

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, Joe Dunlap, Mark Palek, Scott Morgan, Linda McDermott, Greg Stevens, Anne Tucker, Jim Minkler, Maureen McGuire, Pam Praeger, Carla Naccarato-Sinclair, Kassie Silvas, David Cosby, Brenda Martinson-Smith, Dawn Chavez, Sheena Thompson and Christine Pearl (recorder)

Guests: Greg Plummer, Denise Osei, Glen Cosby, Roger Bragdon, Patty Allen, Rev. Lonnie Mitchell, Steve Bays, Jocelyn Stott

Excused: Don Cox

CELEBRATING SUCCESS: SPOKANE FALLS COMMUNITY COLLEGE EMMANUEL CENTER EARLY COLLEGE HIGH SCHOOL PARTNERSHIP

Dr. Glen Cosby, Dean of Humanities and Academic International Initiatives, described this new partnership program between Spokane Falls Community College, Spokane Public Schools, and the Emmanuel Family Life Center. This collaboration is an early college high school initiative with the goal to increase the number of underrepresented students, especially students of color, in the Running Start Program. Junior and senior high school students enrolled in the program take classes that count toward high school graduation and college credit. The classes are tuition-free and a foundation mini-grant has been secured to provide textbooks.

Counselor Denise Osei, whose vision is seen as making this program possible, shared with the Board that so far 11 young people have been included in the first group to be tested. They represent Lewis and Clark, East Valley, West Valley and Cheney high schools; all have been selected by either their principal or counselor to participate in the program. The goal for the first class is to have 15 students, and to assist the senior students in applying for admission and financial aid for college.

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 W. Fort George Wright Drive, Spokane, Washington, on Tuesday, December 15, 2009. 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

No introductions were made; Chancellor Gary Livingston advised the meeting agenda would be amended to include the addition of the following item:

DISCUSSION: Proposed Revision of Board of Trustees Policy 3.30.01—Non-discrimination / Anti-harassment (first reading)

No one else requested to speak at open microphone.

APPROVAL OF MINUTES

Carol Landa-McVicker moved and Ben Cabildo seconded that the minutes of the November 17, 2009, regular meeting be approved as presented.

No. 09-36; motion carried.

REPORT: THE COMMUNITY COLLEGES OF SPOKANE EMERGENCY MANAGEMENT PLAN

Chief Human Resources Officer Greg Stevens noted the tragedy at Virginia Tech was a turning point for most colleges in the preparation of emergency management. In the fall of 2007 former Spokane City Police Chief Roger Bragdon was hired as a CCS security consultant assigned the responsibility, under Mr. Stevens' administrative oversight, to review the CCS emergency plan and security needs, update these as needed, and to train CCS employees in the implementation of the revised plan.

Roger Bragdon described to the Board how the revised Emergency Management Plan (EMP) was developed, the purpose of the plan, and the Incident Command System (ICS) model to be used for all emergency situations. Mr. Bragdon noted the ICS model has been used several times already, such as in last year's extreme snow situations.

Recently, a supplement has been added to the EMP, *Pandemic Flu: Preparation and Response Plan*. This plan is based on four phases, each in response to a World Health Organization pandemic alert.

Mr. Bragdon advised the EMP is a living document and will be reviewed each October.

REPORT: COMMUNITY COLLEGES OF SPOKANE H1N1 STRATEGIES

Public Information Office Anne Tucker reported to the Board about Community Colleges of Spokane's strategies regarding the pandemic H1N1 (swine) flu. She advised the goal for CCS is to determine how best to provide timely and accurate information and prevent the spread of disease. The chancellor's Cabinet held a special planning retreat with Dr. Joel McCullough, Executive Director of the Spokane Regional Health District; this agency has been established as our local authority concerning H1N1.

Ms. Tucker listed the following as some of the additional tactics in use to address the H1N1 issue:

- a district web page has been established that includes FAQs, news archives, a link to the Spokane Regional Health District, and a link to the Washington State Department of Health (which provides swine flu information in various other languages)
- hand sanitizer dispensers have been placed in high-traffic areas on the campuses
- printed the Spokane Regional Health District brochure "Guide for Cold and Flu Season" and distributed it to faculty and staff
- created an online attendance survey for faculty to monitor student absence rates

DISCUSSION/ACTION: BOARD OF TRUSTEES ELECTION OF OFFICERS AND ORDER OF VOTING FOR 2010

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 Ben Cabildo seconded that Greg Bever be elected as Chair of the Board of Trustees of Washington State Community College District 17 for calendar year 2010.

No. 09-37; motion carried.

Carol Landa-McVicker moved and Greg Bever seconded that Ben Cabildo be elected as Vice Chair of the Board of Trustees of Washington State Community College District 17 for calendar year 2010.

No. 09-38; motion carried.

Order of Voting:

A random drawing determined the order of voting for calendar year 2010 as follows: #1, Don Cox; #2, Carol Landa-McVicker; #3, Patty Shea; #4 Ben Cabildo; #5, Greg Bever.

BREAK

The meeting recessed at 10:05 a.m. and reconvened at 10:20 a.m.

**DISCUSSION: PROPOSED REVISION OF BOARD OF TRUSTEES POLICY
3.30.01—NON-DISCRIMINATION / ANTI-HARASSMENT**

Public Information Office Anne Tucker advised the Board the proposed revised board policy was being presented to them for first reading and would be posted for the required 20-day comment period, then returned for consideration of approval at the January Trustees meeting. In conjunction with this board policy revision, Ms. Tucker reported CCS is in the second phase (CR-102—to publish in the Washington State Register) of the required process of the Office of the Code Reviser, revisions to Washington Administrative Codes (WACs) 132Q-07-030 Outside speakers; 132Q-07-040 Distribution of materials; 132Q-30-242 Discrimination; and 132Q-30-246 Harassment.

The Trustees' January 19, 2010, meeting has been designated as the required public hearing for these WAC amendments, and if approved by the Board, they will become effective in 30 days.

**REPORT: GUIDING PRINCIPLES AND ASSUMPTIONS FOR 2010-2011
BUDGET DEVELOPMENT**

Chief Financial Officer Linda McDermott began this presentation with an overview of the current state financial situation and of the proposed state budget recently announced by the Governor. During the last legislative session the state met a \$9 billion budget shortfall through: cuts to programs and services; use of Recovery Act funds; and fund transfers, including Rainy Day Funds. At this time, there is a projection of an additional \$2.6 billion shortfall that will have to be addressed during the next legislative session. What presents the largest challenge is that of the \$31 billion state budget, approximately \$21.6 billion (70%) of that budget is protected due to state constitutional or federal requirements. This means there is only approximately \$9.3 billion in unprotected budget that could be subject to the projected \$2.6 billion shortfall.

Currently the assumption is higher education (universities and community and technical colleges) can only be cut \$80 million state wide. There is the possibility of

an additional \$500 million higher education budget cut that would be to the state financial aid and scholarship programs. In her budget released on December 9th Governor Gregoire recommended completely eliminating the State Need Grant Program and the State Work Study Program. This action could be extremely detrimental to the CCS district—the State Need Grant alone represents \$13 to \$14 million in aid to our most needy students.

In the final analysis of the Governor’s proposed budget it is likely CCS can expect a budget reduction of another three to four percent for 2011.

Chancellor Gary Livingston continued the presentation, noting it is known the Governor’s budget will not be the final budget. He reviewed for the Board general budget assumptions that will be used as the 2010-11 budget is developed. The district is planning for a six percent cut; the pro-rata distribution model will be employed for revenue and for balancing the budget. Suggestions for systemic CCS strategies will come from the institutions to the Cabinet for discussion and debate. The assumption is furloughs will only come from institutional discussions; it will not be initiated centrally.

In his presentation Dr. Livingston highlighted:

- the need for a CCS multi-year revenue / budget plan;
- using, but also protecting, reserves to address budget concerns;
- reserves below the five percent level would be invested only in consultation with the Board;
- enrollments may be at risk due to tuition increases / financial aid reductions; and,
- state revenue will lag the general economic recovery.

In closing the Chancellor expressed that it looks to be a difficult spring with the decisions much more challenging and the cuts more impactful than last year.

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 cold weather has affected progress on the building projects. The Governor’s request for capital supplemental budget does not include the SFCC Early Learning Center or the Campus Classroom Building.

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

- word has been received that the Senate passed an omnibus appropriations bill that includes a \$122 million increase for Head Start
- there are concerns regarding the ECEAP budget; the Governor is proposing eliminating three-year olds from the program; for Spokane this would represent a 22% cut
- the fiscal year for Head Start ended on October 31; final figures for the non-federal share indicate the program exceeded requirements by \$477,152
- reported attendance for November is up two to three percent

REMARKS FROM THE ASSOCIATION FOR HIGHER EDUCATION PRESIDENT

Carla Naccarato-Sinclair provided the following report, all items/things she is thankful for:

- an organization that allows for a collaborative approach
- the great job accomplished by the chancellor search forums
- a quality faculty and the job they do for our students

REMARKS FROM THE WASHINGTON FEDERATION OF STATE EMPLOYEES REPRESENTATIVE

David Cosby expressed his confidence in our leadership as they face the current budget challenges.

REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING

Kassie Silvas provided the following report on behalf of faculty:

- thanked Trustees Greg Bever and Ben Cabildo and Dr. Jim Minkler for attending the recent I-BEST completion ceremony
- the I-BEST program had an 89% retention rate this past quarter

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

- classified staff are working diligently getting students admitted and transitioned into programs
- reported 47 GED completions

Chief Executive Officer Scott Morgan provided the following report:

- the recent ChangePoint Annual Reunion saw the return of 68 alum to enjoy the event; Trustee Carol Landa-McVicker was the keynote speaker
- a new student leadership program lead by Jim Mohr recently graduated eight individuals

- the Northern Counties Legislative Luncheon was held at the IEL Colville Center on December 4
- an I-BEST Social Service Technician Program and an upper-level ESL program will both be offered at the Magnuson Building during winter quarter
- it appears Pine Lodge will be closed in May 2010; the education program and IEL instructors will be affected by this closure

REMARKS FROM SPOKANE COMMUNITY COLLEGE

Brenda Martinson-Smith provided the following report on behalf of classified staff:

- President Dunlap held a budget forum with classified staff on November 18
- Classified staff raised \$110 for a Tree of Sharing family
- the next classified staff meeting will be a potluck on December 17

President Joe Dunlap provided the following report:

- there were 64 students graduated during the Nursing commencement ceremony on December 9; he thanked Trustee Patty Shea for attending
- compared with winter quarter 2009, enrollment for winter 2010 is up over 15%
- security patrols have been increased due to some recent overnight and weekend incidents on campus

REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE

Sheena Thompson, representing student government, provided the following report:

- an End of Fall Quarter event was held that included pictures with “Santa Skitch” and a food drive
- student government held a leadership training on December 11
- student government is working to put together activities that will take place at Fairchild Air Force Base
- Phase 1 of the Code Blue Phone System has been planned and organized
- the Student Security Proposal is awaiting final approval
- plans are being developed for the marketing of the student clubs and organizations to local high schools in the spring

President Mark Palek provided the following report:

- he distributed the SFCC Strategic Plan, noting the mission and core values were designed around the Board of Trustees Values for Success
- the CCS Foundation fund raising campaign has begun for the SFCC planetarium
- noted that over the last few years the Computer/Information Science Program has experienced a 100% increase in enrollment

REMARKS FROM THE CHANCELLOR

Two information items were presented to the Board:

- District Academic Services Officer Jim Minkler presented Administrative Procedure 3.40.01-D, Student Concerns
- Chief Financial Officer Linda McDermott presented Administrative Procedure 7.30.10-A, IT Security

Chancellor Gary Livingston advised the Board there would be an Executive Session at which no action would be taken, followed by a Trustee work session.

REMARKS FROM THE BOARD AND BOARD CHAIR

Trustee Carol Landa-McVicker expressed her appreciation for all those who participated in the Chancellor Search Forums and online questionnaire. During the past month she attended the Foundation Donor Recognition Reception, and the TACTC Legislative Committee Meeting via ITV.

Trustee Ben Cabildo reported attending the University of Washington Minority Business Awards Ceremony at which the Spokane Tribe and the Kalispell Tribe both received awards; he also attended the I-BEST completion ceremony for Intro to Medical/Legal Office.

Trustee Greg Bever reported he enjoyed attending the Chancellor Search Forums with the faculty and staff; in addition he attended the I-BEST completion ceremony for Intro to Medical/Legal Office.

Trustee Patty Shea reported she attended the Greater Spokane Inc. Good Morning Greater Spokane Breakfast Meeting; the TACTC Legislative Committee Meeting via ITV; a Presidential Luncheon at Orlando's; the Agenda Planning Meeting; the CCS Legislative Luncheon; the SCC Winter Holiday Employee Recognition Event; the SFCC Annual Seasonal Gala; the Foundation Donor Recognition Reception; the Greater Spokane Inc. Legislative Forum; and the SCC Nursing graduation ceremony.

EXECUTIVE SESSION

At 11:52 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. Executive session was expected to last until 12:00 p.m.

Attendees included: Patty Shea, Greg Bever, Ben Cabildo, Carol Landa-McVicker, Gary Livingston, Maureen McGuire, 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 12:00 p.m. with the regular meeting reconvened. No action was taken by the Board during executive session.

During the open meeting the Board conducted a work session for the purpose of discussing legislation and review of the executive search survey results; SCC President Joe Dunlap provided an update regarding the nursing program accreditation. In attendance were: Patty Shea, Greg Bever, Ben Cabildo, Carol Landa-McVicker, Greg Stevens, Maureen McGuire, Gary Livingston, Joe Dunlap, Mark Palek, Scott Morgan, Linda McDermott, Greg Stevens, Anne Tucker and Christine Pearl (recorder)

ADJOURNMENT

The meeting adjourned at 12:25 p.m. No further action was taken.

Secretary, Board of Trustees

Chair, Board of Trustees