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, Jim Minkler, Amy Clemons, Joe Dunlap, Mark Palek, Scott Morgan, Carol Riesenberg, Pam Praeger, Alex Roberts, Carla Naccarato-Sinclair, John Hernandez, David Cosby, Sharon Kelly, Oscar Ocaña and Christine Pearl (recorder)

Guests: Greg Plummer, Mark Mattke, Mike Mires, Sheila Collins, Jocelyn Fitzgerald, Dennis Dunham, Grace Leaf, Sharon Cowan, Rod Taylor, Patty Allen, Wendy Irish, Glen Cosby, Jim Waller, Frank Powers, Sly Chatman, Josh Allen, Preston Potratz, Malcom Hain, Gary Johnston, Barbara Hain, David Halme, Casey Wyckoff

BOARD OF TRUSTEES WORK SESSION: 2009 LEGISLATIVE ISSUES

Trustee Carol Landa-McVicker introduced Governor Gregoire's Eastern Washington Representative Sheila Collins.

During the work session the Board of Trustees reviewed potential operating budget request items being considered by the State Board for Community and Technical Colleges (SBCTC), the Washington Association of Community and Technical Colleges (WACTC) and the Trustees Association for Community and Technical Colleges (TACTC) and how each group was prioritizing these budget items.

The budget request items reviewed were in three categories: 1) workforce and economic demand; 2) student achievement; and 3) recruit/retain great people. These three categories contained 18 sub-categories that were analyzed, especially as they relate to Community Colleges of Spokane (CCS).

As a result of the work session each trustee evaluated the 18 sub-categories, selecting the top five that would be most important as the CCS legislative platform, and a second group of five that would follow in importance. This survey provided the following outcome by the Board, in order of importance:

- 1. ABE Growth/Backfill
- 2. Compensation
- 3. Technology/Equipment

- 4. Enrollment
 - General
 - High Demand
 - Incumbent Worker
- 5. Opportunity Grants

BREAK

The meeting recessed at 9:55 a.m. and reconvened at 10:00 a.m.

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 West Fort George Wright Drive, Spokane, Washington, on Tuesday, September 16, 2008. Chair Patty Shea called the meeting to order at 10:00 a.m., followed by the Pledge of Allegiance and roll call.

INTRODUCTIONS AND OPEN MICROPHONE

Spokane Falls Community College President Mark Palek introduced Josh Allen, Glen Cosby, Jim Waller, Rod Taylor, Frank Powers, and Sly Chatman. Institute for Extended Learning Chief Executive Officer Scott Morgan introduced Patty Allen.

No one requested to speak at open microphone.

APPROVAL OF MINUTES

Carol Landa-McVicker moved and Ben Cabildo seconded that the minutes of the July 15, 2008, regular meeting be approved as presented.

No. 08-27; motion carried.

REPORT: SPOKANE COMMUNITY COLLEGE MAJOR PROJECTS DESIGN UPDATE

Chancellor Gary Livingston introduced this report by advising the Board they received a color-coded timeline showing Community Colleges of Spokane (CCS) major projects, tracing projected progress of the nine projects through 2015. These CCS projects, considered "in the pipeline" for funding, represent nearly 20% of the capital expenditures that are in the pipeline for the entire state. When going back to 2002 to include the SCC science and math building and the SFCC sn-w'ey'-mn Building with these projects, it reflects about \$178 million of capital improvements for Community Colleges of Spokane.

A report was presented to the Board describing design plans for the two Spokane Community College new capital projects anticipated to be funded in July 2009. The Building 7 renovation report presented by representatives of DeNeff, Deeble, Barton Associates Architects and Planners described how a portion of the building would be renovated and another portion would be demolished and reconstructed with additional square footage to be added. Programs such as Radiology Technician, Bio-Medical Equipment Technician, Speech, the Athletics and Physical Education Department and Student Wellness Clinic would be housed in the renovated site. The building has been designed to accommodate future growth and program change. Construction is scheduled to begin in July 2009 with the first classes to be held in the building winter quarter 2011.

The Technical Education Building will consist of 70,000 square feet of new construction, and will house the Machining, Welding, Electrical Maintenance, Fluid Power, and HVAC programs. Representatives of LSW Architects provided the design report, noting the project intent is to:

- enhance the existing programs by providing adequate space and infrastructure;
- flexibly adapt to changes in programs, equipment, and technology; and
- accommodate future growth.

Construction is scheduled to begin in August 2009 with occupancy to begin in June 2011.

REPORT: ACADEMIC YEAR 2008-2009 FACULTY AND STAFF TRAINING/DEVELOPMENT INITIATIVES

Chief Human Resources Officer Greg Stevens introduced this report by outlining how programs within the human resources department are meeting the mission, values and goals set by the Board for 2008 through 2001. He noted a number of the values and goals are related to professional development, retention and succession planning. Grace Leaf, developer and facilitator of the CCS Leadership Development (LDP) and CareerTrax Programs, has been appointed to a one-year, part-time human resources office position focused on both further creation and management of current professional development programming.

Grace Leaf reported to the Board the theme for LDP this year will be "Resilience in Uncertain Times." The New Administrator Academy will be offered to the twelve new CCS administrative hires; included in the academy is support for middle managers, discussion of relevant issues, budget management and focus groups.

Classified Staff Representative Wendy Irish thanked the presidents and chancellor for their pledge of funding for classified staff training. Classified staff were surveyed as to the type of training they would they would like to have provided; this will be followed up with a survey of managers as to the type of training they believe should be provided. The first training session in October will focus on campus safety and security.

Reports were received from SFCC President Mark Palek, SCC President Joe Dunlap and IEL Chief Executive Officer Scott Morgan as to the various faculty development opportunities their individual units provide. Mr. Stevens provided an overview of the CCS Foundation's Robert F. and Elizabeth M. Welty Systemic Program and Professional Development Endowment available to faculty.

Mr. Stevens stated security is also of importance this year; one plan would include training and informing faculty, staff and students how to be safe and how to maintain a safe and secure environment.

In addition, it has been recommended CCS hire a full time Resource Conservation Manager to develop, implement and manage a resource conservation program for the district. Mr. Stevens reported the person hired would also assist and train all employees with "greener" initiatives.

REPORT: ALERT OF TENURE FOR FALL QUARTER 2008

Chief Human Resources Officer Greg Stevens reported there are two faculty members in his/her eighth quarter of tenure review to be considered for tenure by the Board at the November 18, 2008, Board meeting:

Michael Ochoa SCC Electrical Maintenance Technician Stacia M. Reagan SCC Medical Assistant

Mr. Stevens advised the tenure files would be in the Board office on or before October 1, 2008, for Trustee review.

DISCUSSION: CONSIDER PROPOSED BOARD POLICY 5.20.04, RESERVES

Chief Financial Officer Linda McDermott brought this agenda item before the Board. She explained that a number of years ago the strategic plan developed by the Board of Trustees directed Community Colleges of Spokane to maintain operating reserve funds. While this is being done, there has never been an official Board policy that formalizes the directive.

The proposed policy will be posted for public comment; final consideration of approval will take place at the October 21, 2008, Board of Trustees meeting.

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 the parking lots improvement project has been completed; the demolition of buildings on the SFCC campus is nearly complete; the SCC Lair Coffeehouse project is complete; the SCC roofing project is still being completed.

Chancellor Livingston advised a directive was received from Governor Gregoire to make reductions in expenditures. The state board pro-rated that amount across all the community and technical colleges; the CCS budget reduction amount is \$570,000. CCS will meet this commitment through the course of the year by a combination of slowing down the hiring process, and reducing expenditures in travel and goods and services. Board Chair Patty Shea advised trustees are also reviewing expenditures to be sure they are being as conservative as possible.

Interim District Director of Head Start Patty Allen reported all programs are fully enrolled, with wait lists for the Early Head Start program. She thanked Trustee Carol Landa-McVicker for attending the Head Start All Staff Meeting to provide a welcome on behalf of the Board.

REMARKS FROM THE ASSOCIATION FOR HIGHER EDUCATION PRESIDENT

John Hernandez provided the following report on behalf of Carla Naccarato-Sinclair:

• invited the Board to attend the New Faculty Reception on Thursday, September 18th, 4:30 p.m., at the WEA Building on East Montgomery

REMARKS FROM THE WASHINGTON FEDERATION OF STATE EMPLOYEES REPRESENTATIVE

David Cosby provided the following report:

- the Classified Supervisors Bargaining Unit has been certified
- the collective bargaining agreement appears to be finished, with a 2% increase in 2009 and another 2% in 2010; members need to ratify by October 1, and it will then need to be ratified by the legislature

REMARKS FROM SPOKANE COMMUNITY COLLEGE

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

- thanked the presidents and chancellor for their support of classified staff training
- four CCS staff attended the STTACC Conference in Wenatchee
- staff have been working diligently for the beginning of fall quarter

President Joe Dunlap provided the following remarks:

- Thursday, September 18th, will be the District Fall Orientation followed by the SCC Orientation; beginning at 11:30 a.m. to 1:30 p.m. there will be a barbecue for the college community and everyone is invited to attend
- the SCC accreditation visit is October 6 through 7
- the President's Speakers Series will feature "An Evening with Scott Simon" on Tuesday, October 28th

REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE

Oscar Ocaña provided the following remarks on behalf of students:

- student government has developed goals for the coming academic year; these include academic success, tradition, unity and security
- student government is also working on building relationships with faculty, staff, administrators and the student government group at SCC

John Hernandez provided the following remarks on behalf of faculty:

- students are still enrolling
- additional orientation sessions will be conducted on Wednesday for the overflow students
- classes begin next Monday

President Mark Palek provided the following remarks:

- enrollment is up 14% over last year at this time; the enrollment target has already been exceeded
- internationally known scholar Dr. Jim Waller will be on special assignment at SFCC for this next academic year
- the SFCC accreditation visit will be October 9 through 10
- Pam Praeger completed the Washington State Quality Assurance Program matrix
- orientation for new SFCC faculty will take place this evening and all day September 17th
- over 160 students completed the First Year Introduction Course last week

REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING

Chief Executive Officer Scott Morgan provided the following remarks:

 Logan Magazine features an article contributed by IEL staff member Paul Susac

- Spokane Metro Magazine features an article about an IEL ChangePoint! student
- a Multicultural and Diversity Resource Guide has been produced by Jim Mohr to provide information for students as to what is available both at the colleges, the community of Spokane, and in Colville, Newport and Pullman
- a new program is underway that provides vocational training via ITV to six students in each of the high schools in Colville, Republic and Davenport
- five part-time faculty positions have been converted to full-time positions

REMARKS FROM THE CHANCELLOR

Chancellor Gary Livingston provided the following report:

- the Board of Trustees were advised of the activities taking place on the CCS campuses recognizing Constitution Day, which was September 17; this information will also be made part of today's meeting minutes
- fall opening activities will take place on Thursday, September 18th, with a District Fall Conference Breakfast at 7:30 a.m., followed by fall conference activities at each of the individual college units
- advised of a change of location for the October 21, 2008, Board of Trustees meeting to the Institute of Extended Learning Lodge Main Lounge
- requested Trustees advise which date they prefer for a retreat regarding the strategic plan and board self-evaluation—the afternoon of November 13th or 14th

REMARKS FROM THE BOARD AND BOARD CHAIR

Don Cox passed regarding the remarks portion of the meeting.

Carol Landa-McVicker reported as the president of the state-wide organization, she has been attending many of the TACTC meetings; one question that has been brought up was the travel expense for the ACCT conference in New York City. Dr. Livingston advised that a good portion of the expense for CCS trustees' attendance at the conference was paid last spring from 2007-2008 budget funds, prior to any recommendations from the governor regarding travel. But he proposed since the trustees do have conscientious concerns regarding travel expenditures, he will review this with them.

Greg Bever congratulated Ben Cabildo on another excellent Unity in the Community event, noting the booth for Community Colleges of Spokane was very well received.

Ben Cabildo reported he spoke at Governor Gregoire's Economic Development Conference in August; he observed the community college system was very well represented at this event.

Patty Shea thanked Carol Landa-McVicker for all the extra hours she donates as the president of TACTC.

EXECUTIVE SESSION

At 12:05 p.m. Chair Patty Shea called for an executive session under RCW 42.30.110(1) for the purposes of discussing litigation or potential litigation. Executive session was expected to last until 12:30 p.m.

Attendees included: Patty Shea, Greg Bever, Ben Cabildo, Don Cox, Carol Landa-McVicker, Amy Clemons, Gary Livingston, Joe Dunlap, Mark Palek, Scott Morgan, Linda McDermott and Greg Stevens.

Chair Patty Shea announced executive session under RCW 42.30.110(1) had ended at 12:34 a.m. with the regular meeting reconvened. No action was taken by the Board during executive session.

ADJOURNMENT

The meeting adjourned at 12:36 p.m.	No further action was taken.
Secretary, Board of Trustees	Chair, Board of Trustees