

MINUTES

WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17 BOARD OF TRUSTEES REGULAR MEETING

Present: Greg Bever (chair), 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, Dixie Simmons, Amy Lopes-Wasson, Greg Richards, Kassie Silvas, David Cosby, Brenda Martinson-Smith, Kathie Forney, Dawn Chavez, and Christine Pearl (recorder)

Guests: Greg Plummer, Lynn Holmes, Patty Allen, Joe Kinney, Linda DeFord, Michele Cook, Jenni Martin, Chris Cary, Jocelyn Stott, and Shawn Huss

Excused: Patty Shea

CELEBRATING SUCCESS: INSTITUTE FOR EXTENDED LEARNING COLLEGE PREP AND I-BEST

Assistant Dean for WorkFirst and I-Best Jenni Martin began the presentation by explaining the State Board for Community and Technical Colleges' (SBCTC) achievement point system that measures meaningful momentum toward degree and certificate completion for all students. For the IEL most of these achievement points come from adult education. During 2008-09 the IEL earned 3,520 achievement points, the equivalent of \$108,874. There has been a marked gain in the GED graduates transitioning to SCC / SFCC: from 2000-01 to 2004-05 the yearly rate was 23%; from 2006-07 to present the yearly transition rate is 30%.

GED Instructor Michele Cook addressed the Board regarding higher level GED students. She explained these students are often close to being college ready and so can be fast-tracked during one quarter of classes in which goal setting is emphasized and the coursework consists of computer basics, writing and math.

Chris Cary, College Prep instructor, provided information concerning the "gaps" for successful transition from adult basic education / GED to college. The first is the math curriculum gap; depending upon the type of degree students intend to pursue, there are varying levels of math they need to accomplish. The second gap is student attributes; several personal attributes are required (i.e., time management, responsibility, organization, good attendance) if a student is going to be successful in transitioning to college.

Student Shawn Huss spoke to the Board of his personal experience beginning with the GED program following the loss of his job. He is currently studying biology at SCC and plans to go on to study forensics or to become a lab technician.

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 Institute for Extended Learning Lodge Building, 3305 W. Fort George Wright Drive, Spokane, Washington, on Tuesday, January 19, 2010. Chair Greg Bever called the meeting to order at 9:05 a.m., followed by the Pledge of Allegiance and roll call.

INTRODUCTIONS AND OPEN MICROPHONE

Chancellor Gary Livingston thanked Arden Crawford, Greg Plummer, Rod Ramer and all those involved in working to make The Lodge into the permanent meeting location for the Board of Trustee meetings.

Dr. Livingston advised the Board that as part of today's meeting they would be asked to consider approval of revised Board of Trustees Policy 3.30.01. They would also be asked to consider adoption of proposed WAC revisions, for which a sign-up sheet was provided for anyone who may wish to address the Board regarding those revisions.

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

APPROVAL OF MINUTES

Carol Landa-McVicker moved and Ben Cabildo seconded that the minutes of the December 15, 2009, regular meeting be approved as presented.

No. 10-01; motion carried.

DISCUSSION/ACTION: CONSIDER APPROVAL OF REVISED BOARD OF TRUSTEES POLICY 3.30.01—NON-DISCRIMINATION/ANTI-HARASSMENT

Public Information Office Anne Tucker brought this item to the Board, reiterating the revision to the board policy was stipulated to by the agreed order in the Sheeran vs. Shea case and was presented for first reading at the December 15, 2009, Board meeting. Ms. Tucker reported that during the 20-day comment period one comment was received to which a response was conveyed. The revised board policy was presented at this meeting for consideration of Trustee approval.

Carol Landa-McVicker moved and Don Cox seconded that the Board of Trustees of Washington State Community College District 17 approve revised Board Policy 3.30.01—Non-Discrimination/Anti-Harassment as presented.

No. 10-02; motion carried.

DISCUSSION/ACTION: CONSIDER ADOPTION OF PROPOSED WAC REVISIONS

Anne Tucker reported revisions to four Washington Administrative Codes (WACs) have been published in the Washington State Register as required by the Office of the Code Reviser. The agreed order in the Sheeran vs. Shea case stipulated these revisions. The four WACs are:

- 132Q-07-030 Outside speakers;
- 132Q-07-040 Distribution of materials;
- 132Q-30-242 Discrimination; and
- 132Q-30-246 Harassment.

No one came forward to speak to these changes; the Board was asked to consider them for adoption.

Carol Landa-McVicker moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 adopt the revision to WAC 132Q-07-030 Outside speakers, 132Q-07-040 Distribution of materials, 132Q-30-242 Discrimination and 132Q-30-246 Harassment as presented.

No. 10-03; motion carried.

REPORT: FALL QUARTER 2009 FINAL ENROLLMENT REPORT: WINTER QUARTER 2010 ENROLLMENT REPORT

Chief Financial Officer Linda McDermott reported total district enrollment for fall quarter was 4,469, exceeding the fall quarter target by approximately 6%. This trend continues into winter quarter where first day enrollment is up 14.5% compared to winter 2009; as of the tenth day, the district is 3.7% over target.

Ms. McDermott stated 75% of target has been met to date and at the current rate it is predicted CCS could have 15,000 FTEs for the year.

Dr. Livingston advised that in the current budget climate it may be necessary for enrollment management to be utilized. This would be done at the institutional level, but may also be accomplished systematically.

REPORT: COMMUNITY COLLEGES OF SPOKANE YEAR-END FINANCIAL REPORT

Dr. Livingston informed the Board no threshold for cuts has been set; budget cuts will be accomplished on the pro-rata model at the institutional level. Reserves are currently higher than 5% due to the various conservation measures incorporated last year. The goals going forward now will be long-term, rather than focusing on the short-term.

CFO Linda McDermott began the report by reviewing the statement of net assets at June 20, 2009, which were \$137,441,421, an increase of \$8,749,305 over 2008 due mainly to building projects, conservative spending, and over enrollment. In the area of expenditures, Instruction (37% of 2008-09 budget), Student Services (16% of 2008-09 budget), and Student Aid (15% of 2008-09 budget) have consistently been the three major areas of expenditures. Operating reserves ended the year with a strong balance sheet having surpassed the 5% goal in 2008-09.

As reported earlier, state supported FTEs have shown steady growth over the past 10 years, but Ms. McDermott believes there could be a future shift in enrollment, trending downward, as the economy recovers.

The Employee Headcount Report for categories other than faculty showed that for the last four years the number of administrators has remained steady; the number of professional/confidential exempt has decreased by 18; the number of annually contracted academic employees has increased by three; and the number of classified staff has increased by 17.

In closing, Dr. Livingston described variables that could negatively impact the budget going forward, such as a tuition increase to 10%, or a decrease in state aid, or if the economy improves and enrollment decreases.

BREAK

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

Dr. Livingston advised the Board there would be an Executive Session for the purposes of reviewing the performance of public employees and discussing litigation or potential litigation.

REPORT: ALERT OF TENURE CONSIDERATION FOR WINTER QUARTER 2010

Chief Human Resources Officer Greg Stevens reported there are 14 faculty members in their eighth quarter of tenure review to be considered for tenure by the Board at the March 16, 2010, Board meeting:

Della Blahak	IEL	Counselor
Susan Butler	SCC	Biology
Jeffrey Chai	SCC	Automotive Technology
Erin Douthit	SCC	Biology
Gretchen Ford	SCC	Counselor
Chantal Hammers	SFCC	Hearing Instrument Specialist
Misty Hobart	SCC	Nursing
Arne Jaaska	SFCC	History
Gerald Krumbholz	SFCC	Music Theory
Curtis Smith	SCC	Culinary Arts
Terry Souhrada	SFCC	Mathematics
David Stasney	SCC	Water Resources
Kaydee Steele	SFCC	Chemical Dependency
Norman Thompson	SFCC	General Business

REPORT: REVISED NWCCU ACCREDITATION STANDARDS

Spokane Community College President Joe Dunlap and Spokane Falls Community College President Mark Palek reviewed the revised Northwest Commission on Colleges and Universities (NWCCU) accreditation standards. Dr. Palek reviewed with the Board the old standards, which were nine in number; there are five new standards:

1. Mission
2. Resources and Capacity
3. Planning and Implementation
4. Effectiveness and Improvement
5. Mission Fulfillment, Adaptation and Sustainability

Previously an accreditation visit was conducted every ten years with an interim report prepared and commission visit conducted during the fifth year.

Dr. Dunlap explained the new accreditation cycle will be seven years. Due to the large number of colleges involved, a transition schedule has been developed; both SCC and SFCC are on the three-year transition schedule. Each year between 2011 and 2013 the colleges will have to submit reports regarding one or more of the five standards and will receive an accreditation visit.

Implications for SFCC, reported Dr. Palek, would include:

- Strategic Plan/Institutional Effectiveness Update
- Agreements with Institute for Extended learning
- Update the Web Page

SFCC, through college-wide discussion, has developed the following themes:

- Excellent Instruction
- Student Achievement
- Broad Access
- Diversity, Equity and Global Awareness
- Responsiveness to Community Needs

Dr. Dunlap advised SCC is scheduled for a NWCCU interim visit under the old standards on April 26; for SCC the implications are:

- Strategic planning dissemination
- Adjunct faculty evaluations
- A-6 agreement between IEL and SCC

SCC will be developing themes with campus constituents during February and March, 2010; final acceptance for the themes is set for June 1, 2010.

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:

- all four major capital projects are on schedule
- the Magnuson Building renovation is complete, except for some paperwork
- the Demonstration Kitchen is complete except for some HVAC work
- Building 18 HVAC changes are ready for bid
- twelve pre-design proposals have been received for the Spokane Aerospace Technology Center

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

- an annual monitoring review was conducted of the CCS Early Head Start Program in December by Community Services and Housing and Community Development; there were no findings as a result of this review
- training will be provided by Head Start Region X to assist the local program with development of a dual language policy and a related degree policy, both requirements of the Reauthorization Act
- during December the Northeast Community Center site celebrated the 90th birthday of one of the Head Start Program's foster grandparents; during the

2008-09 year the program received 10,781.75 hours of service, which at the rate of \$13.84 per hour equated to \$149,219 of the required non-federal share

- the program, in cooperation with WSU's Area health Education Center Circle of Security, has entered into a development partnership to improve child and family outcomes; if successful, the grant would begin in March 2010 and last 40 months

REMARKS FROM THE WASHINGTON FEDERATION OF STATE EMPLOYEES REPRESENTATIVE

David Cosby provided the following report:

- he is pleased to be serving on the Chancellor Search Committee
- commented on the transformation of the budget process over the years, noting how much information is shared through the chancellor meeting with employee groups and the formation of the District Finance Committee; both have increased collaboration and relieved some of the anxiety

REMARKS FROM THE ASSOCIATION FOR HIGHER EDUCATION PRESIDENT

Greg Richards provided the following report on behalf of Carla Naccarato-Sinclair:

- Gary Livingston, Linda McDermott and Greg Stevens attended the Faculty Senate meeting to address the budget and answer questions; she would like to invite the presidents to attend the next meeting

REMARKS FROM SPOKANE COMMUNITY COLLEGE

Greg Richards provided the following report on behalf of faculty:

- SCC students and DECCA participated in the Spokane Community MLK March
- spoke of concerns regarding several fire alarms having been set off in Building One and an increase in cars being stolen from the campus

Greg Stevens advised security has been increased on the campus. Dr. Livingston reported CCS Security Consultant Roger Bragdon is meeting with security officers from both campuses on a regular basis regarding this recent increase in thefts and security incidents. Mr. Bragdon reports the types of incidents experienced on the campuses mirrors what is happening in the community. Next steps such as intervention techniques are being explored, but as Dr. Livingston explained, next steps cost money and at what point do we pull funds from instruction and put it into security?

President Joe Dunlap provided the following report:

- Terri Armstrong has been named the new Dean of Instruction for Health and Environmental Sciences

- Mike Mires has taken a position at North Idaho College; David Cox has been named Acting Dean of Instruction for Technical Education
- shared that classified employee Bettie Kirk had passed away and would be missed by her campus family

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

- classified staff are busy assisting all those students quoted as being the enrollment increases, and are troubleshooting any problems they encounter
- staff is readying for the accreditation visit
- it is anticipated a ceremony will be held in March to dedicate a bench for Ren McCoury, and hopefully for Bettie Kirk, also

REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE

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

- the Classified Staff Winter Luncheon, "Jazz Up Your Day," will be held on February 2, 11:30 a.m. to 1:00 p.m., in the SUB Lounges A & B

President Mark Palek provided the following report:

- SFCC has 12 students enrolled in the Emmanuel Family Life Center program; the Center is sponsoring a dinner the evening of January 30 for the students and others involved with this initiative
- the Native American College Initiative is also off to a good start
- SFCC will host its Martin Luther King Jr. Luncheon on January 20 with guest speaker Rod Holmes
- The Associated Women will hold a quarterly luncheon on January 27 with guest speaker Carol Measel
- the SFCC Jazz Festival will be held on February 4 and 5 at the Fox Theater

REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING

Kassie Silvas provided the following report on behalf of faculty:

- everyone is very busy; the centers and classes are full
- students are concerned about the budget; they are writing cards and letters to the legislators

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

- there are already 115 students in her program with referrals still coming
- everyone is working together to meet the diverse needs of the students
- afternoon and evening classes are now being offered at the Hillyard Center

Chief Executive Officer Scott Morgan provided the following report:

- a budget survey is to be distributed to all IEL faculty

- the Fourth Annual Bowling for Literacy event will be held on February 15, this year at 9:30 a.m.
- this year's Career Gear Fashion Show and Clothing Give Away will be held on March 4

REMARKS FROM THE CHANCELLOR

Chancellor Gary Livingston provided the following report:

- it was great to see such a wonderful turnout for the Martin Luther King rally and march yesterday in downtown Spokane
- he has been meeting with employee groups and the faculty senate to discuss the budget

REMARKS FROM THE BOARD AND BOARD CHAIR

Trustee Don Cox thanked Greg Bever for accepting the responsibility of Chair of the Board, and expressed appreciation for Patty Shea serving as Chair for the past two years. Mr. Cox noted he had occasion to observe students as they were registering for classes and processing their financial aid paperwork, and he was extremely pleased to see the amount of helpfulness, concern and patience extended by the staff as they assisted these students.

Trustee Carol Landa-McVicker thanked Scott Morgan for agreeing to chair the Chancellor Search Committee. She will be attending the TACTC Legislative Contact Conference with Trustees Greg Bever and Patty Shea, noting the importance of being involved with the process and carrying the message of the impact of budget cuts. Ms. Landa-McVicker will also be attending the ACCT Conference in Washington, D.C. to address community college interests at the national level.

Trustee Ben Cabildo reported Community Colleges of Spokane was well represented at the Spokane MLK Unity March. He attended the CCS District Equity Council meeting.

Trustee Greg Bever stated he is honored to serve as Chair of the Board of Trustees. He thanked Greg Stevens, Scott Morgan and everyone serving on the Chancellor Search Committee. He attended the Greater Spokane legislative trip to Olympia, noting it is a very challenging session, but he did have an opportunity to meet face to face with legislators. In closing, he thanked Greg Plummer and all those who worked to make The Lodge available as the permanent meeting location for the Board.

EXECUTIVE SESSION

At 11:50 a.m. Chair Greg Bever called for an executive session under RCW 42.30.110(1) for the purposes of reviewing the performance of public employees and discussing litigation or potential litigation. Executive session was expected to last until 12:45 p.m.

Attendees included: Greg Bever, Ben Cabildo, Don Cox, Carol Landa-McVicker, Gary Livingston, Maureen McGuire, Greg Stevens, Joe Dunlap, Mark Palek and Linda McDermott.

Chair Greg Bever announced executive session under RCW 42.30.110(1) had ended at 12:40 p.m. with the regular meeting reconvened. No action was taken by the Board during executive session.

ADJOURNMENT

The meeting adjourned at 12:42 p.m... No further action was taken.

Secretary, Board of Trustees

Chair, Board of Trustees