

## 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, Scott Morgan, Linda McDermott, Greg Stevens, Anne Tucker, Jim Minkler, Maureen McGuire, Pam Praeger, Alex Roberts, Amy Lopes-Wasson, Carla Naccarato-Sinclair, John Hernandez, David Cosby, Dawn Chavez, and Cheryl Churchill (recorder)

**Guests:** Nancy Dymond, Kathy Dyer, Jim Mohr and Theresa Yeder

**CELEBRATING SUCCESS: IEL STUDENT SERVICES** – Faculty, staff and administrators from numerous programs at the Institute for Extended Learning (IEL) collaborate and assist students in making connections to workforce training, GED completion, ESL, College Prep and I-BEST programs as well as transition successfully to Spokane Community College (SCC) and Spokane Falls Community College (SFCC). The IEL staff will provided a PowerPoint presentation outlining the educational pathways available through the IEL, shared how they assist students in making connections to reach their educational goals and summarized the success levels of IEL students who attend SCC and SFCC.

Amy Lopes Wasson, IEL Dean of Student Services, stated that an important part of the IEL mission is to share student support programs. The IEL Strategic Plan has a number of initiatives that focus on transitioning students. They are committed to helping students get to 45 credits to help them achieve their degree and make a living wage. This is approached through two perspectives: 1) how to provide training to faculty and staff to support students and 2) how to provide direct support to students to help them be successful and help them to overcome barriers so that they can go to school, i.e., childcare, transportation, testing fees, etc.

Jim Mohr, IEL Coordinator of Student Activities and Diversity gave an overview on some of the newer aspects of student services at the IEL: the BIT (Behavioral Intervention Team) team was established and provided training for a caring and supportive way to identify and intervene with student issues before they may progress to behavioral issues. The IEL now has BIT teams in all of the IEL Centers in the six county service area.

The IEL has also been providing webinars on how to handle cultural diversity, which also helps to keep costs down and provides the training without having to send staff to outside training. They also have the capability of now holding

meetings via ITV at all of the rural sites, which allows them to interact with each other without the need to travel to each of the sites. There has also been a collaboration with Spokane Community College (funded Americorp position) that pairs SCC students with IEL students who want to transition to attending SCC. They will help recruit students as well as helping students to transition.

The student counselors at the IEL Magnuson Center, work with students who have lots of potential but have had chaos in their lives. For many of the students, no one has ever asked them what they want to do, talked to them about their potential, or helped them find ways to fulfill that potential. The IEL's variety of student programs are designed to meet them where they are, such as: College Prep, Career Builders, Change Point (formerly Displaced Homemakers), GED, I-BEST, Plus 50, and ESL. They help the students through each or all of these programs to help them find the correct pathway to continue to be successful. The goal is to transition students to work, and each of the pathways are developed to help the students reach this goal. GED students might end up in the Change Point or College Prep or I-BEST in order to ease and transition them into a program that moves them into other programs and helps them to be successful. The IEL provide a safe, encouraging environment to become trained and find a career or a new career, by providing support for them to move forward from IEL to other colleges.

IEL staff and faculty get the training they need to best be able to help the students with any problems they may have. Staff are cross trained in all areas to better help the students. They also work with students on the campuses who are having problems and help them to overcome the problems and transition back into their programs to be successful.

Two students who are going through the IEL programs were introduced and spoke to the Board about their own personal journeys. Kathy Dyer is a Change Point graduate and now a full-time student at SCC. Kathy said that two years ago life changed for her, she had a stroke, went through a divorce, and had to move across country with her two children and three dogs. Kathy came to the IEL and sought out the Displaced Homemakers program through the internet and found Change Point. She feels that Change Point was a great foundation to give her the start she needed. She went from there into the I-BEST program, which was the perfect transition for her into the Administrative Secretarial program, and then she transferred on to SCC where she is currently a student working on a degree.

Theresa Yeder also came through the Change Point program, after she lost her spouse, lost her home and was homeless, was diagnosed with a mental illness and ended up at a mental health clinic. The mental health clinic team mentioned the Change Point program to her. She checked into qualification and, through the program, started getting back her confidence. She then went into the I-BEST program which gave her the confidence to find her passion and be able to move on to

attending classes on the campuses, where her grades are such that she is usually on the President's List. Theresa stated that she feels that Change Point was one of the most important programs ever offered.

Amy Lopes Wasson then shared some of the data from 2007-08 into 2008-09 following a cohort of students through College Prep and I-BEST. The statistics show that students who go through the initial programs are more likely to continue, have higher grade point averages and complete more credits than those students who go from GED right into college. They are also more likely to withdraw from classes or taken an incomplete and then complete them later, rather than dropping out of school.

Trustee Don Cox thanked them for the presentation and for the students who through their stories brought the program to life. It is nice to see the statistics and results but they don't often get to see people, which is what makes it special. Trustee Cox asked how do we do with tipping point coming out of these programs?

Amy Lopes Wasson stated that Spokane has to place at certain level with the COMPASS tests. Students who fall below that level have to bring skills (reading & math) up in order to be successful at the college level. Students who need to spend time in adult education programs to get ready to be successful in college courses and take the right courses before they run out of eligibility for financial aid. Dr. Joe Dunlap stated that it relates to the federal financial aid and the ability to qualify for financial aid. If they are put into a program too soon and don't have a high enough level of education (above 6th or 8th grade), then they are not successful. Once they go through the IEL programs, their education level will increase to help them be successful. The 'tipping point' means that they are working with institutional researchers to see how successful students are transitioning up to the 45-credit level for transition into four year institutions.

Trustee Carol Landa McVicker thanked them for their work in these areas and stated that this is how this meets the mission of the college. The impact the programs have on the students, their families and the role models they become to their children and others in their families, is to be applauded. The emphasis on transition is intentional and much appreciated.

Trustee Patty Shea thanked the students for sharing their stories and commended them for everything they have done, and stated how much she admired what they have done.

Board Chair Greg Bever stated that while the IEL was helping transition their lives, they have helped to identify what CCS is doing and confirms the commitment that we are doing is what we are supposed to be doing. Mr. Bever stated that he hoped that these kinds of stories are being documented, as these stories are worthy

of being documented and included in press releases. Amy Lopes Wasson stated that the IEL has created a section on their web site which has the success stories and honors the students who have turned their lives around.

### **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, July 20, 2010. Chair Greg Bever called the meeting to order at 8:30 a.m., followed by the Pledge of Allegiance and roll call.

### **INTRODUCTIONS AND OPEN MICROPHONE**

Chair Greg Bever announced the opportunity to address the Board during open microphone and that there would be an Executive Session held during the meeting to address tenure decisions. No introductions were made and no one requested to speak at open microphone.

Dr. Livingston welcomed Pam Praeger in her new role as Interim President at SFCC and Jim Minkler in his new role as Interim Vice President for Learning at SFCC.

Carla Naccarato-Sinclair stated that the people who are attending the meeting to address the Board for tenure support should sign up on the sheet with Greg Stevens, and they will be called in from the order on the sign-in sheet to address the Board.

### **APPROVAL OF MINUTES**

*Patty Shea moved and Don Cox seconded that the minutes of the June 15, 2010, regular meeting be approved as presented.*

*No.10-21; motion carried.*

**EMERGENCY BOARD ITEM: NAMING OF FACILITIES:** Dr. Joe Dunlap announced that there had been an emergency item added to the agenda item for naming of facilities. There will be a new tab brief provided by Greg Stevens for the record.

Dr. Dunlap stated that construction is on schedule for Spokane Community Colleges' buildings 7 and 28, with student occupancy anticipated for winter and spring quarters of 2011 respectively. Building 7 has had a working name of Building 7, while building 28 has had a working name of Technical Education. It is

appropriate to now consider permanent names for each building and also consider a permanent name for the recently completed Building 27 (currently known as the Science and Math Building).

At its May 10 meeting the Facilities Council (made up of faculty, classified and exempt staff, administrators and district facilities people), after careful consideration recommended to the college administration that new and renovated buildings be named in honor of former SCC college presidents or CCS administrators who have had a positive impact on the growth of the SCC college community. The Council made the following naming proposals:

- 1) It is recommended that the remodeled building 7 be named for Hobart Jenkins and be called the HOBART JENKINS WELLNESS CENTER. Hobart Jenkins was the second president of SCC. During his tenure building 7 was constructed and opened as the Science building. President Jenkins was instrumental in the growth of SCC beyond a technical school. He took the college from a one-building college to a fully functioning campus. He launched a \$2.7 million building program, constructing the Science building, the lair Student Center and the PE complex on the 95-acre tract that was obtained through his efforts. Mr. Jenkins has remained connected to the college through the CCS Foundation.
- 2) It is recommended that the new Technical Education building be named for Lloyd Stannard and be called the LLOYD STANNARD TECHNICAL EDUCATION BUILDING. Lloyd Stannard was the third president of SCC and was responsible for the further expansion of the college, with the construction of the Heavy Equipment building, the Automotive building and the Administration building. He also initiated a remodel of the Main building. By 1977 the campus had grown to provide additional buildings housing programs in health occupations, trade and industries, automotive, greenhouse, library and administration. Until his death last year at the age of 97, Stannard was a strong supporter of the colleges, regularly attending all sports banquets and foundation events. He started the Bigfoot booster club and was one of the original executive committee members. He was named to the CCS Athletics Hall of Fame in 1990.

*Trustee Patty Shea moved and Carol Landa-McVicker seconded that the Board of Trustees of Washington State Community College District 17 approve naming Spokane Community College building 7 the Jenkins Wellness Center and building 28 the Stannard Technical Education Building.*

*No. 10-22; Motion carried*

Dr. Dunlap stated that there was one more building that they would like to have considered for naming at this time. As permanent names are selected for the newly constructed buildings, Spokane Community College also requests the Board of

Trustees consider a permanent name for building 27, currently known as the Science and Math Building. In accordance with CCS Administrative Procedure 6.20.01-A, only the Board has the authority to name new or existing buildings in honor of some person or persons. It is recommended that the Science and Math building be named for Gary Livingston and be called the LIVINGSTON SCIENCE & MATH BUILDING. Dr. Livingston was named as CCS Chancellor in 2002 and was instrumental in stabilizing and strengthening the colleges' \$89.9 operating budget and reserves; facilitating the appropriation of almost \$110 million in state funding for five major capital projects on the SCC and SFCC campuses; and cementing Community Colleges of Spokane's place in the region as a significant partner in economic and community development. He was particularly instrumental in garnering funding for the design and construction of the Science and Math Building from the State Board and the legislature. He will be retiring from CCS in August 2010. This would be a fitting tribute to his dedication and support of the college.

*Trustee Carol Landa-McVicker moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 approve naming Spokane Community College building 27 the Livingston Science & Math Building.*

*No. 10-23, motion carried*

Chancellor Gary Livingston thanked everyone and said that he is honored for being associated with other two gentlemen.

### **PRESENTATION: LEADERSHIP DEVELOPMENT PROGRAM (LDP) – Grace Leaf**

Greg Stevens introduced Grace Leaf who came to work at CCS eight years ago as a counselor. At that time, she was also a student in the Gonzaga University Organizational Leadership Program. She introduced the idea that there was an opportunity at CCS for leadership development and to develop individual relationships that weren't bound by the organization but continue to extend to allow to expand success. In 2002 CCS officially launched its own leadership development program. Developed by in-house staff with a background in organizational development, the Leadership Development Program (LDP) began with two goals in mind:

- Create leadership density by developing leadership skills at all levels of the organization, and
- Increase organizational fluency through an innovative leadership development curriculum and continued community-based learning.

Since its inception, LDP has helped foster positive working relationships among employees from all four units while bringing to awareness the possibilities for an organization when its members heed the call to servant leadership. Approximately 120 CCS employees, representing administration, instruction and classified staff have participated in the program over the last eight years.

LDP has served as an example of what can happen when colleagues are given the space, time and support to build a learning community, and to seek meaning in their work as they create and hone their daily leadership skills. The CCS LDP has been recognized both statewide and nationally in this regard.

LDP will be placed on hiatus for FY2010-11, providing an opportunity for our new Chancellor to consider the program and, if supportive of its continuation, to reshape the program's focus on emerging issues and needs. During this hiatus, however, interested LDP alumni will have opportunity to develop facilitation skills as part of an extended learning community initiative.

Grace Leaf thanked the Board of Trustees for the support of the administration to develop this important program.

Trustee Don Cox stated that the items listed in handout describing the program is what he wishes were a part of every doctoral program. Mr. Cox stated that the greatest failure of superintendents and principals around the state is the failure to be able to have the skills sets to deal with issues and is glad that it is being taught at CCS, which may make a huge difference in ability of future educators to introduce and maintain change and keep change to be a culture that permeates an organization and that CCS is starting it is a wonderful story. He complimented Grace Leaf on the success of the program.

#### **DISCUSSION/ACTION: CONTINUATION GRANT APPLICATION FOR HEAD START AND EARLY HEAD START FUNDING FOR FY 2010**

Patty Allen presented the following information regarding the continuation grant application and budget. The Administration for Children and Families (ACF) funds Head Start and Early Head Start programs annually, through continuation grants. The application requirements cycle through three-year periods, with the first application extensive and subsequent applications relatively abbreviated. The Spokane programs are in the third year application phase, and this application will include an abbreviated description. The application covers the period beginning November 1, 2010, ending October 31, 2011.

The program planning process integrated the IEL strategic planning and Head Start goal development activities. The Head Start objectives were organized around

the division common goals of Access, Achievement, Partnerships and Resources. Head Start fits well within the framework of the IEL mission.

The goals and objectives are reviewed regularly, usually quarterly, with Head Start staff and parents. Program planning occurs throughout the year. In addition, a self-assessment is conducted annually and is inclusive of parents, staff, and Policy Council.

Status of the major goals and objectives included in the Head Start strategic plan are:

- Access – Provide educational services for students and communities  
Develop enrollment management plans and attain plan goals – To date, the program has remained fully enrolled monthly.  
  
Respond to the education and training needs of our communities –  
Successfully applied for DOE CCAMPIS grant for evening child care services for Pell eligible students (effective 2010); 16 EHS double session slots will be relocated from Crosswalk to ECCC to better serve families (effective September 2010); Researching site location alternatives to improve access by Hillyard families; Expanded summer services for AEC and Hillyard families enrolled in IEL coursework (Summer 2010).
- Achievement – Increase student achievement and improve student outcomes  
Increase parent training options and offerings – Policy council parents attended a leadership development training (Fall 2010); the Power of Parenting conference was sponsored by the program (March 2010); Regular site parent meetings include guest speakers and topics of interest selected by them ( Monthly)
- Partnerships – Develop and foster partnerships  
Foster internal partnerships – The IEL Institutional Research unit is collecting data through parent and staff surveys (Spring 2010) and CCAMPIS data (effective 2010-11); District office is completing the ARRA reports (Quarterly)  
Develop and foster external partnerships – Stronger partnership being formed with community centers through relocation of services (East Central Community Center – Fall 2010)
- Resources – Plan, secure and sustain resources to support IEL priorities  
Revise system for recruiting and training consultants and volunteers – New contracts for volunteers with WSU, EWU, and Gonzaga (April 2010)  
Evaluate staffing configurations relative to service delivery, aligning work to improve efficiencies and match program requirements – ARRA COLA and Quality funding allowed lower caseloads leading to higher quality service delivery for children and families (2009-2010); additional training dollars available for staff resulted in part-time hourly staff receiving additional training (2010)

The Third Year Continuation Grant proposal continues the current configuration of service options for children and families. Options available to families include:

- Part Year (PY) calendars (ie, Academic year)
- Full Year (FY) calendars
- Part Day (PD) schedule
- Full Day (FD) schedule Home Base visitor services (HV)

No permanent changes are expected to the program options. However, the Crosswalk lease will sunset effective September 2010 and these services will be relocated to the East Central Community Center site. The Bryant Elementary site will be relocated to Holmes Elementary as requested by Spokane Public Schools. These changes will become effective for the 2010-2011 program year.

The training and development budgets are dedicated to supporting salaries for the Program Specialists to pay for training related to staff development and training to program requirements. The training plan is currently under development and will be included in the full application.

Ms. Allen presented the consideration for fiscal year 2011. The ARRA dollars will no longer be available effective Fall 2010. Therefore, staff and families will experience an increase in caseloads. Project staff will no longer be available to provide additional training opportunities, especially for part-time hourly personnel.

Information was received at the Risk Management Meeting that Program Improvement dollars are not available. As Facilities may need renovating and equipment replaced, funds will need to be found from the continuation grant or other funding sources.

Head Start/Early Head Start COLA funding made available effective July 2010 will support the increase in health benefits for personnel.

Nancy Dymond, IEL Fiscal Specialist, gave an overview regarding budget items included in the grant continuation and mentioned ways that they have been trying to utilize other creative means to meet budgetary needs.

Trustee Don Cox asked if it was too early to talk about options for replacing the Hillyard facility. Dr. Gary Livingston stated that Scott Morgan, Patty Allen and Joe Dunlap have been working on options. Scott Morgan has also been working with CCS Foundation to identify facility options as well as program options. Discussion regarding the facility will be addressed at a future Board meeting.

*Trustee Carol Landa-McVicker moved and Trustee Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 approve the continuation of the grant application for Head Start and Early Head Start Funding for FY 2010 .*

*No. 10-24, motion carried*

Trustee Patty Shea thanked Linda McDermott, John Huffstutter and Nancy Dymond for their leadership in developing the budget.

**DISCUSSION/ACTION: CONSIDER AUTHORIZATION TO GRANT THE GERALD SALING AWARDS**

The Community Colleges of Spokane (CCS) Foundation established the Saling Awards for Excellence Endowment Fund in 2006. Dr. Gerald Saling, former Spokane Falls Community College President and a former state legislator, contributed \$40,000 to this effort. Dr. Saling's friends and former co-workers contributed additional funds. The funds are endowed, enabling the foundation to use interest earned to make the annual awards. A district-wide committee is appointed to develop criteria for nomination and a timeline for the nomination process.

Normally recipients are given a \$1,000 award. Interest from the endowment could fund one award this year. However, there will be no monetary award this year because of new state rules that are hopefully temporary. There will be one award made, and possibly a monetary award can be made to the recipient at a future time

Gail Stevenson announced that there are two award recipients this year:

Dennis Glass, IEL security coordinator and program manager, worked at CCS for over 25 years. Many utilize his historical knowledge, compliment his extreme work ethic, and acknowledge his tremendous student support.

Monika Zeller, Executive Assistant at SFCC was described as "the point where all roads meet for instruction." She is known for "soothing anxious souls", her amazing knowledge, multi-tasking skills, and her cheerful demeanor. She represents what is best in our exempt employees.

Dr. Gary Livingston stated that if the state salary freeze is reconsidered there could still be a monetary award this year. Greg Stevens clarified that consideration of status and recognition awards are in conjunction with the current state salary freeze and includes any recognition awards which have a fiscal element are frozen through June 30, 2011. If this should change, then they will seek the monetary award.

Chair Greg Bever clarified that even though this was a CCS Foundation award it actually becomes part of the award to state employees and that is why the award is not eligible for a monetary award at this time. Mr. Bever stated that it is the intention of the Board of Trustees to recognize these staff members in any way possible. He asked that the granting of the monetary award be added to the wording of the motion so that it may be awarded when no longer constricted by the state salary freeze element.

*Trustee Ben Cabildo moved and Trustee Don Cox seconded that the Board of Trustees of Washington State Community College District 17 approve the granting of the Saling Awards for Excellence for the 2009-2010 academic year as recommended by the committee, and that granting of the monetary award be given when allowed with the lifting of the state salary freeze.*

*No. 10-25, motion carried.*

## **BREAK**

The meeting recessed at 9:50 a.m. and reconvened at 10:05 a.m.

## **EXECUTIVE SESSION FOR CONSIDERATION OF TENURE AWARD.**

The Board of Trustees, as appointing authority, is ultimately responsible for granting or denying tenure for a probationary faculty member after having reviewed and given reasonable consideration to the information provided through and during the tenure process.

By the end of a probationer's eighth quarter of employment, or when otherwise recommended prior to the eighth quarter, the board may:

- a. grant tenure;
- b. deny tenure;
- c. extend the probationary period for one, two, or three quarters, excluding summer quarter (where recommended by the applicable tenure review committee); or
- d. take no action, thereby granting de facto tenure.

***The following probationary faculty members are appropriately before the Board of Trustees and await action as outlined above. The names are grouped by recommendation:***

### **Deny Tenure**

HENRY D. AUBERT	IEL	ABE
EDNER (BILLY) BATAILLE	SFCC	ECONOMICS

## RECOMMENDATION

Take the appropriate action necessary to implement the Board of Trustees' decision regarding tenure of the above probationary faculty member(s).

The Board adjourned the regular meeting to convene in Executive Session under RCW 42.30.110(1) at 10:08 a.m. in order to evaluate the qualifications of a applicant for public employment or to review the performance of a public employee and to discuss with legal counsel representing the agency matters relating to agency enforcement actions or litigation or potential litigation.

Dr. Livingston pointed out that there was a sign-up sheet for individuals wanting to address the Board speaking on behalf of the tenure candidate(s). He stated that the testimony would be limited to 2-3 minutes each and that individuals would be taken in the order in which they signed up. Dr. Livingston requested that the Presidents, CEO, Chief Human Resources Officer and legal counsel join them in Executive Session. Greg Stevens (CHRO) will get each speaker individually and bring them into the room to present their testimony.

The Board of Trustees regular meeting reconvened at 11:27 a.m. with no action taken.

*Trustee Ben Cabildo moved and Trustee Carol McVicker seconded that the Board of Trustees of Washington State Community College District 17, after meeting in Executive Session under RCW 42.30.110(1) for the review of performance of a public employee(s), hear testimony and discuss with legal counsel, agree to deny tenure to Henry Aubert and Edner Bataille.*

*No. 10-26, motion carried.*

## **DISCUSSION/ACTION: REQUEST TO ACQUIRE PROPERTY AT SPOKANE INTERNATIONAL AIRPORT FOR A SPOKANE AEROSPACE TECHNOLOGY CENTER – Joe Dunlap & Dave Cox**

In response to the state's current and emerging needs for trained aerospace workers, Spokane Community College desires to relocate its well-regarded aviation maintenance program from Felts Field to Spokane International Airport (SIA) and take advantage of the synergistic effect of being located near aviation industry leaders including Cascade Aerospace, an aircraft maintenance, repair and overhaul company, and Associated Painters, a firm that specializes in preparing and painting commercial and military aircraft.

The state Legislature, recognizing Washington's need for aerospace training and workforce development, authorized as part of its 2010 session the transfer of 5.47 acres of land, plus associated buildings, located at SIA from the state Military Department "to Spokane Community College for the development of a Spokane Aerospace Technology Center." The site is currently being used by National Guard units that are being transferred to Fairchild Air Force base and the Readiness Center located adjacent to SCC. The Legislature also appropriated \$400,000 to be used in the design of the Spokane Aerospace Technology Center.

By law, the State Board for Community and Technical Colleges (SBCTC) holds title to the state-owned real property of the community and technical colleges. It is appropriate the Board request the SBCTC acquire the property for Spokane Community College use.

Dr. Joe Dunlap reviewed the background regarding the need for relocating the SCC Aviation Maintenance Program to a different location with the current lease for space at Felts Field ending. Dave Cox, Dean of Instruction for Technical Education, gave an overview of the proposed Spokane Aerospace Technology Center to be located on designated property at the Spokane Airport that will allow the program to relocate the aviation maintenance program from Felts Field to the airport sight. The Felts Field site was originally leased in 1968, but the lease expired in 2008. To renew a lease and remain at Felts Field would cost \$100,000 per year. The Governor's aerospace initiative, Directive 09-16, calls for establishment of two Aerospace Industry Centers – the center for western Washington will be located at Pain Field and operated by Everett Community College. The center for eastern Washington will be located at the Spokane International Airport and operated by Spokane Community College. The Governor's Aerospace Council was established via executive order 09-04. The Directive by the legislature to the Washington Military Department was for the transfer the property for the express purpose of establishing an aerospace program. Dave Cox showed an aerial view of the sight and location where the building would be built.

Mr. Cox then gave an overview of the exchange of property. The property that was deeded would require an extensive amount of renovation and does not contain some of the needed amenities; it is also difficult for the students to access. The property that would be exchanged with the Spokane Airport, is more conveniently centrally located property and will allow them to build what is needed. The land is the same amount of land size in both parcels. The need is for three to five acres. Greg Bever clarified that there would be taxi access to the runway. Mr. Cox indicated that there is already a paved road that connects directly to the taxiway and then to the runway.

CCS Board of Trustees action is required as the official request to the State Board for Community and Technical Colleges (SBCTC) for the transfer of military

property to SBCTC for purpose of creating the Governor's directed Spokane Aerospace Technology Center. The request from CCS will be presented to the SBCTC at their September 13, 2010 meeting.

Trustee Patty Shea asked about the square footage of the current building at Felts Field. Mr. Cox said that the building is approximately 24,000 to 26,000 sq ft. Ms. Shea asked if the proposed new building allow for enough space for growth in the future. Dave Cox stated that program growth was factored into the space configuration. Dr. Joe Dunlap stated that there have been discussions to move additional programs, i.e., the SFCC program, the Aerospace Apprenticeship Program, and the possibility of IEL job skills development in that field. The new building site would be all for aerospace-related programs.

Trustee Carol Landa-McVicker asked what was the next step after acquiring the land. Dr. Joe Dunlap said it would be to the design piece, for which \$400,000 has been allocated by the legislature to develop the design once the surveying has been completed. The next step will be to secure the funding for the building. Dr. Dunlap and others traveled to Washington, DC, recently to discuss funding sources. There is currently a \$4 million request that was sent to Senator Patty Murray's office, a grant has been submitted to Greater Spokane Inc. for grant development and will they will also be in conversation with the Aerospace Funding Committee. The money will not be requested through the capital process, but by raising funds through a variety of sources. Chancellor Gary Livingston stated that Senator Chris Marr and his colleagues need to be recognized for championing the \$400,000 received for the design phase. Joe Dunlap, Todd Woodward and Greater Spokane Inc. (GSI) lobbied to receive this funding for the building. Dr. Dunlap gave a breakdown of the funding sources. Trustee Ben Cabildo asked if the GSI role was through the Community Economic Development (CEDS) project. Dr. Dunlap indicated that it was, and stated that this enhances the Aerospace Program as a part of our job clusters.

Question was asked whether there were any regulations or problems with TSA or Homeland Security. Dave Cox stated that there wouldn't be a problem but all rules would be strictly adhered to.

*Trustee Carol Landa-McVicker moved and Trustee Don Cox seconded that the Board of Trustees of Washington State Community College District 17, authorize the administration to prepare the appropriate documentation requesting that the State Board for Community and Technical Colleges acquire the 5.47 acre site at Spokane International Airport for use by Spokane Community College in developing at Spokane Aerospace Technology Center.*

*No. 10-27, motion carried*

**DISCUSSION/ACTION: DISTRICT TRANSPORTATION COMMITTEE  
REPORT AND RECOMMENDATIONS FOR 2010-2011**

A Parking Services Taskforce began reviewing campus parking services during winter quarter 2010. The purpose of the taskforce was to evaluate campus parking services and operations; assess customer satisfaction and expectation of parking services; and develop recommendations for improvement. The taskforce, chaired by Linda McDermott, includes staff, faculty and students.

The taskforce met regularly during spring quarter and prepared preliminary recommendations for consideration. The recommendations presented in the attachment adjust existing parking citation rates and authorize a \$2.00 daily charge for visitor parking. The last increase to CCS citations occurred in fall 2004, and while the recommended rates are significant, citations apply only to violators of published parking rules and procedures. Visitor parking is currently free; the \$2.00 daily visitor rate is subject to implementing procedures.

The taskforce will reconvene fall quarter 2010 under the leadership of Scott Morgan to review preliminary recommendations and to prepare the final report. The work of the Parking Services Taskforce is posted on CCSNet at CCSNet - Parking Services Taskforce.

Linda McDermott stated that this is her last presentation before the Board before leaving to begin her new position at Spokane District 81. The committee will be distributing surveys to employees. The committee asked Linda to bring forward the recommendation of fines and penalties for the parking schedule. Linda stated that the parking fees have not been raised since 1995, which was established as \$40 per year. The fine amounts have increased but not the permit costs. The funds are becoming too limited with the current costs. Citation costs will be doubled in most cases. The citation schedule has been established for anyone violating the procedures. Additional revenue will be allocated to help with enforcement of parking services. Security has also been dealing with the issue of the handicap parking violations, and they are recommending that the citations be consistent to what the city issues for handicap parking violations. There will be no temporary disability parking spaces, but they will be maintaining the number of the handicap parking spots.

Trustee Patty Shea asked if outside entities (city parking enforcement) had the ability to ticket on campus properties. She also asked about the collection of the fines. Linda McDermott stated that outside entities cannot ticket on campus property; and that the visitor parking will be changed with additional meters being installed, and there will no longer be free visitor parking. Within the final report and recommendations they will be defining visitors vs. guests, and the procedures

will be in place for an instructor/department to request a guest parking pass vs. having to go purchase a parking pass.

Trustee Ben Cabildo asked if there were project costs for the academic year. Linda McDermott answered no, that parking costs were being established and there were no projected costs until the committee establishes a parking fee list.

Trustee Carol Landa-McVicker asked if the handicap placquard was monitored as in the use of the permit by family members with no disability. Linda McDermott stated that there had been some permit abuse in the past, but she didn't think that it was pervasive.

Carla Naccarato-Sinclair stated that if she has a speaker or job interviewee needing to park on campus she refers them to the on-line process for obtaining a parking pass. Linda McDermott stated that this process is not consistent between both campuses. Dr. Joe Dunlap stated that meters will be placed in the existing visitor spaces located near the Max Snyder Bldg. Linda stated that SCC already had the work begun, but SFCC doesn't have any meters, and they are working to establish these meters. Linda McDermott also stated that the fees and amounts for parking meters was based on research that was done with other institutions' practices, as well.

Chair Greg Bever asked if student councils had been engaged in the process. Linda stated that student representatives served on the committee, but it had not gone back to the student governments through the procedure process due to timing.

*Trustee Carol Landa-McVicker moved, and Trustee Don Cox seconded that the Board of Trustees of Washington State Community College District 17 adopt the attached schedule of parking citations and visitor parking rate effective fall quarter 2010 as presented.*

*No. 10-28, motion carried*

## **REPORT: SPRING QUARTER 2010 FINAL ENROLLMENT REPORT: SUMMER QUARTER 2010 ENROLLMENT REPORT**

Linda McDermott presented information on the final enrollment report for fiscal year 2009-10. Enrollment counts for spring quarter and the 2009-10 academic year are final. The enrollment information has been transmitted to the State Board for Community and Technical Colleges (SBCTC). CCS enrollment data is presented in the attached reports:

- Yearly Enrollment History by Quarter – This report provides historical enrollment by quarter for the last five academic years. CCS enrolled 15,258.3 full-time equivalent students (FTES) or 1,520.3 FTE (11.1%) above the

- Spring Quarter Enrollment History – This report provides detail counts of FTES on key census dates. As presented for spring quarter, all institutions exceeded their quarterly targets by significant margins.

Ms. McDermott also pointed out that the SBCTC sent a report yesterday that held a slight discrepancy between what they reported as the final number vs. what we showed. She stated that due to incorrect coding the information was not all credited and about 14 FTEs were not reported. They will work on getting the final reports and institutional research data to reflect what the state showed as our final enrollment.

Ms. McDermott passed out the report for the 8<sup>th</sup> day report for summer quarter. There is a total of 1,269 annual FTES for summer quarter which is significantly more than last year. The enrollment trend continues to increase.

Trustee Carol McDermott stated that it was interesting that the biggest gain was in the IEL and that the trend at SFCC was down. Linda McDermott stated that it depended on the timing of the reported enrollment, due to processing of applications on a continual basis by the IEL. It is noted that as the economy improves the enrollment will begin to decline. Linda stated that they are collecting data regarding academic transfer, workforce, developmental and basic skills to determine trends in order to adjust plans for the future.

Chair Greg Bever thanked Linda McDermott for her report, the years of service and everything she has done for CCS.

## **STATUS REPORTS: CAPITAL PROJECTS IN PROGRESS, BUDGET AND EXPENDITURES, AND HEAD START**

The following standing reports are provided for the information of the Board. District personnel were available to answer questions and/or provide details. Board Chair Greg Bever thanked Greg Plummer for the new lighting systems in the Lodge, and for the equipment that has been set up and arranged for the meeting.

CAPITAL PROJECTS: Greg Stevens gave a brief overview based on the information provide in the Board meeting materials. He stated that they have requested the equipment and furniture budgets to be released. They are ahead on all projects. Greg stated that there are concerns about the Music Building renovation due to the fact that the state keeps scooping away costs.

**BUDGET AND EXPENDITURES:** Linda McDermott stated that we have gone through first year-end close and there was money left on the table due to conservative spending at the end of the year. The local dollars can be used for spending going into the next year.

Dr. Gary Livingston stated that the opportunity would be offered to Dr. Johnson to look at the closing of this last year in a retreat with the presidents and that Linda McDermott has agreed to come back to review the closing and reserve investments and help plan for the next year.

**HEAD START:** Patty Allen gave an overview of the Head Start and Early Head Start Programs. She stated that there is currently a phasing out of Crosswalk and that the program has moved to Bryant and Holmes Elementary schools and Spokane Public Schools (District 81) has taken the lead and made the transition smooth.

#### **REMARKS FROM THE WASHINGTON FEDERATION OF STATE EMPLOYEES REPRESENTATIVE**

Carla Naccarato-Sinclair gave thanks on behalf of herself and the faculty to:

- Linda McDermott for being so great to work with. Everyone will miss her, and thanks for sitting across the table and working with her.
- Gary Livingston – it has been a great run, she has learned so much for him and appreciates all the time that she has worked with him. We are in a better place because of his leadership and offered great thanks from the faculty.

#### **REMARKS FROM THE ASSOCIATION FOR HIGHER EDUCATION PRESIDENT**

Dave Cosby gave remarks and said thank you for being able to work with Linda McDermott on issues and how much he appreciated her as a person, she is always on top of the issues. She has always been fair, even-handed and honest.

Dave stated that it has been the most amazing time working with Gary Livingston and that he feels this has been a great period in the history of CCS.

## REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE

Pam Praeger welcomed Robin Hansen as the new classified staff lead and SFCC representative to the Board meetings, who thanked Gary Livingston for always coming around to the campus and talking to the staff. She thanked Linda McDermott for all of the work she has done with everyone. Pam stated that everyone would remember Linda's style and the way she presented things to people and what a benefit she has been to the organization. She said that she would personally like to thank Gary Livingston for what he has done with the community and the legislature and how much has been learned from his leadership.

Ms. Praeger also stated that SFCC is currently going through a lot of transitions, and she thanked the District for loaning Jim Minkler to fill in as interim Vice President of Learning. She briefly reported:

- Recent accolades have been given to The Communicator, student publication
- Project Degree will start up in fall through the Gateway to College Network
- They are recruiting for Early College in the High School
- Also recruiting for the Medicine Wheel at Havermale.

## REMARKS FROM SPOKANE COMMUNITY COLLEGE:

Joe Dunlap gave good wishes on behalf of SCC to both Linda McDermott and Gary Livingston.

Dr. Dunlap gave the following announcements:

- Joe Peters was recently hired as the Dean Business, Hospitality and Information Technology
- Friday the Navy's Blue Angels pilots will be out at the aviation facilities to meet with the students.

## REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING

Dawn Chavez gave the following remarks:

- Invited the Trustees to come and go through the changes in the building in Hillyard and announced that they are making great changes in peoples lives and bringing enrichment to the environment and the people in the area
- In June staff participated in the Habitat for Humanity Blitz Build. She stated it was exciting to see their students become aware of giving back and giving back to the community and helping other students. They are working to help stabilize the family support system to help students be successful.
- She thanked Linda McDermott and Gary Livingston, and stated that as an employee the richness of the infinite worth that they bring to every individual that they work with.

IEL CEO Scott Morgan announced:

- Rebecca Rhodes is the new Vice President for Instruction and will be starting on Aug. 9<sup>th</sup> from Green River Community College.
- Next week a new program in rural school districts is kicking off to help low income rural students transition to college.

## REMARKS FROM THE CHANCELLOR

Dr. Gary Livingston stated that things happened at CCS because of the work of the leadership given by people like Carla Naccarato-Sinclair with the faculty and Dave Cosby with classified staff.

Dr. Livingston gave an overview of his tenure as Chancellor and gave the following as to why he believes CCS is successful:

- The 'seated board' at the time he began as Chancellor set the district goals and set them so that each group would take them to their campuses.
- The foresight of the board to develop a strategic plan that left the flexibility to set the goals but leaving the campuses to implement in their way.
- He developed a list of goals that were accomplished by the Board and the groups that implemented them.
- Board and administrative relations – understanding the roles, this collective board and administrative team functions as well or better than any administrative team he has worked with. He respects collectively the roles they established. The Board sets policy and allows the administrators to carry it out. The roles of both had to be identified, established and carried out together.
- Financial stability – the Board's willingness to set goals of where the fiduciary oversight should be was important. The goals have been reached by the integrity and disciplines at the institutions. The institutions are making tough decisions to implement programs but be fiduciarily responsible.
- Strategic planning – the Board has honored the integrity and held to the goals established based on the vision of the strategic plan established by the Board. The document has been able to be flexible enough to change.
- Capital planning – the foresight in saying that we needed capital master plans for planning purposes and working with institutions, facilities, and students. The plans were developed and then the master plan was developed and presented to the state that made us competitive in obtaining capital planning.
- While the accumulation of the Riverpoint One building has not been as successful, a plan is being established that it is important for CCS to have a presence and relationship with the University District. The role will expand as it grows, and CCS needs to be there to represent adult learners. It is the right place to be and the right program to participate in and need to make it

cost effective. Suggested that we continue relationship and pursuing joint ownership with EWU.

- Collegial relationships are in good shape. The LDP programs are based on leadership, but also bring institutions of higher education together. The value of operating as a district is understood and has driven much of what we do.
- Leadership, team building, decision making – the matrix that was developed by Greg Stevens a year ago and presented in response to a request by the board tied to the strategic plan.
- Union relationships – He thanked Carla Naccarato-Sinclair and Dave Cosby for their leadership with the faculty and staff. Carla represents the faculty very well, comes to the table with some passion and fully understands the master contract. He encouraged that employees are our most valuable resources and to find ways to work with the groups and always puts the students first. Develop trust to communicate around tough issues, and communicate respectfully.
- Legislative & other relationships – CCS has representation at the table in all issues, and CCS has played a critical leadership role with the community groups. The legislators value the opinions of CCS in critical issues for K-12 as well as higher education
- Policies and procedures – shepherded by Scott Morgan, the policies were developed then Linda McDermott overtook the task of updating and establishing procedures over the past 4 ½ years to get them all up to speed. Most of those have all been finished now.

Dr. Livingston offered congratulations to Carol McVicker on her retirement. He personally thanked the Board for a wonderful eight years. Comments made by the students today reminded him why we do this. The testimonials today brought him full circle as to why we do what we do. He thanked everyone for letting him be a part of CCS the last eight years.

**ADMINISTRATIVE PROCEDURES:** The following administrative procedures have been updated and copies of them are included for the Board's information.

- A5.05.05-D WA Public Employee Tuition Waiver – Linda McDermott
- 5.05.05-F Senior Waiver – Linda McDermott
- 5.30.05-F Purchased Goods – Linda McDermott
- 5.30.05-G Purchasing Card – Linda McDermott
- 5.30.05-H Personal Client Services – Linda McDermott
- 5.30.05-I Mail Services – Linda McDermott
- 7.30.05-B Cell Phones – Linda McDermott
- 6.20.01-A Naming of Facilities and Rooms – Greg Stevens

Linda McDermott presented a review of the changes to the above procedures. The practices have been updated into procedures and some procedures developed that never existed and needed to be. Most of those being presented today are just edits.

Greg Stevens introduced the procedure for Naming of Facilities and Rooms that were developed and will be implemented.

## **REMARKS FROM THE BOARD AND BOARD CHAIR**

Trustee Don Cox stated that there were so many people to acknowledge around the table and in the audience that have made the community colleges so good this year, served students and will be regarded highly by the community of Spokane and beyond:

- Linda McDermott, you will have a wonderful opportunity for a good career and will experience the same things in the 20 years here over again in Spokane Public Schools, and you go with our highest regards and recommendations.
- Gary Livingston, you will get another opportunity to serve but offered this advice, “when you get the calls to serve on the boards .. check with Amanda! “
- Cheryl Churchill, thank you for “stepping up where needed when things fell heavily to you.”
- Jim Minkler, good luck in your new role and for everything way that you have stepped up to do the jobs as seamlessly as you have is a credit.
- Greg Stevens, for all the time you spent making the HR function of CCS so valuable. If we would lose you, we would have a huge loss, so don’t think about it!
- Carla Naccarato-Sinclair and Dave Cosby are so much appreciated and they can rely on what they tell all of us.

Trustee Carol McVicker said that she has new bumper sticker that says “What would Gary say, and what would Linda do.”

Trustee Patty Shea said that she chose the Community Colleges of Spokane because of what she sees when she looks around the room and the passion that everyone has and that is why she came to the community colleges.

Trustee Ben Cabildo said thanks to Linda McDermott for everything she has done; and she has certainly set high standards. Thanks to Gary Livingston for his leadership in the community college and in the community.

Chair Greg Bever stated it is time for us to look forward, this is a new era. As the administrators we have work to do, and we can say goodbye and thank you to outstanding leaders but they put us in a better place for the future and we are

working to the future. He also wanted to thank Greg Stevens for all of the support to the Board of Trustees

Chair Greg Bever confirmed there would no Board of Trustees meeting on August 17, 2010.

### **EXECUTIVE SESSION**

At 12:35 noon. Chair Greg Bever called for an executive session under RCW 42.30.110(1) for the purposes of evaluating the qualifications of an applicant for public employment or to review the performance of a public employee within the scope of RCW 42.30.110. Executive session is expected to last until 1:15 p.m. with no being action taken.

Attendees included: Greg Bever, Patty Shea, Ben Cabildo, Carol Landa-McVicker, don Cox, Gary Livingston, Joe Dunlap, Pam Praeger, Scott Morgan, Maureen McGuire, Don Cox.

Chair Greg Bever announced executive session under RCW 42.30.110(1) had ended at 1:15 p.m. with the regular meeting reconvened. No action was taken by the Board during executive session.

Chair Greg Bever then entertained a motion regarding the consideration of tenure action.

*Trustee Patty Shea moved and Trustee Don Cox seconded that the Board of Trustees of Washington State Community College District 17 recommend the denial of tenure for Henry D. Aubert and Edner (Billie) Bataille.*

*No. 10-29; motion carried.*

### **ADJOURNMENT**

*Trustee Patty Shea moved and Trustee Carol Landa-McVicker seconded and the meeting was adjourned at 1:18 p.m. with no further action was taken.*

Meeting adjourned at 1:18 p.m.

---

Secretary, Board of Trustees

---

Chair, Board of Trustees