

MINUTES

WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17 BOARD OF TRUSTEES REGULAR MEETING

Present: Patty Shea (chair), Don Cox, 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, Dixie Simmons, Carla Naccarato-Sinclair, Greg Richards, John Hernandez, David Cosby, Shawn Beard, Dawn Chavez, and Christine Pearl (recorder)

Guests: Greg Plummer, Dave Cos, Rod Taylor, Donna Jo Smith, Laurie Lyle, and Tom Obrien

Excused: Greg Bever, Ben Cabildo

CELEBRATING SUCCESS: INSTITUTE FOR EXTENDED LEARNING RURAL CREDIT PROGRAMS—COLVILLE CENTER

The Board of Trustees was provided a tour of the IEL Colville Center. Included was the newly renovated gym, auditorium and conference center, the Industrial Training Center, the Counseling Center, Library and various classrooms. Program offerings include adult basic education, WorkFirst, and credit courses in allied health prerequisites, business and accounting, information systems and liberal arts.

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

The Board of Trustees of Washington State Community College District 17 held a regular meeting at the Institute for Extended Learning Colville Center, Colville, Washington, on Tuesday, October 20, 2009. Chair Patty Shea called the meeting to order at 9:10 a.m., followed by the Pledge of Allegiance and roll call.

INTRODUCTIONS AND OPEN MICROPHONE

No introductions were made and no one requested to speak at open microphone.

APPROVAL OF MINUTES

Carol Landa-McVicker moved and Don Cox seconded that the minutes of the September 15, 2009, regular meeting be approved as presented.

No. 09-28; motion carried.

REPORT: RURAL WORKFORCE INITIATIVES

IEL Vice President of Learning Dixie Simmons and Tom O'Brien, Executive Director of the Eastern Washington Partnership Workforce Development Council, described to the Board the ongoing workforce development initiatives taking place in the five rural counties of the service delivery area. Industry sectors in the area include mining, natural resources, manufacturing, agriculture, government and education. The population ratio for the area ranges from Ferry County at 3 people per square mile to Spokane County at 241 people per square mile.

Partnerships have created success, in particular the Rural Nursing LPN Program in 2004-05. As a result of the collaboration of Spokane Community College (SCC), the Workforce Development Council (WDC) and community partners this program graduated 14 LPNs, half of which continued on into the RN program at SCC. Many of these nurses, both RN and LPN, are employed in rural communities today. The Rural Nursing LPN Program received the Governor's Best Practice Award in 2005.

Allied Health and Manufacturing skills panels provided additional successes and identified the need for nurses and manufacturing skills. The Job Skills Program provided the opportunity to partner with Kinross Mine in Republic, WA.

Running Start is a little more challenging for rural students, but nearly 20% (487 enrollments during 2008-09) of rural credit students are Running Start students. Many of these rural students participate via online courses or by ITV into their high schools.

For the future it is planned to use "5809" funding and ARRA governor's discretionary funds to expand capacity. There is hope to duplicate the LPN program once again, or bring other allied health training to the area. Additional electrical training for adults and high school students would be included in future planning, and it is planned to continue partnering with high schools, tribes, business and the WDC.

REPORT: FALL QUARTER 2009 TENTH DAY ENROLLMENT STATUS REPORT; SUMMER QUARTER 2009 FINAL ENROLLMENT REPORT

Despite budget reductions enrollments are generally on pace with last year, reported Chief Financial Officer Linda McDermott. During summer quarter 2008, CCS experienced its highest enrollments in a decade; summer quarter 2009 showed only a slight decrease. The 10th day fall quarter enrollments appear strong, and CCS is projected to be at least 182 FTEs over the target enrollment of 4,232.

BREAK

The meeting recessed at 9:55 a.m. and reconvened at 10:14 a.m.

DISCUSSION/ACTION: CONSIDERATION OF APPROVAL OF PROPOSED REVISION OF BOARD OF TRUSTEES POLICY 1.10.01—BOARD OF TRUSTEES POLICIES

This agenda item was returned to the Board for consideration of approval and was originally presented at the September 15, 2009. Chancellor Gary Livingston advised the significance of the revision is to include the requirement that changes to Board policies be communicated to the district constituency at least twenty days prior to the consideration of proposed adoption. The administration recommended approval of the revision.

Don Cox moved and Carol Landa-McVicker seconded that the Board of Trustees of Washington State Community College District 17 approve the revision of Board of Trustees Policy 1.10.01—Board of Trustees Policies, as presented.

No. 09-29; motion carried.

DISCUSSION/ACTION: MODIFICATIONS TO VEBA OPTIONS AND DESIGNATION OF EMPLOYEE GROUPS

CFO Linda McDermott advised the Board this agenda item proposes to revise the existing procedure and establish a new group for Institutional Executive employees, which would include administrative employees of the CCS cabinet. Current administrative positions within the CCS cabinet include the: chancellor, college presidents, IEL chief executive officer, chief financial officer, chief human resources officer, district academic services officer, district public information officer, district development officer, college and IEL chief academic and student services officers. The VEBA options available to this group would be the same as those available to the administrative and exempt employee group; the new group would simply vote on options as a standalone employee group.

A second proposed revision to the existing administrative procedure is modification to the definition of compensation categories eligible for contribution to VEBA. Vacation cash-out payments at separation and retirement are currently eligible for contribution if adopted by a majority of the administrative/exempt employee group. The proposed modification would allow only vacation cash-out payments at retirement as compensation eligible for contribution to VEBA. This change would permit administrative/exempt and institutional executive employees to vote only on the treatment of cash-out compensation for retirement purposes. Cash-out

compensation due for separating employees for accrued vacation would be treated as regular compensation and would not be eligible for VEBA transfer.

Carol Landa-McVicker moved and Don Cox seconded that the Board of Trustees of Washington State Community College District 17 authorize the administration to revise Community Colleges of Spokane Administrative Procedure 2.20.01-F as proposed.

No. 09-30; 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 provided the following report:

- Underground utility work at both SCC and SFCC is nearly complete
- Two full-time employees have been hired to oversee capital projects, one assigned to each campus
- Projects at the Magnuson building are nearly complete, but it has been determined major work will need to be done to the heating, ventilation and air conditioning system
- A solid waste containment trash compactor will be placed on the SCC campus

Institute for Extended Learning Chief Executive Officer Scott Morgan provided the following report on behalf of District Director of Head Start Patty Allen:

- The program is fully enrolled and attendance for the month of September was above the 85% mandate
- Officer elections will take place at the October Head Start Policy Council meeting
- The WA Association of Head Start and ECEAP Conference will be held in Spokane October 28—30; the newly appointed director from the Office of Head Start in Washington, D.C., Yvette Sanchez Fuentes, will attend the event and visit two of the local Head Start sites

REMARKS FROM THE ASSOCIATION FOR HIGHER EDUCATION PRESIDENT

Carla Naccarato-Sinclair provided the following report:

- Expressed concern regarding the ANGEL system, noting there are still a few problems that need to be worked out
- Advised the new safety training program is appreciated by the faculty and was discussed at the Faculty Senate meeting

- Several students have been out of class due to illness, but absence has not reached the 10% level as yet
- Advised some clarification is necessary as to the requirements needed for documenting dependent status for the Public Employees Benefit Board

REMARKS FROM THE WASHINGTON FEDERATION OF STATE EMPLOYEES REPRESENTATIVE

David Cosby provided the following report:

- Union/management meeting discussions are taking place; the budget is a major topic again this year
- Labor representatives are meeting with the chancellor prior to the board of trustee meetings
- Staff training is “just amazing” this year; topics include safety training preparedness, L & I, etc.

REMARKS FROM SPOKANE COMMUNITY COLLEGE

Greg Richards provided the following report on behalf of faculty:

- The Welty Grant has been awarded to the Culinary Arts Program
- Since the large layoff at Itron, there are now several of their former employees in the SCC classrooms for retraining

Shawn Beard provided the following report on behalf of classified staff:

- Elections were held recently for the Classified Staff Counsel; the results were as follows: Brenda Martinson-Smith, chair; Shawn Beard, co-chair; Michael Lynch, secretary; Sandra Journey, treasurer
- A large contingency of SCC employees attended the service for Ren McCoury; Classified Staff Counsel is planning to purchase a memorial bench in her honor
- Stated on behalf of classified staff Dr. Livingston will be missed when he retires

President Joe Dunlap provided the following report:

- Following the gas leak incident at Building 1, an after-incident review was conducted to assess the lessons learned
- A faculty forum on Violence in the Classroom was conducted with Roger Bragdon as the facilitator
- Governor Gregoire came to Spokane two weeks ago and toured the SCC Aviation Program; last week she made an announcement regarding her aerospace initiative that included \$150,000 for SCC
- The nursing accreditation team is visiting SCC for the next three days

- The President's Speakers Series on October 21 will feature Dr. Robert Sapolsky; his presentation is entitled "Why Zebras Don't Get Ulcers: Stress, Disease and Coping—Stress and Where Stress-Related Diseases Come From"
- SCC faculty member Paul Tikker will conduct three stress reduction workshops over the course of the academic year; the first will be on November 17, 3:00—4:30 p.m.
- The Integrated and Entrepreneurship Program will hold a Meet and Greet on October 29, 3:00—5:30 p.m., in the Avista Center for Entrepreneurship

REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE

John Hernandez provided the following report on behalf of faculty:

- Students have settled into their classes; now their personal issues are what are being brought forward when they come to the counseling center
- Noted the ANGEL delivery system is presenting some difficulty for students as well as for the faculty
- On behalf of faculty congratulated Dr. Livingston on the announcement of his retirement, noting his leadership and friendship will be missed

President Mark Palek provided the following report:

- The capital construction taking place on campus is producing a major makeover and is very exciting
- The Osaka Jikei Study Tour will be on the SFCC campus next week
- Dean of International Programs for SCC and SFCC Tom Patterson has been awarded a Fulbright Scholarship to study higher education in Germany for the next year
- There will be a groundbreaking ceremony on October 28 for the new SFCC Science Building and the Music Building renovation
- A former SFCC physical therapy assisting student, Jennifer Ford, has been named PTA of the Year in Idaho
- As part of the revised accreditation process, the campus is required to develop themes that interact and can be accomplished; SFCC has chosen five themes: 1) Excellent Instruction; 2) Student Achievement; 3) Broad Access; 4) Diversity, Equity and Global Awareness; and 5) Responsiveness to Community Needs

REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING

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

- The construction in Hillyard now permits entrance into the IEL Hillyard Center
- Some departments have moved from the Hillyard Center to the Magnuson Building, so the Hillyard Center is undergoing some reorganization of the new space

- There are 16 students in the Level 1-3 ESL classes at the Valley Center, and 35 students in the Level 4-6 classes; the Valley Center reports 56 students in the GED program and 20 students in the WorkFirst program

Chief Executive Officer Scott Morgan provided the following report:

- This week is Adult Literacy Week; Mayor Verner presented him with a proclamation at last evenings council meeting
- ESL instructor Kathy Laise was named the recipient of this year's Sally Wellman Memorial Teaching Award
- The ChangePoint! Program will have a graduation ceremony on October 22, 12:30 p.m., at the Magnuson Building
- The CCS basketball team will play a scrimmage game with North Idaho College on October 28 at the Colville Center
- A Foundation Donor Reception will be held on November 3 for the Magnuson Building

REMARKS FROM THE CHANCELLOR

Chancellor Gary Livingston provided the following report:

- Reminded the Board there will be an Executive Session with the attorney to review potential litigation and litigation that is in progress
- Reported that Management Services consulted with Chris Reykdal of the state board regarding the state's current budget status; as a result the following notes were compiled and will be shared with the District Finance and Legislative Advisory Committee when it meets on Wednesday:
 - The governor is projecting \$1.8 billion in both shortfall and increased caseloads between K-12 and social services; if Initiative 1033 should pass, this could represent an additional \$2.5 billion shortfall; for higher education this would mean a shortfall of \$80 million; for the community college system—\$40 million; for CCS it would mean a \$4 million shortfall
 - The community college tuition increase approved at 14% for the biennium (7% per year) could be raised to 10% for next year to help offset the shortfall; for CCS each 1% equals \$200,000+
 - Utilizing the pro-rata model, the \$4 million budget shortfall would be accommodated as follows:

SFCC	\$1,138,581
SCC	1,595,636
IEL	568,553
District and CSS	379,626
Facilities	317,604
 - Considerations to mitigate revenue loss and expenditure increases include the use of reserves, excess enrollment funds, the shifting from

state to local or self-support in some areas, consolidation of services, and service reductions

- Reported that due to some under-expended capital funds, the SFCC classroom and Early Learning Center project will be included with three capital requests the SBCTC will present to the Legislature

REMARKS FROM THE BOARD AND BOARD CHAIR

Trustee Don Cox reported the tour of the Colville Center shows the same college experience being accomplished here as on the SCC and SFCC campuses—with less people and less resources.

Trustee Carol Landa-McVicker reported attending the fall conference events, the TACTC Conference in Renton, the Greater Spokane, Inc. Annual Meeting and meeting with representatives of Senator Murray's office.

Trustee Patty Shea reported Ben Cabildo has been reappointed by the governor to a second term on the Board. She reported attending the fall conference events and reviewing the faculty tenure file.

Ms. Shea asked that as the colleges move into budget planning to think about how things went last year, why, as she has heard, things went well in terms of trust, in terms of communication? She would ask that everyone please continue to be trustful in each other, be open and communicative, and to keep that sense of collaboration.

Dr. Livingston advised the Board would be going into executive session, action will be taken, and the Board will return to open session.

EXECUTIVE SESSION

At 12:15 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: Don Cox, Carol Landa-McVicker, Patty Shea, Gary Livingston, Maureen McGuire, and Greg Stevens.

Chair Patty Shea announced executive session under RCW 42.30.110(1) had ended at 12:25 p.m. with the regular meeting reconvened. No action was taken by the Board during executive session.

Don Cox moved and Carol Landa-McVicker seconded that the Board of Trustees of Washington State Community College District 17 approve requests for defense and

indemnification in the case of Baxter v. Community Colleges of Spokane, on behalf of three named defendants who have signed requests: Steve Hanson, Greg Stevens and Joe Dunlap.

No. 09-31; motion carried.

CHANCELLOR SEARCH

The timeline and process to be employed for the chancellor search was presented and discussed. The search will be coordinated by the CCS District Human Resources Office under the leadership of Chief Human Resources Officer Greg Stevens with the assistance of Earl Hale, former executive director of the State Board for Community and Technical Colleges. A job announcement will be distributed nationwide in January and it is hoped the top candidates will be interviewed in April with the new chancellor on the job in the summer.

A chancellor search section will be created on the CCS website under “About CCS” to help constituents stay informed.

ADJOURNMENT

The meeting adjourned at 1:21 p.m. No further action was taken.

Secretary, Board of Trustees

Chair, Board of Trustees