

MINUTES

WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17 BOARD OF TRUSTEES REGULAR MEETING

Present: Patty Shea (chair), Greg Bever, Ben Cabildo, and Carol Landa-McVicker. Also present were Gary Livingston, Mark Palek, Scott Morgan, Linda McDermott, Greg Stevens, Anne Tucker, Jim Minkler, Maureen McGuire, Carol Riesenberg, Carla Naccarato-Sinclair, John Hernandez, Mary Ann Nardecchia, Kathy Rynning, Dawn Chavez, Camey Anderson, and Christine Pearl (recorder)

Guests: Greg Plummer, Mark Mattke, Echo Rantanen, Joe Kinney, Donna Jo Smith, Gail Stevenson, Patty Allen, Jocelyn Fitzgerald, Janice Eatherton, Theresa Burch, Ettore Albuquerque, Nanette Dornquast, Mary Fasules

Excused: Don Cox

CELEBRATING SUCCESS: SPOKANE COMMUNITY COLLEGE NEW CISCO TRAINING CENTER

Echo Rantanen, Cisco Networking Instructor and Department Chair, provided an overview of the Cisco Training Academy at SCC. Cisco has been affiliated with SCC since 1998; in the fall of 2008 SCC became the Pacific Northwest Cisco Academy Training Center. This designation provides responsibilities for the states of Washington, Montana, Wyoming, Idaho, Oregon, and Hawaii.

The Cisco Networking Academy provides in-demand IT and networking skills while meeting national academic educational standards. There are currently 128,318 Cisco Networking Academy students nationwide; CCS has 70 students enrolled for spring quarter.

In the current economic situation, the Networking Academy:

- Creates pathways to sustainable jobs and to higher education
- Prepares students for high-demand, high-wage, high-skill 21st century careers
- Provides a pipeline of talent required to design, build and maintain the infrastructure needed for economic recovery

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, April 21, 2009. Chair Patty Shea called the meeting to order at 8:56 a.m., followed by the Pledge of Allegiance and roll call.

INTRODUCTIONS AND OPEN MICROPHONE

The Phi Theta Kappa All-Washington Academic Team recognizes and honors academic high achievers from all of the state's community and technical colleges. Community Colleges of Spokane was represented at this year's March 26th event by three students.

Institute for Extended Learning Chief Executive Officer Scott Morgan introduced Theresa Burch, who represented the IEL Colville Center on the team with a 3.93 grade point average. Ms. Burch is also a Coca-Cola Silver Scholar and a recipient of one of only three Trustee Association for Community and Technical College (TACTC) \$1,000 scholarships awarded at the event. Theresa plans to complete her education at Whitworth University with a degree in education.

Ettore Albuquerque, Spokane Community College's All-Washington Academic Team representative, was introduced by Interim Vice President of Learning Carol Riesenber. Mr. Albuquerque carries a 3.7 grade point average and plans to graduate in 2010 with an associate in applied science degree in electronics digital communication. He hopes to transfer to Eastern Washington University to continue his education in electronics. Ettore is very active with the American Red Cross as a response technology operations volunteer.

President Mark Palek spoke of Ève Certhoux, Spokane Falls Community College's representative to the All-Washington Academic Team. Ms. Certhoux could not be in attendance at the meeting, but Dr. Palek shared that she is an international student from France, president of the college's Phi Theta Kappa chapter, and secretary of the associated students' organization; along with all of this she carries a 3.92 grade point average. Ève plans to transfer to Eastern Washington University to pursue a degree in international studies.

Washington State Attorney General Senior Counsel Maureen McGuire introduced her assistant, Nanette Dornquast.

Chancellor Gary Livingston took the opportunity to reintroduce Mark Mattke, Workforce Strategy and Planning Director for the Spokane Area Workforce Development Council. Dr. Livingston expressed appreciation for the relationship between the two organizations and Mr. Mattke's interest and support on behalf of Community Colleges of Spokane.

No one requested to speak at open microphone.

APPROVAL OF MINUTES

Carol Landa-McVicker moved and Greg Bever seconded that the minutes of the March 17, 2009, regular meeting and the April 9, 2009, special meeting be approved as presented.

No. 09-08; motion carried.

REPORT: NATIONAL VOLUNTEER MONTH

The Community Colleges of Spokane Foundation's Wine and Gourmet Gala is one of the organization's premier fundraising events. As District Development Officer Gail Stevenson explained, Chet Ortman, general manager, and Mary Fasules, wine specialist, for Spencer's for Steaks and Chops have been active contributors and volunteers for this event since 2006. For the past three years Spencer's has closed its doors to the public on a March Sunday to permit the Foundation to host this event. Since that time \$188,000 has been raised in support of the Foundation's mission of serving students and programs at Community Colleges of Spokane. In commemoration of National Volunteer Month, Chet Ortman and Mary Fasules were honored as the 2009 Volunteers of the Year.

Mrs. Stevenson also recognized the Foundation's Janice Eatherton for her work as the coordinator of the Wine and Gourmet Gala.

DISCUSSION: TRUSTEE ASSIGNMENTS FOR 2009 GRADUATION CEREMONIES

The Trustees reviewed the 2009 Community Colleges of Spokane graduation ceremony schedule and assigned the following attendance plan based on their individual availability:

TRUSTEE ASSIGNMENTS FOR 2009 GRADUATION CEREMONIES

DATE	DIVISION	TIME	PLACE	TRUSTEE
Wed., June 17	IEL Adult Education and Transitional Studies Division	6:00 p.m.	Spokane Falls Community College Outdoor Stadium 3410 W. Fort George Wright Drive Spokane, WA	Carol Landa-McVicker
Thurs., June 18	Spokane Falls Community College	3:30 p.m.	Spokane Falls Community College Outdoor Stadium 3410 W. Fort George Wright Drive Spokane, WA	Ben Cabildo
Thurs., June 18	SCC Business, Hospitality, and	4:00 p.m.	INB Performing Arts Ctr. 334 W. Spokane Falls Blvd.	Don Cox

	Information Tech. <i>and</i> Technical Education		Spokane, WA	
Thurs., June 18	IEL Newport Center	6:30 p.m.	Halstead Middle School 331 South Calispel Newport, WA	Greg Bever
Thurs., June 18	SCC Health & Environmental Sciences <i>and</i> Arts and Sciences	7:30 p.m.	INB Performing Arts Ctr. 334 W. Spokane Falls Blvd. Spokane, WA	Carol Landa-McVicker
Fri., June 19	IEL Colville Center	7:00 p.m.	Community College Center 985 S. Elm Street Colville, WA	Patty Shea
Mon., June 22	IEL Whitman County Center	6:30 p.m.	Gladish Center 115 NW State Street Suite 305A / View Room Pullman, WA	Don Cox

REPORT: WINTER QUARTER 2009 FINAL ENROLLMENT AND SPRING QUARTER 2009 TENTH DAY ENROLLMENT REPORT

Chief Financial Officer Linda McDermott reported all CCS units were above enrollment targets for winter quarter:

IEL	1,042 FTEs	108% of funded target
SCC	2,116 FTEs	107% of funded target
SFCC	1,368 FTEs	104% of funded target
District total	4,526 FTEs	106% of funded target

As of the 10th day of spring quarter the District is already 12 FTEs above target, while some programs enroll continuously throughout the quarter. It is projected that total academic year FTEs for 2008-09 will be up 5.9% over 2007-08.

REPORT: LEGISLATIVE AND BUDGET UPDATE

Chancellor Gary Livingston reported there is not much to update since the Board meeting last month. He advised the following:

- Stimulus money remains on the table
- The House seems to be moving toward the Senate budget
- A 7% tuition increase is expected
- An 8% budget cut seems likely; 7% net budget cuts would be managed at the college level; budget cuts above that amount would require systemic interventions

- Some factions are pessimistic the Legislature will finish on time; even if they do, it will be a very tight timeline to get the operating budgets developed
- Preliminary budget information will be presented to the Board at a budget retreat on June 8
- Tuition reserves have increased with higher enrollments and the decision has been made to reinvest those funds into the budget for the next fiscal year; this distribution of dollars will save jobs
- Summer school 2008 will be state support; next year it will need to be decided whether or not it would be affordable to offer summer school

REPORT: REVIEW OF WORKFORCE DEMOGRAPHIC AND UTILIZATION FOR THE PERIOD JANUARY 1, 2008, THROUGH DECEMBER 31, 2008

Chief Human Resources Officer Greg Stevens provided the Board of Trustees with the annual update of the District's workforce profile and statistical utilization report of protected categories. When compared to other Eastern Washington public agencies (WSU, EWU, City of Spokane, Spokane County, and Spokane Public Schools) CCS ranked higher in the percentage (10.4%) of people of color employed. Internally, Mr. Stevens reported, there was good news and bad news. In 2008 there was a decline in the number of Black employees, with the loss of four persons. But, there was an increase in the Hispanic and Native American sectors of employees.

This year's report showed a change in the age demographic of the CCS organization. The federally protected age category of 40+ is showing a continual decline. This is relevant in that it reflects the number of retirements that have taken place in the last three years—157, which is 17% of those in this age category.

In 2005 the Human Resources Department resurveyed employees requesting they identify if they were a person with a disability. As a result there was an increase in those numbers for 2006 and 2007, the years in which the information was updated. This tended to prove what was predicted, that employees had become disabled. It appears that due to recent retirements, the number of CCS persons with disabilities has declined in 2008.

The GAAPCom review of the CCS 2005 Affirmative Action Plan expressed concern regarding the need to diversify faculty job groups. Mr. Stevens advised some gains have been made since that time, but there is still a need to improve in this category.

BREAK

The meeting recessed at 10:15 a.m. and reconvened at 10:35 a.m.

REPORT: COMMUNITY COLLEGES OF SPOKANE AUDIT REPORT FOR JULY 1, 2007, THROUGH JUNE 30, 2008

Chief Financial Officer Linda McDermott reported Community Colleges of Spokane is audited annually by the Washington State Auditor's office. The audit examines financial records to ensure public funds are accounted for and controls are in place to protect public resources from misappropriation, loss or misuse. In addition, the audit ensures compliance with state laws and regulations relating to financial matters. Based on these areas examined, there were no findings in the auditor's report for CCS.

Dr. Livingston complimented Mrs. McDermott and her staff, noting that having a clean audit year after year in a complex organization such as CCS with a \$100 million plus budget is quite extraordinary.

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 report:

- Moves will begin in May for the SFCC Music Building renovation
- The Magnuson Building renovation is on schedule with nearly 50% of the project completed
- The demonstration kitchen project at SCC is on schedule
- The SCC Building 14 renovation is to be completed in the next couple of days

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

- April is National Child Abuse Prevention Month; many activities were conducted promoting the prevention effort
- Information was received on April 2 verifying a federal Head Start funding increase
- The non-federal share (required in-kind contribution) is nearly \$200,000; at this time 56% of that amount has been collected

REMARKS FROM THE WASHINGTON FEDERATION OF STATE EMPLOYEES REPRESENTATIVE

No report submitted.

REMARKS FROM THE ASSOCIATION FOR HIGHER EDUCATION PRESIDENT

Carla Naccarato-Sinclair provided the following report:

- Everyone is waiting for the legislature to complete their session
- Spring quarter is well underway
- AHE officer elections are taking place
- She took 10 faculty to a national higher education conference during spring break

REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE

John Hernandez provided the following report on behalf of faculty:

- Many of the students being seen at the campuses for counseling are WorkFirst students seeking job training; quite a few are laid off workers
- A great number of veterans are seeking information for pursuing their education; their greatest need appears in navigating the bureaucracy to obtain their veteran's benefits, but extra assistance is made available to all students in whatever area of assistance they may require

President Mark Palek provided the following report:

- A "Celebrating Salish" conference will be held at the campus on April 23 and 24; Salish is the first language of Spokane and in danger of becoming extinct because so few people remain alive to speak it
- The Fourth Annual SFCC International Film Festival begins April 21 at the Garland Theatre
- A new theme has been selected for the next academic year: Human Rights—Dignity and Justice for All?
- Two faculty members have recently authored books or chapters in a book: Kurt Kinbacher and Karl Andreasson
- Dr. Ron Baker of the Northwest Commission on Colleges and Universities arrives to assist with beginning the accreditation process

REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING

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

- Jean Gassman reported seven faculty members attended Washington State Board for Community and Technical Colleges training on learning standards
- The IEL has formed a committee to reduce costs associated with copies/reproduction, use of lighting, book ordering, etc.

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

- The Hillyard Center saw 104 student graduates during the fall and winter quarter with a GED or high school completion certificate
- Enrollments for spring quarter are very strong

Chief Executive Officer Scott Morgan provided the following report:

- Advised this year the IEL ABE graduation ceremony will be held at the SFCC outdoor stadium
- The Airway Heights Corrections Center held a graduation ceremony with 45 GED and 15 vocational certificates awarded
- The Pine Lodge Corrections Center for Women will hold their graduation ceremony on June 26th
- Provided an update on the Bowling for Literacy event by acknowledging a \$1,000 contribution received from the Wal-Mart located in N. Spokane at the “Y” and a \$1,000 contribution received from the Airway Heights Wal-Mart
- Interviews are taking place to determine the finalists for the Director of Head Start position; public forums with the finalist candidates will be held on May 7th

REMARKS FROM SPOKANE COMMUNITY COLLEGE

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

- Classified Staff Council held a March Madness Potato Bake event
- The STTACC Mini Conference will be held on Friday, April 24th
- There are several new AED (automated external defibrillator) units on campus and a number of classified staff are taking the training to operate these units
- Classified staff are gearing up for reduced hours should that be what takes place during the summer
- Thanked Chancellor Livingston and President Dunlap for the open communication that has taken place during the trying time of the budget discussions

Camey Anderson, representing student government, provided the following report:

- The Tech Fee Committee has been meeting regularly
- Civics Week was celebrated on campus last week; a voter registration table was available with over 100 students signing up to vote; the week also included a visit to campus by Secretary of State Sam Reed
- Elections are taking place for next year’s student government officers
- Earth Week is being celebrated this week with films and lectures being offered
- The Student Health Fee Committee work continues for a permanent funding solution to keep the Student Health Center open; the implementation of a \$6 per student, per quarter fee has been proposed

Carol Riesenber, on behalf of President Joe Dunlap, provided the following report:

- Thirteen Ag/Hort students traveled to Hershey, PA, to attend the National Post-Secondary Agriculture Student Conference and returned with 20 awards

- Faculty will be presenting lectures on environmental issues each day this week in commemoration of Earth Week
- On April 22 the Hagan Foundation Center for the Humanities will present the film “March Point,” a documentary about Native American youth advocating for their community and their land
- The SCC Geology Lecture Series will present “Ice-Age Impacts on Tundra Plant Diversity” on April 28
- The SCC Annual Communications Conference entitled “Achieving Your Potential through Dynamic Communication” will be held on May 5; the featured speaker will be Roberta Greene
- The SCC Annual Staff Appreciation Breakfast and President's Outstanding Staff Awards Ceremony will be held on May 6
- The Annual Garden Expo will be on May 9
- On May 13 the Integrated Business and Entrepreneurship Program will hold an open house in honor of their second graduating class

REMARKS FROM THE CHANCELLOR

Chief Financial Officer Linda McDermott provided an overview to the Board regarding CCS Administrative Procedure 5.30.05-D, Prevailing Wage Practices. This procedure implements Board Policy 5.30.05. The purpose of the procedure is to establish guidelines that ensure compliance with the Washington State Public Works Act (RCW 39.12). To do that CCS will make a determination as required by law whether each project is subject to the provisions of the prevailing wage law (RCW 39.12.030). The procedure defines the limitations and requirements, the responsible parties and the processes that are to be followed.

Chief Human Resources Officer Greg Stevens reviewed with the Board the revision to Administrative Procedure 6.00.01-D, Design Standards, which implements Board Policy 6.00.01. Added to the procedure was section 20.0, Security Systems. The Emergency Communication Taskforce identified and recommended an internal/external mass communication system to be used in an emergency situation. It is believed this security system should be reflected in the construction design standards that are included in this procedure. This will ensure that new construction and major remodel projects incorporate emergency communication as part of those structures.

Chancellor Gary Livingston reported Senator Patty Murray was at the SCC campus recently to announce a new bill she is introducing related to financial literacy. Representative Cathy McMorris-Rodgers also visited the SCC campus to meet with veterans.

REMARKS FROM THE BOARD AND BOARD CHAIR

Trustee Carol Landa-McVicker reported she is nearing the end of her term as president of TACTC, but is still quite busy attending meetings on behalf of the organization. In addition she attended the District Equity Council Meeting and the Greater Spokane Inc. Economic Forecast Breakfast.

Trustee Ben Cabildo reported attending the Institute for Extended Learning Advisory Council and the I-BEST Certificate Completion Ceremony.

Trustee Greg Bever reported attending Senator Patty Murray's event at SCC announcing the Financial and Economic Literacy Improvement Act of 2009 and the I-BEST End of Quarter Party for Introduction to Medical/Legal Office.

ADJOURNMENT

The meeting adjourned at 11:25 a.m. No further action was taken.

Secretary, Board of Trustees

Chair, Board of Trustees