

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, Scott Morgan, Linda McDermott, Greg Stevens, Anne Tucker, Jim Minkler, Maureen McGuire, Pam Praeger, Alex Roberts, Greg Richards, John Hernandez, David Cosby, Kathy Rynning, Kathie Forney, Dawn Chavez, and Cheryl Churchill (recorder)

Guests: Jocelyn Fitzgerald, Mark Mattke

CELEBRATING SUCCESS: CONTINUOUS IMPROVEMENT IN MATH – LESSONS LEARNED, IMPROVEMENT ACTIONS TAKEN, EVALUATION CONDUCTED AND CELEBRATIONS OF SUCCESS

Spokane Falls Community College Dean of Instruction for Computing, Math and Science Jim Brady reported that for the past few years the SFCC Math Department has been evaluating and tracking the course of student math competency. In 2007-2008 approximately 85% of the current students were initially placed in developmental classes. Once in developmental math courses, only 54% of the students received a 2.0 or better grade. These and other results led to questions about the practices and courses in place; from this discussions and changes regarding a new developmental math curriculum and a new placement process evolved.

The new placement process requires only those students intending to take a math course to take a math placement exam. Recent high school graduates with an “A” or “B” in high school pre-calculus would not have to take a placement exam. The anticipated benefits of the new system are: more accurate placement of students into mathematics courses; improved rates of student success in math and science courses; and better alignment of SFCC curriculum and standards with K-12 and state universities. There have been some challenges to incorporating these changes, and evaluation will continue with modification as necessary.

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 Community College, 3410 W. Fort George Wright Drive, Spokane, Washington, on Tuesday, September

Greg Bever moved and Carol Landa McVicker seconded that the Board of Trustees of Washington State Community College District 17 approve Board of Trustees Policy 4.40.02—Academic Standards Policy, as revised.

No. 09-25; motion carried.

DISCUSSION: CONSIDERATION OF PROPOSED REVISION TO BOARD OF TRUSTEES POLICY 1.10.01—BOARD OF TRUSTEES POLICIES

Chancellor Gary Livingston presented this Board policy revision for first reading to the Board. 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 proposed adoption. This proposed Board policy revision will be brought back to the October 20, 2009, Board of Trustees meeting for consideration of approval.

REPORT: COMMUNITY COLLEGES OF SPOKANE'S NON-RESIDENT STUDENTS

Chief Financial Officer Linda McDermott advised this report was in response to an inquiry shared previously by a Board member. During fall quarter 2008 CCS served 239 full-time equivalent non-resident with waiver students; from these students \$781,000 in tuition was collected. Mrs. McDermott explained CCS has three tiers of tuition: 1) Washington resident; 2) non-resident with waiver; and 3) non-US citizen international. The non-resident with waiver students are U. S. citizens or must have permanent resident status; this tier also includes Idaho reciprocity students. The majority of non-resident students receiving the waiver are living in Washington; the distinguishing characteristic is that they have not established the Washington proof of residency requirement. Once proof of residency is established, the student status is then changed to Washington resident. When reviewed by program, the majority of non-resident students, during the timeframe of 2003-04 through 2008-09, were enrolled in liberal arts (academic transfer) courses, followed by the allied health professions.

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:

- The four major capital construction projects are well underway
- Unimproved parking is being expanded at SFCC due to the construction projects on campus

- The Magnuson Building roof repair is 99% complete
- The completion date for the SCC Demonstration Kitchen is set for September 21

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

- Word has been received that the program will receive funding from the Department of Education Child Care Access Means Parents in School; this grant will permit the evening child care services to continue, as well as the SFCC summer child care services
- Funding in the amount of \$16,500 has been received from the Onetime Head Start/Early Head Start Program Improvement Grant and will be used for playground equipment at the East Central Community Center site; in addition, the Region X office has awarded the local program \$75,000 for new servers, routers and switches
- Reported the program, during 2008-09, served 669 children in the Head Start program and 210 in the Early Head Start program

BREAK

The meeting recessed at 9:45 a.m. and reconvened at 10:00 a.m.

REMARKS FROM THE WASHINGTON FEDERATION OF STATE EMPLOYEES REPRESENTATIVE

David Cosby reported the Facilities staff have been busy completing the finishing details on the Magnuson Building.

Dr. Livingston thanked David Cosby and Marlene Cortez for their assistance in communicating and resolving issues during the recent furlough process.

REMARKS FROM THE ASSOCIATION FOR HIGHER EDUCATION PRESIDENT

No report was submitted.

REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING

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

- Work has continued over the summer at the Hillyard center serving the Work First students
- Enrollments at Hillyard are very high
- Changes are taking place at the Hillyard Center with relocations into expanded space

Chief Executive Officer Scott Morgan provided the following report:

- Announced staff have now moved into the Magnuson Building; a grand opening for the building will be November 3 with more information to come
- Expressed appreciation for the CCS facilities crews: electricians, plumbers, carpenters, painters—in addition to all of the moving that took place to get people into the building; it truly was a team effort
- The Business and Community Training Program has been awarded four Job Skills Program (JSP) projects with a fifth project pending; in total these projects represent \$500,000 in JSP grant funding for this area
- The +50 Program has received grant funding and funding from the American Recovery and Reinvestment Act of 2009

REMARKS FROM SPOKANE COMMUNITY COLLEGE

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

- Spoke of the loss of Administrative Assistant Ren McCoury, a twelve-year employee of CCS; classified staff is looking into the purchase of a memorial plaque to honor Ren
- During the summer ten SCC classified staff attended the STTACC Conference at Olympic College; the next STTACC conference will be held in Spokane
- Classified Staff Council held their first meeting last week, at which five new members attended; elections will be held in October

President Joe Dunlap provided the following report:

- The expectation for fall quarter is to be 10% over-enrolled; the financial aid department experienced a 35% increase in applications, which is thought to be due to the state of the current economy
- It is also expected that 127 apprenticeship FTE will be added to the fall quarter enrollment
- Seven Egyptian students will be attending SCC for the academic year studying Network Administration
- Advised the lease at Felts Field for the Aviation Maintenance Program has expired; a five-acre site at Spokane International Airport/Geiger Field will serve as a good alternative location

REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE

Kathie Forney provided the following report on behalf of classified staff:

- Introduced new members of the Classified Staff Council: Robbin Hansen, Wendy Derain and Alan Rathbone
- Announced a classified staff survey will be conducted to determine concerns, training needs, etc.
- A February Classified Staff Luncheon is being planned

John Hernandez provided the following report on behalf of faculty:

- Registration is still taking place for fall quarter; there are still a few classes to offer; the most difficult problem is financial aid
- Some students are electing to wait until winter quarter due to the problems incurred with fall quarter financial aid
- Stated it was requested of him to inquire if there is going to be a faculty cash out this year

President Mark Palek provided the following report:

- Student mentor and tutor training will take place on September 16; over 200 students will be participating
- A First-Year Information Workshop will be held on September 23
- The SFCC Information Technology department has developed a short training for new employees
- Shared a brief report on SFCC classes at Fairchild Air Force Base: 16 students enrolled in Communications; 28 students in English Comp; and 8 in General Biology

REMARKS FROM THE CHANCELLOR

Chancellor Gary Livingston provided the following report:

- Regarding the Magnuson Building, he reminded the Board that the CCS Foundation stepped forward and raised over \$900,000 to match the state funds for that building
- the Board of Trustees were advised of the activities taking place on the CCS campuses recognizing Constitution Day, which will be September 17, 2009; this information will also be made part of today's meeting minutes
- Chief Financial Officer Linda McDermott reviewed with the Board, for information purposes, the following CCS Administrative Procedures:
 - 1.10.01-A, Board of Trustees Policies
 - 1.20.05-A, College Representatives Attending Board Meetings
 - 1.30.05-A, Board of Trustees Meeting Agenda
 - 1.40.01-B, Administrative Procedures
- A copy of the newly revised Community Colleges of Spokane Emergency Management Plan (EMP) was distributed to the Board of Trustees; employee trainings have begun, which are developed around this document; a smaller, companion EMP flip chart document has been produced that will be distributed to every employee and will be hung in every classroom
- A pandemic flu retreat was conducted with Roger Bragdon, CCS Security Management Analyst, Dr. Joel McCullough, Spokane Regional Health District's Health Officer, and CCS administrators; as a result of this meeting and several others, the CCS Pandemic Flu Plan and Business Continuity Work Groups/Assignments documents were developed; these plans and documents were shared with the Board; the word from Dr. McCullough is

that it is unlikely that he would shut down campuses from what is know now regarding H1N1; there is a live connection on the CCS web site to the Spokane Regional Health District so anyone within CCS can access the latest local information regarding H1N1/swine flu

- Announced the CCS Fall Conference would be held on September 16th, beginning at 7:30 a.m.; following that event will be the SCC Fall Conference and the IEL Fall Conference; the SFCC Fall Conference will be on Thursday, and the District Office Barbecue will be Friday, September 18th at 12:00 p.m.
- The IEL Lodge is being discussed as the permanent location for CCS Board of Trustee meetings; the possible start date could be January 2010

REMARKS FROM THE BOARD AND BOARD CHAIR

Trustee Don Cox expressed his appreciation for the attention to detail and enthusiasm he saw expressed in the presentations made at today's meeting.

Trustee Carol Landa-McVicker reported attending the TACTC Executive Board Retreat where the TACTC theme for the year, *Trustee Advocacy*, was designated.

Trustee Greg Bever extended his congratulations to the Emergency Management Plan Task Force; he also thanked Scott Morgan for his work as a volunteer on a local committee to create a community economic develop plan.

Trustee Ben Cabildo reported Unity in the Community experienced another successful year with over 10,000 attendees, noting it was a very diverse crowd; he thanked Community Colleges of Spokane for sponsorship at the Gold Corporate level; James Mohr of the IEL was commended for his leadership role in assisting with the organization of the event.

Trustee Patty Shea thanked all of the employees who participated in the furlough during the summer, noting the financial affect on these individuals, and that everyone came together as a group; the Trustees are very appreciative and proud of the CCS employees and institutions.

EXECUTIVE SESSION

At 11:13 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 11:35 a.m.

Attendees included: Patty Shea, Greg Bever, Carol Landa-McVicker, Ben Cabildo, Don Cox, Gary Livingston, Maureen McGuire, Joe Dunlap, Mark Palek, Scott Morgan, Greg Stevens and Anne Tucker.

Chair Patty Shea announced executive session under RCW 42.30.110(1) had ended at 11:42 a.m. with the regular meeting reconvened.

Carol Landa-McVicker moved and Greg Bever seconded:

As a result of the mediated settlement agreement reached in the case of Sheeran v. Shea, I move that the Board of Trustees of Washington State Community College District 17 authorize the administration to amend the following Washington Administrative Code sections in accordance with the proposed Agreed Order: WAC 132Q-07-030 (Outside Speakers), WAC 132Q-07-040 (Distribution of Materials), WAC 132Q-07-242 (Discrimination) and WAC 132Q-07-246 (Harassment). This motion supersedes the Boards' action taken on June 16, 2009, which authorized the administration to repeal these sections and directed the administration to draft a new chapter regarding First Amendment rights. Instead, the proposed Agreed Order provides for amendment of these existing WAC sections and the administration is directed to follow the rulemaking requirements as provided in the Administrative Procedures Act.

I also move the Board of Trustees of Washington State Community College District 17 to amend CCS Board Policy 3.30.01 (Non-discrimination/Anti-Harassment) to be consistent with the proposed Agreed Order and further direct the administration to amend District Administrative Procedure 3.30.01A to be consistent with the proposed Agreed Order.

No. 09-26; motion carried.

At 11:50 a.m. Chair Patty Shea called for an executive session under RCW 42.30.110(1) for the purposes of reviewing the performance of public employees. Executive session was expected to last until 12:05 p.m.

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

Chair Patty Shea announced executive session under RCW 42.30.110(1) had ended at 12:03 p.m. with the regular meeting reconvened.

Greg Bever moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 approve the Addendum to the Executive Appointment contract of Chancellor Gary A. Livingston that specifies an amended contract date through August 31, 2010.

No. 09-27; motion carried.

ADJOURNMENT

The meeting adjourned at 12:04 p.m. No further action was taken.

Secretary, Board of Trustees

Chair, Board of Trustees