- The student government security committee is collecting student concerns so that they may be shared with SFCC administrators
- Student representatives have been selected to participate on 15 tenure review committees

President Mark Palek provided the following report:

- SFCC enrollment is three to four percent above target
- A security training demonstration was provided regarding the campus blue light product
- The art faculty have put together a show in the campus gallery consisting of hundreds of squares produced by students and faculty; a silent auction to bid on each of the squares is being held with the proceeds to go to charity
- He and President Dunlap participated with EWU and Associated Industries to develop a new scholarship program; it will permit students to attend two years at the community colleges and transfer to EWU
- As part of the ongoing SFCC student success strategies, advisors have been working with students to develop educational plans; to date 440 of these plans have been developed

REMARKS FROM THE CHANCELLOR

- Reported December 17th has been selected as the date for the CCS Legislative Luncheon, which will be held at SFCC
- The SBCTC conducted an exercise at the request of the governor regarding the impact to community colleges of a potential 20% budget reduction for the next biennium—he commented, “this would be huge for our system”
- He has been meeting with legislators regarding the issue that you invest in community colleges during these types of economic downturns; the theme around most of our issues will be workforce and economic recovery, tying virtually everything we do to that theme
- Greater Spokane Inc. sponsored ten area projects to forward to the state, two of which are CCS projects: the SFCC Photography/Fine Arts Building and the Maintenance and Operation Funding for the Riverpoint One Building
- Congratulated the two negotiating teams on the time and effort they have devoted to their work

REMARKS FROM THE BOARD AND BOARD CHAIR

Trustee Greg Bever reported he attended the ACCT Leadership Conference, the SCC Geology Lecture Series, the SCC Orlando's Wine Dinner, and the NAACP Freedom Fund Banquet.

Trustee Carol Landa-McVicker reported she attended the IEL Change Point! Reunion, the NAACP Freedom Fund Banquet, the SCC Orlando's Wine Dinner, and the Greater Spokane Inc. Economic Forecast event. In addition, she has been attending many statewide events as the president of TACTC; the focus for this year has changed from "what are we going to ask for" to "don't cut us" with the theme—"don't starve the solution." She reported a study is being conducted concerning the impact of community colleges during economic downturns.

Trustee Patty Shea thanked her colleagues for covering for her as she travels more for her employer; she also attended the ACCT Leadership Conference, which was very interesting as there were over 2,000 attendees, including some from abroad; in addition she attended the CCS Foundation Board Meeting; she also spoke regarding North Idaho College and the collaborative relationship CCS has with that institution.

EXECUTIVE SESSION

At 11:56 a.m. Chair Patty Shea called for an executive session under RCW 42.30.110(1) for the purposes of discussing litigation or potential litigation, and reviewing or discussing collective bargaining issues. Executive session was expected to last until 12:30 p.m.

Attendees included: Patty Shea, Carol Landa-McVicker, Greg Bever, Gary Livingston, Maureen McGuire, Joe Dunlap, Mark Palek, Scott Morgan, and Greg Stevens.

Chair Patty Shea announced executive session under RCW 42.30.110(1) had ended at 12:20 p.m. with the regular meeting reconvened. No action was taken by the Board during executive session.

ADJOURNMENT

The meeting adjourned at 12:21 p.m. No further action was taken.

Secretary, Board of Trustees

Chair, Board of Trustees