

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, Joe Dunlap, Mark Palek, Linda McDermott, Greg Stevens, Anne Tucker, Jim Minkler, Maureen McGuire, Carol Riesenber, Dixie Simmons, Carla Naccarato-Sinclair, Greg Richards, John Hernandez, Kassie Silvas, David Cosby, Marlene Cortez, Brenda Martinson-Smith, Dawn Chavez, Sheena Thompson and Christine Pearl (recorder)

Guests: Greg Plummer, Mark Mattke, Gail Stevenson, George Schillinger, Trina Miller, Monica Spicker, Seth Maier, Mary Harnetiaux, Patty Allen, Dennis Dunham, Jim Collen, Katelynn Barkley, Rachel Dundas, Julie Litzenberger, Cheryl Groth, Clint Brown, John Nuess, and Earl Hale

**CELEBRATING SUCCESS: SPOKANE COMMUNITY COLLEGE
VETERANS CONSERVATION CORPS**

The Veterans Conservation Corps is a program of the Washington Department of Veterans Affairs. Eastern Washington Coordinator Seth Maier advised the Board of the benefits and services provided by the program. Spokane Community College, with its Environmental Sciences Department, is a core veteran's academy location; here veterans receive assistance in green collar fields with the ultimate goal of helping them into environmental jobs or self-employment.

SCC Department Chair and Natural Resources Instructor Monica Spicker advised that within the Environmental Sciences students may study in such fields as Natural Resources, Water Resources and Agricultural Technology. Skills such as irrigation, chainsaw use, land surveying, wildlife biology, and forest management are taught in these programs.

Mr. Maier reported that following their military career, many veterans prefer to work outdoors, and the Veterans Conservation Corp assists them with achieving this objective.

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 17, 2009.

Chair Patty Shea called the meeting to order at 9:07 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 items:

1. **DISCUSSION/ACTION:** Consideration of Salary Increase for Those Faculty Awarded Tenure During FY 2009—10
2. A trustee work session regarding the executive search to be held following the executive session.

No one else requested to speak at open microphone.

Chair Patty Shea announced that should anyone have comments for the Board of Trustees regarding 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

Carol Landa-McVicker moved and Ben Cabildo seconded that the minutes of the October 20, 2009, regular meeting be approved as presented.

No. 09-32; motion carried.

REPORT: COMMUNITY COLLEGES OF SPOKANE FOUNDATION STRATEGIC PLAN UPDATE AND 2009 ANNUAL CAMPAIGN APPEAL

An overview of the CCS Foundation Strategic Plan was presented by District Director of Development Gail Stevenson. Included in her presentation were the Foundation's six value statements, revised mission statement and "planning pillars" for 2009-10.

George Schillinger, President of the CCS Foundation Board of Directors, presented each trustee with an annual campaign pledge form. He noted a single \$25 contribution would provide a one-quarter scholarship for a GED student.

DISCUSSION/ACTION: CONSIDER ADOPTION OF REGULAR BOARD OF TRUSTEES MEETING SCHEDULE FOR CALENDAR YEAR 2010

Chancellor Gary Livingston reported the Institute for Extended Learning Lodge would become the permanent site for Board of Trustee meetings beginning January 2010; the only exception would be the meeting in October for which the Board

would travel to an IEL rural location. The proposed schedule of regular Board of Trustee meetings for calendar year 2010 was reviewed by the Board and found to be 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 2010 as presented.

No. 09-33; motion carried.

REPORT: TECH PREP: EDUCATION FOR THE 21ST CENTURY

District Academic Services Office Jim Minkler introduced this agenda item by presenting a brief overview of the Tech Prep Program. Director of Workforce Development and Tech Prep Trina Miller was hired in January 2008; since her hire the number of Tech Prep articulations has experienced a fivefold increase. The intent of this national program is to assist high school students transition to community colleges and into professional/technical programs.

Trina Miller explained Tech Prep is a dual-credit option program in which students in grades nine through twelve can earn college credit toward career and professional certificates and degrees at the same time they are completing their high school graduation requirements. Tech Prep courses are offered at the home high school and the program is fee free.

Tech Prep students, Katelynn Barkley and Rachel Dundas, and SCC Culinary Arts Instructor Julie Litzenberger also spoke to the Board regarding the benefits of the program.

BREAK

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

REPORT: UPDATE ON COMMUNITY COLLEGES OF SPOKANE MAJOR CAPITAL PROJECTS

District Director of Facilities Greg Plummer advised the Board CCS has four major capital projects currently under construction. The total bids for all four projects came in at considerably under the maximum allowable construction cost (MACC); this is contributable to the highly competitive construction market during the current economic conditions. As a result, it is hoped the nearly \$18 million that has been saved can be earmarked for the SFCC Early Learning Building, a project that was not originally funded for the current biennium.

Introduced were Cheryl Groth, District Facilities Construction Projects Manager, and Construction Coordinators John Nuess and Clint Brown. District Director of Capital Projects Dennis Dunham provided the Board with a presentation that updated the status of the four CCS major capital projects: 1) renovation of the SFCC Music Building; 2) replacement of the SFCC Chemistry and Life Science Building; 3) renovation of the SCC former Science Building; and 4) replacement of the west wing of the SCC Main Building.

DISCUSSION/ACTION: CONSIDERATION OF SALARY INCREASE FOR THOSE FACULTY AWARDED TENURE DURING FY 2009–10

Chief Human Resources Officer Greg Stevens presented this item to the Board, explaining the legislative Appropriations Act and the Belt Tightening Act have both placed restrictions on salary increases and, at present, only “promotion” increases earned prior to July 1, 2009, are allowable. “Promotion” increases are salary increases provided to individuals based on the assignment of higher-level responsibilities; this historically has included awarded tenure step increases.

The CCS parties have met and tentatively agreed on funding the increment movement of faculty who have been awarded tenure between July 1, 2008, and June 30, 2009. These would be the only promotion increases provided for in the Master Contract earned prior to the effective date of the Appropriations Act (July 1, 2009) that may currently be paid.

The tentative agreement, if approved by the Board of Trustees, would become an addendum to the 2009-2012 Master Contract.

Don Cox moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 approve the tentative agreement awarding tenure step movement per Article 20, Section 7 of the Master Contract, retroactive to the beginning of Fall quarter 2009-10.

No. 09-34; motion carried.

ACTION: CONSIDERATION OF THE GRANTING OF TENURE FOR FALL QUARTER 2009

Carol Landa-McVicker moved that WHEREAS the Board of Trustees is duly authorized and vested by law as the appointing authority for Community Colleges of Spokane; and as the appointing authority has reviewed and given reasonable consideration to the review committee recommendation for tenure, non-renewal or extension of 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 direct the chancellor to take any and all appropriate action in carrying out this decision.

Donna Rubosky

SCC

Allied Health

Don Cox seconded the motion.

No. 09-35; 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 work has begun with the design consultants regarding the Repair and Minor Capital Projects that would be started spring/summer 2010.

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

- partial funding at 67% has been received for the continuation grant
- word was received the program was not successful in its application for ARRA Head Start expansion funding
- on October 30 newly-appointed Director of the Office of Head Start Yvette Sanchez Fuentes came to Spokane to briefly attend the Washington State Association of Head Start and ECEAP Conference; prior to her appearance at the conference she took the opportunity to tour two Head Start sites, the West Central Community Center and the Adult Education Center
- increased absences are being noted at the Head Start centers; attendance is down 4 to 5% from last year at the same time; it is not known if this is due to the illness of the children or the parents

REMARKS FROM THE WASHINGTON FEDERATION OF STATE EMPLOYEES REPRESENTATIVE

David Cosby provided the following report:

- the chancellor search is off to a good start
- news regarding the state budget is “terrifying”
- selection of the negotiating team is in progress

REMARKS FROM THE ASSOCIATION FOR HIGHER EDUCATION PRESIDENT

Carla Naccarato-Sinclair provided the following report:

- two task forces are currently meeting: the Workload Category Review Process Task Force and the Online Evaluation Task Force; both groups are a result of the collective bargaining agreement
- she is currently seeking faculty volunteers for the Gates Foundation Grant Course Design Selection Committee
- the budget process is beginning at all of the units for 2010-2011; the open involvement and communication process is appreciated by the faculty
- there is a dilemma at this time—faculty increments are not mandatorily funded, but there is the ability to use “turnover” funds for this purpose; CCS has enough turnover funding to honor faculty earned increments, but the state board was given an interpretation of the Appropriation Act of 2009 that states because this process was not identified, even though colleges may have turnover funds, they are not allowed to grant the faculty earned increments

REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE

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

- members of student government have attended five leadership trainings this quarter, with another scheduled for December 11
- attendance at student government events, such as the Harvest Carnival, has been very successful
- student clubs are being asked to do individual fund raising and one community service project
- the campus smoking policy is being reviewed once again
- for winter quarter, the push will be the green movement on campus
- student government is interested in participating in the online survey regarding the chancellor search
- the Food Bank will be distributing Thanksgiving baskets once again this year

John Hernandez provided the following report on behalf of faculty:

- Thanked Sheena Thompson and Mike Miller for coordinating the November 10th Veterans Day commemoration event on the SFCC campus
- SFCC is embarking on sanctioning with the Student Services Department a new club for veterans
- he attended the Spokane community commemoration of Veterans Day on November 11, noting there are a number of veterans on both CCS campuses

President Mark Palek provided the following report:

- recommended the SFCC Reveler’s Club production of *Dearly Departed*

- the SFCC student newspaper, *The Communicator*, was the recipient of three major awards from the Associated Collegiate Press at the recently-held National College Media Convention in Austin, TX
- another Early High School Initiative event will be held during the CCS break between winter and spring quarters; this coincides with the high school semester break and will be in partnership with Spokane Public Schools and the Bethel AME Church Emmanuel Center
- a budget workshop will be held on Wednesday, November 18th, with members of the campus community

REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING

Kassie Silvas provided the following report on behalf of faculty:

- IEL faculty have expressed how pleased they are with the new space following the move
- a medical I-BEST was started in spring 2008; five of these students will be receiving their AA degrees in June 2010
- shared an email received by Adult Basic Education Instructor Doug Mayhew; it was written by a former ESL student from Vietnam and communicated how she had gone on from earning her GED to earning multiple degrees and is now working as a bio-chemical engineer for a company that contracts with NASA and is assigned to the International Space Station

Dawn Chavez, on behalf of classified staff, shared the story of a WorkFirst Program student who came from a difficult background but ultimately achieved quite well on her tests; her success inspired two of her sisters to also become involved with the program, and eventually the father also came to the center for assistance in obtaining his GED. The original young woman completed a two-year degree at SCC and is now an employee of the college; the father went on to complete his degree at SCC and is now working as a supervisor at a local company.

Dr. Dixie Simmons provided the following report on behalf of the Chief Executive Officer:

- The Magnuson Building is proving to be a great joy to the IEL faculty and staff
- shared an article from the November 14 Spokesman-Review highlighting the CCS College Prep course
- advised the ChangePoint program model will be revised to monthly starts for new classes
- the IEL's Progressive Soup Lunch was very successful, raising \$1,600 for the Combined Fund Drive

REMARKS FROM SPOKANE COMMUNITY COLLEGE

Greg Richards provided the following report on behalf of faculty:

- a Halloween Fun Night, sponsored by the college clubs, proved very successful with hundreds in attendance
- the Student Awareness League will be serving a Thanksgiving dinner to area homeless individuals; approximately 500 people are expected to attend
- the area DECA (Distributive Education Clubs of America) high school competition will be held at SCC on December 7; more than 800 students representing 17 area high schools are expected to participate
- the SCC Tree of Sharing will once again be available to those who wish to play a part in brightening another's holiday

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

- classified staff are looking forward to meeting with President Joe Dunlap on November 18
- Classified Staff Council is looking forward to sponsoring a family from the Tree of Sharing
- the next meeting will be the potluck luncheon on December 17

President Joe Dunlap provided the following report:

- announced Terri Armstrong has been hired as the new Dean of Instruction for Health and Environmental Sciences
- the SCC Library has received a Washington Libraries Connect grant for \$45,000
- shared with the Board a handout in support of the Spokane Aerospace Technology Center and the proposed move of the SCC Aviation Maintenance program to this site
- faculty members Andrea Reid and Angela Rasmussen received a grant from the State Board for Community and Technical Colleges to establish faculty learning communities; ten trans-disciplinary programs have been selected to participate in this program
- the final accreditation report has been received for the Radiation Technology program; the program “passed with flying colors”
- budget discussions with the various employee groups will begin this week
- the SCC Winter Holiday Employee Appreciation Event will be held on December 1, 4:00—6:00 p.m.; the cost for this event is covered entirely by revenue generated from campus vending machines and not state funds

REMARKS FROM THE CHANCELLOR

Chancellor Gary Livingston provided the following report:

- invited Chief Financial Officer Linda McDermott to provide a brief overview for the Board of CCS Administrative Procedure 6.10.02-A, Facility Use Fee and Waiver
- invited District Academic Services Officer Jim Minkler to provide a brief overview for the Board of CCS Administrative Procedure 4.10.06-A, Adult Education and Transitional Studies
- the governor is now predicting a budget shortfall of \$2 billion; when the budget shortfall was predicted at \$1.8 billion CCS was projecting a budget cut of approximately \$4 million; there have been some discussions at the state level of the possibility of off-setting some of the cuts with tuition increases; CCS administration is interested in the opinion of the Board regarding this strategy
- the CCS Legislative Luncheon will be held on Monday, November 30; this event provides the opportunity to present the interests of the district to the legislators and to listen to their assessment of the coming legislative session
- he has been asked to participate with the Skills Center Advisory Committee on the re-visioning of the Skills Center
- a new Board of Directors for the University District is being formed and CCS will have a seat on this board, both as a member of higher education and a landowner

REMARKS FROM THE BOARD AND BOARD CHAIR

Trustee Don Cox, in consideration of time, passed on making a report this month.

Trustee Carol Landa-McVicker reported she and Trustee Greg Bever will be the Board liaisons for the chancellor search; she advised there is an online survey and open forum discussions to encourage participation and input in the selection process.

Trustee Ben Cabildo reported attending the Head Start Policy Council meeting on behalf of the Board; officer elections were held that evening and the energy was amazing.

Vice Chair Greg Bever reported attending Senator Cantwell's press conference at the IEL Magnuson Building and the GSI Economic Forecast Event; the chancellor search process has begun.

Chair Patty Shea reported attending the following events on behalf of CCS: the Spokane City Forum; the CCS District Finance and Legislative Advisory Committee Meeting; the SCC Presidents Speakers Series Dinner and Presentation; the SFCC Groundbreaking Ceremony and Reception; Auditor's Entrance Meeting; Board Meeting Agenda Planning Meeting; the CCS Foundation Board Meeting; the

Magnuson Building Donor Reception; the NAACP Annual Freedom Fund Banquet; and the GSI Economic Forecast Event.

EXECUTIVE SESSION

At 12:20 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 12:40 p.m.

Attendees included: Patty Shea, Greg Bever, Ben Cabildo, Don Cox, Carol Landa-McVicker, Gary Livingston, Joe Dunlap and Maureen McGuire.

Chair Patty Shea announced executive session under RCW 42.30.110(1) had ended at 12:28 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 the chancellor search process. In attendance were: Patty Shea, Greg Bever, Ben Cabildo, Don Cox, Carol Landa-McVicker, Greg Stevens, Maureen McGuire and Earl Hale; Mr. Hale was introduced as the search consultant. Topics included in the discussion were:

- role of the chancellor in regional higher education, regional education policy, educational leadership and organization communication;
- role of Mr. Hale as search consultant;
- search timelines; and
- search process.

ADJOURNMENT

The meeting adjourned at 1:15 p.m. No further action was taken.

Secretary, Board of Trustees

Chair, Board of Trustees