

MINUTES

WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17 BOARD OF TRUSTEES REGULAR MEETING

Present: Greg Bever (chair), Ben Cabildo, Don Cox, Carol Landa- McVicker and Patty Shea. 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, John Hernandez, Kassie Silvas, David Cosby, Brenda Martinson-Smith, Kathie Forney, Dawn Chavez, Michael Watson and Christine Pearl (recorder)

Guests: Greg Plummer, Mark Mattke, Patty Allen, Ken Burrus, Terri Armstrong, Sly Chatman, Mary Ann Lund Goodwin, Jocelyn Stott

PLAQUE PRESENTATION

Chair Greg Bever presented Immediate Past Chair Patty Shea with a commemorative plaque and thanked her for her leadership and service during the past two years as chair of the Board of Trustees.

CELEBRATING SUCCESS: MEETING THE EDUCATIONAL NEEDS OF OUR MILITARY STUDENTS

Vice President of Learning Pam Praeger introduced the presentation with an overview of the SFCC educational opportunities available at Fairchild Air Force Base (FAFB). Program Support Supervisor Sly Chatman, who administers the programs at Fairchild, described the programs and services. Services include admission, registration, testing, advising and classes on the base. Classes are offered predominantly in the evening, but during spring quarter there will be a course offering during the lunch hour; some classes are also offered online.

Programs include general education classes at FAFB; there is also a program for military spouses entitled Military Spouses Career Advancement Account (MyCAA). This program provides a lifetime benefit of up to \$6,000 in educational benefits for military spouses who are pursuing licenses, certificates or degree programs leading to employment in high growth, high demand and portable career fields.

Mary Ann Lund Goodwin, Dean of Instruction for Library and Instructional Support Services, explained SFCC's participation in the General Education Mobile (GEM) program. All GEM classes are offered completely online; admission, registration, book purchase and advising are also completed electronically. This

permits the enlisted airmen the opportunity to complete a degree anywhere and anytime, even when deployed.

A video presentation provided student testimonials from airmen and from spouses enrolled in SFCC classes at Fairchild Air Force Base.

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, February 16, 2010. Chair Greg Bever called the meeting to order at 9:10 a.m., followed by the Pledge of Allegiance and roll call.

INTRODUCTIONS AND OPEN MICROPHONE

Spokane Community College President Joe Dunlap introduced Terri Armstrong, the new Dean of Health and Environmental Sciences.

Mark Mattke, Workforce Strategy and Planning Director for the Spokane Area Workforce Development Council (SAWDC), addressed the Board to announce the SAWDC received notification from the U.S. Department of Labor that it will receive over \$1.39 million in grant funds as part of a successful State Energy Sector Partnership grant. From this \$850,000 will go to Spokane Community College (SCC) to prepare and certify students in green energy training. Mr. Mattke gave a large amount of the credit for the awarding of the grant to SCC's Director of Workforce Education and Development Christy Doyle. Chancellor Gary Livingston thanked Mr. Mattke for his highly valued partnership with Community Colleges of Spokane.

Chancellor Gary Livingston advised the Board there would be an executive session following the open meeting for the purposes of reviewing the performance of public employees and discussing litigation or potential litigation.

APPROVAL OF MINUTES

Carol Landa-McVicker moved and Ben Cabildo seconded that the minutes of the January 19, 2010, regular meeting be approved as presented.

No. 10-04; motion carried.

REPORT: ATHLETICS, PHYSICAL EDUCATION AND RECREATION

District Director of Physical Education, Athletics and Recreation Ken Burrus announced the 2008-09 annual report was dedicated to the memory of Coach Erik

Anderson who was taken from the CCS family in a tragic accident in February of 2009. This year's report began with the testimonials of two student athletes. Armarose Bailey, a member of the Northwest Athletic Association of Community Colleges (NWAACC) Women's Cross Country All Star Team, spoke about how much running means to her in her life; she is a nursing student carrying a 3.16 g.p.a. CCS Track and Field student Andrew Cesal shared his story of being recruited by Coach Erik Anderson while participating in his first grueling steeplechase event. His experience at CCS has built his confidence and he hopes to transfer to Southern Utah University to continue both his running and academic careers. Andrew has a 3.38 g.p.a. and plans to pursue a degree in computer engineering.

Mr. Burrus reported the Physical Education and Athletic Department strategic plan parallels the Board of Trustees' strategic plan. The relationships between the various levels within the department was illustrated as a pyramid, but with each dependent upon and related to the other, each one building from the others.

CCS intercollegiate athletic teams were very successful in 2008-09. The following teams all earned NWAACC Championships:

- Men's Cross Country Team
- Men's Track and Field Team
- Women's Track and Field Team
- Women's Golf Team

The Women's Softball Team and the Men's Basketball Team were named Eastern Region Champions and the Men's Golf Team earned the League Championship.

NWAACC also recognized CCS coaches. Erik Anderson was named Coach of the Year in Men's Cross Country and Co-Coach of the Year in Women's Cross Country. Larry Beatty was named Coach of the Year in Women's Track and Field, and Scott Kramer was named Coach of the Year in Men's Golf.

Mr. Burrus continued his comments by referencing the Equity in Athletics and Fiscal Information sections of the report (which was distributed in hard copy).

REPORT: COMMUNITY COLLEGES OF SPOKANE AUDIT REPORT FOR JULY 1, 2008 THROUGH JUNE 30, 2009

Chief Financial Officer Linda McDermott reported Community Colleges of Spokane received a very favorable audit; no findings or management letter items were noted by the auditors. Mrs. McDermott explained the scope of the state audit is twofold:

- 1) financial records are audited to ensure public funds are accounted for and controls are in place to protect public resources from misappropriation, loss or misuse; and
- 2) to ensure adherence to laws and regulations relating to financial matters.

The state auditors were very complimentary of the processes and procedures employed by the CCS Business Office.

BREAK

The meeting recessed at 9:40 a.m. and reconvened at 9:55 a.m.

REPORT: LEGISLATIVE UPDATE

Chancellor Gary Livingston advised there wasn't much new information to update since the report given at the January Board of Trustees meeting. The projected CCS budget reduction for 2010-11 is \$5.4 million, and work is continuing with the units using the pro rata model for the distribution of this reduction. On Monday, February 15th, Governor Gregoire signed two freeze bills, one of which freezes hiring and will go into effect in mid-March. The furlough bill is still working its way through the legislature, but it appears furloughs for higher education are likely to involve a money goal rather than specific days. The state board will be responsible for the formula to be employed to meet the requirements of the bill. Since this would be a biennium issue it is the opinion of CCS, and of the state board, the action taken by CCS with the 2009 furloughs would probably meet the requirement of a state-imposed furlough. This doesn't preclude actions that could be taken within the district as budgets are developed for 2010-11. Dr. Livingston advised the Board the decision has been made that summer school 2010 will be state support. Regarding capital budget, the Spokane Aerospace Technology Center is the only remaining CCS project, and it is still working its way through both at the state and federal levels.

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 SCC Demonstration Kitchen addition and Magnuson Building renovation have a few final details that are being completed
- updated the progress on the following projects:
 - SCC Technical Education Building is 25% complete
 - SCC Building 7 renovation is 55% complete
 - SFCC Music Building renovation is 40% complete
 - SCC Science Building is 25% complete

Chief Financial Officer Linda McDermott reported Spokane Community College was successful in writing for a high demand equipment grant in the amount of \$45,000 for the purchase of instructional media.

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

- at the close of fiscal year 2008-2009 the Federal Head Start/Early Head Start program had collected \$745,452 above requirement of the non-federal match; in addition, the program realized an excess of \$74,296 in federal funding that will go to the District as additional indirect
- a change of location has been proposed by Spokane Public Schools to move the Bryant School Head Start program to Holmes Elementary School; the District will need the space at Bryant beginning fall 2010 and since Holmes is located in the West Central neighborhood, it will assist with the mission of the CCS Head Start program to expand services to that area; this change of location will be an agenda action item at the next Head Start Policy Council meeting
- following careful consideration it has been recommended the Crosswalk lease not be renewed at the end of August 2010; the agency, staff and families involved have been informed of the decision that, pending policy council approval, it is recommended the 16 double session Early Head Start slots at Crosswalk be relocated to an unused classroom at the East Central Community Center (ECCC); there are various advantages to this decision, one being the ability to take the children outside for playground time at the ECCC, which could not be accommodated at the Crosswalk location; another benefit will be the projected annual cost savings of \$14,000 to the program

REMARKS FROM THE ASSOCIATION FOR HIGHER EDUCATION PRESIDENT

Carla Naccarato-Sinclair provided the following report:

- she attended the rally in Olympia on February 15th, which was very well attended by students of the four-year colleges
- thanked Gary Livingston, Linda McDermott and Greg Stevens for attending the January Faculty Senate meeting to discuss budget issues and answer faculty questions
- budget preparation is underway at the college units; the seeking of input from faculty and staff is encouraged as budgets are developed
- it is planned to invite the presidents to attend the April faculty senate meeting
- CCS AHE has a new website: www.ahespokane.com

REMARKS FROM THE WASHINGTON FEDERATION OF STATE EMPLOYEES REPRESENTATIVE

David Cosby provided the following report:

- he attended the Erik Anderson 4K Community Run held at Planters Ferry Park; over 200 people participated; the proceeds from the event will go to the CCS Erik Anderson Memorial Fund
- the legislative furlough bill is being watched by the rank and file
- WFSE was well represented at the Olympia rally on February 15th
- the budget process has been open, including good forums for information sharing

REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE

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

- the Annual Classified Staff Winter Luncheon was very successful
- a classified staff survey will be distributed in the near future

John Hernandez provided the following report on behalf of faculty:

- students are currently enrolling for spring quarter, which begins on April 4th; for the most part students are adhering to deadlines, for they are realizing if they are ignored one may not get into a class that is needed
- the question was asked when does the “open door policy” close?

President Mark Palek provided the following report:

- teams from both SFCC and SCC will be attending new accreditation standards training
- an emphasis in student advising has been undertaken as another way in which to assist student success
- Chrissy Davis has been hired as Director of Advising and Early Intervention
- budget planning has been proceeding
- the SFCC Jazz Festival has recently returned and was held at the Fox Theater

REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING

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

- announced the Bowling for Literacy event was held yesterday, February 15th
- two in-house staff trainings were held recently: 1) Managing Students with Suicidal Tendencies; and 2) Managing Students with Aggressive Behaviors
- students enjoyed attending the Northeast Community Center Hobo Dinner

Kassie Silvas provided the following report on behalf of faculty:

- all three campuses and the Board of Trustees were represented at the Bowling for Literacy event
- faculty are pleased and appreciative that CEO Scott Morgan has placed a survey online to receive comments regarding the budget; it makes the process transparent and inclusive

Chief Executive Officer Scott Morgan provided the following report:

- the Bowling for Literacy event is a fundraiser for GED and ABE student scholarships; all money raised is matched by the CCS Foundation
- the Career Gear Fashion Show will be held on March 4th, 12:30 p.m., at The Lodge
- announced Vice President of Learning Dixie Simmons is leaving at the end of February for a position with the state board
- an All-Staff Meeting will be held on Monday, February 22nd, at 2:30 p.m., to review results of the budget survey and the budget development process; IEL rural centers will be connected by ITV

REMARKS FROM SPOKANE COMMUNITY COLLEGE

Michael Watson, representing student government, provided the following report:

- SCC student government, in partnership with SFCC student government, has been providing free pizza for the home basketball games
- student government sent two representatives to the rally in Olympia on February 15th
- a sustainability committee is being formed for the campus
- a smoking taskforce is studying the feasibility of a smoke-free campus
- Legislative Week is being planned and Washington Secretary of State Sam Reed is scheduled to participate

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

- there was a good turnout for the February 11th classified staff meeting
- a welcoming committee is being formed to welcome new classified staff to campus
- the next event will be March Madness Baked Potato Bonanza on March 19th
- the memorials for Ren McCoury and Bettie Kirk are still being planned; a flowering tree will be planted to honor each and enough money has been collected for a bench in memory of Ren McCoury

President Joe Dunlap provided the following report:

- the automotive technology trade publication, "Tomorrow's Technician," has named SCC among its Top 20 Schools in the country for 2010
- teams of culinary arts students competed in the American Culinary Federation's Western Region Knowledge Bowl, with one student winning a

silver medal; in addition, Culinary Arts Instructor Curtis Smith competed in and won the Mars “Make a Mini-Desert Trio” competition and will go on to compete in the national competition

- the February 16th Geology Lecture Series will feature a presentation entitled: *Historic and Cataclysmic Eruptions of Kilauea Volcano* with Dr. Don Swanson
- The President’s Speakers Series on February 25th will feature *The Transformation of U.S. Nuclear Policy* with Joseph Cirincione
- *Creating Purposeful Change through Social Action* with Rachel Dolezal will be presented on March 9th at 12:30 p.m., with a workshop from 2:00—5:00 p.m.

REMARKS FROM THE CHANCELLOR

Chancellor Gary Livingston provided the following report:

- he met with the county superintendents regarding SHB 1758, a legislative bill passed last year; this bill provides an alternate route for students to achieve a high school diploma through community colleges in partnership with the high school, awarding the high school diploma at the completion of the AA degree; he advised the Board there appears to be additional proposed legislation to address the high school drop-out rate that would include community colleges as part of the solution
- District Academic Services Officer Jim Minkler presented Administrative Procedure 3.30.01-A, Non-discrimination / Anti-harassment, and Administrative Procedure 3.20.01-A, Accommodations for Students with Disabilities as an informational item for the Board

REMARKS FROM THE BOARD AND BOARD CHAIR

Trustee Don Cox reported he is amazed at the amount of work and the amount of documentation that faculty members provide to make a probationary faculty member’s tenure file complete. He congratulated everyone involved on the quality of these files, noting this quality provides for their ability to approve tenure with confidence.

Trustee Carol Landa-McVicker thanked Don Cox for his lead on the review of faculty tenure files. She attended the District Equity Sub-Committee meeting; the Greater Spokane Inc. State of the City meeting; and the Head Start Policy Council meeting.

Trustee Ben Cabildo also expressed his appreciation for Don Cox’s review of the tenure files. Mr. Cabildo provided three teams from his organization to participate in the Bowling for Literacy event. He attended a meeting with Gary Livingston and Scott Morgan to discuss revisiting a relationship with the Spokane Tribes. He

thanked the SFCC classified staff for their hospitality and a great time at the winter luncheon event.

Trustee Patty Shea reported attending the CCS Foundation Board meeting; the SFCC and SCC Martin Luther King events; the TACTC Conference in Olympia; the District Finance and Legislative Advisory Committee meeting; and the Greater Spokane Inc. State of the City meeting.

Trustee Greg Bever reported attending the SFCC Classified Staff Luncheon; the SFCC Martin Luther King Luncheon; the Greater Spokane Inc. State of the City meeting; and expressed appreciation for Chief Human Resources Officer Greg Stevens' work on the chancellor search.

EXECUTIVE SESSION

At 11:10 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 11:45 a.m.

Attendees included: Greg Bever, Don Cox, Carol Landa-McVicker, Patty Shea, Gary Livingston, Maureen McGuire, Joe Dunlap, Mark Palek and Jim Brady

Chair Greg Bever announced executive session under RCW 42.30.110(1) had ended at 11:50 a.m. with the regular meeting reconvened. No action was taken by the Board during executive session.

ADJOURNMENT

The meeting adjourned at 11:52 a.m. No further action was taken.

Secretary, Board of Trustees

Chair, Board of Trustees