

MINUTES

WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17 BOARD OF TRUSTEES REGULAR MEETING

Present: Greg Bever (chair), Ben Cabildo, Carol Landa- McVicker and Patty Shea. Also present were Gary Livingston, Mark Palek, Linda McDermott, Greg Stevens, Anne Tucker, Maureen McGuire, Carol Riesenber, Terri McKenzie, Alex Roberts, Amy Lopes-Wasson, Carla Naccarato-Sinclair, Greg Richards, John Hernandez, Kassie Silvas, David Cosby, Brenda Martinson-Smith, Kathie Forney, Dawn Chavez and Christine Pearl (recorder)

Guests: Greg Plummer, Mark Mattke, Mary Carr, Amy McCaffree, Patty Allen, Dennis Dunham, Jocelyn Stott

Excused: Don Cox

CELEBRATING SUCCESS: SPOKANE COMMUNITY COLLEGE HAGAN FOUNDATION CENTER FOR THE HUMANITIES

Dean of Instructional Services Mary Carr advised the Hagan Foundation Center for the Humanities is in its sixth year. The center was funded by a National Endowment for the Humanities Challenge Grant and local contributions made through the CCS Foundation. The Hagan Center Director, Amy McCaffree, explained the center is named for Dr. Cornelius Hagan, a retired Spokane physician. The mission of the center is to integrate liberal arts and humanities with the technical programs offered at SCC. Each year a theme is adopted; this year's theme is *Sustainability: Community in Action*.

Every quarter the center plans and hosts two to three major events, and works in partnership with the EWU Get Lit! Festival and the SCC President's Speakers Series. In 2007 the Hagan Foundation Center for the Humanities was awarded the EBSCO Community College Learning Resources Program Achievement Award by the Association of College and Research Libraries.

Ms. McCaffree noted many of the upcoming events for spring quarter. She also advised some past events have been recorded and are available on DVD or as podcasts on the Hagan Center website.

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, March 16, 2010. Chair Greg Bever called the meeting to order at 8:52 a.m., followed by the Pledge of Allegiance and roll call.

INTRODUCTIONS AND OPEN MICROPHONE

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

Chair Greg Bever announced that should anyone have comments for the Board of Trustees regarding tenure recommendations, each individual is asked to sign in on the sheet provided, and if needed, the Board would allow time during Executive Session for these comments.

APPROVAL OF MINUTES

Patty Shea moved and Carol Landa-McVicker seconded that the minutes of the February 16, 2010, regular meeting be approved as presented.

No.10-05; motion carried.

REPORT: ALERT OF TENURE CONSIDERATION FOR SPRING QUARTER 2010

Chief Human Resources Officer Greg Stevens reported there are two faculty members in their eighth quarter of tenure review to be considered for tenure by the Board at the May 18, 2010, Board meeting:

Gayle Ekins	SCC	Business Technology
Tina Jones	SCC	Surgical Technology

Mr. Stevens advised the tenure files would be in the Board office not later than April 1, 2010, for Trustee review.

REPORT: LEGISLATIVE AND BUDGET UPDATE

Chancellor Gary Livingston advised there was not much new information available to report on this topic, since the legislature has gone into special session. He and other administrators have been spending a great deal of time in the past few days in efforts dealing with the capital budget.

Dr. Livingston suggested the regular April Board of Trustees meeting be cancelled and that a Trustees Budget Work Session be held during that time instead; this would assist with keeping the budget planning process for the colleges on target to be completed in June. The Trustees agreed to forego the regular April meeting and will instead hold a budget work session on April 20, 2010.

**DISCUSSION/ACTION: COMMUNITY COLLEGES OF SPOKANE 2011-2013
CAPITAL BUDGET REQUEST—REPAIR AND MINOR PROJECTS**

District Director of Facilities Greg Plummer introduced this agenda item by explaining repairs are projects that are needed to preserve or restore existing facilities to their original or intended level of use or life expectancy; they have a total cost of \$25,000 or more. Repair requests are prioritized by the Facilities department working with consulting engineers.

Mr. Plummer advised minor projects are intended to improve access, enhance the quality of the instructional environment, provide direct instructional benefit, or correct a life and safety hazard. A level of funding for each college is established by the state board; for 2011-2013 the target level for Spokane Community College (SCC) is \$931,400 and for Spokane Falls Community College (SFCC) it is \$762,600 (the Institute for Extended Learning is included in the SFCC request/funding).

Director of Capital Projects Dennis Dunham provided the Board of Trustees with the following lists of CCS proposed capital projects.

Spokane Community College, Proposed Repair Projects:

BUILDING	PROJECT	TOTAL PROJECT COST
Sports Center (5)	Replace membrane roof & parapet flashing	\$454,103
Student Services (15)	Replace built-up roof	\$114,818
Greenhouse (10)	Replace exhaust fans and wall louvers	\$85,576
Main - East (1)	Replace built-up roof membrane J, K, L, M	\$142,060
Main - South (1)	Replace built-up roof membrane B, E	\$65,125
Student Services (15)	Replace roof top packaged AC units	<u>\$161,318</u>
	Total	\$1,023,000

Spokane Falls Community College, Proposed Repair Projects:

BUILDING	PROJECT	TOTAL PROJECT COST
Stadium (13)	Replace direct fired make-up air units	\$129,110
Student Union (17)	Replace roof top HVAC units	\$565,642
Magnuson (27)	Replace built-up roof A, B, E, F, G	385,400
Magnuson (27)	Replace built-up roof C	<u>\$93,848</u>
	Total	\$1,174,000

Spokane Community College Minor Capital Projects:

1. LRC Carpet Replacement	\$150,000
2. Cosmetology Renovation	\$380,000
3. Greenhouse Upgrades	\$110,000
4. Physical Education Lockers	\$122,000
5. Horticulture Workstations	\$100,000
6. Speech Articulation Lab	<u>\$ 38,000</u>
TOTAL	\$900,000

Spokane Falls Community College Minor Capital Projects:

1. Building 13 Structural & Joint Repairs	\$465,000
2. Building 18 First Floor Remodel	\$177,600
3. Colville Window Replacements Phase 2	<u>\$120,000</u>
TOTAL	\$762,600

The proposed capital budget requests are due to the state board in April and were put forward for Trustee consideration of approval.

Ben Cabildo moved and Carol Landa-McVicker seconded that the Board of Trustees of Washington State Community College District 17 approve the proposed repair and minor projects as submitted and authorize the administration to prepare the appropriate documentation, making technical adjustments to budgets and scopes as necessary, to be submitted as part of the 2011-2013 capital budget request to the State Board for Community and Technical Colleges.

No.10-06; motion carried.

DISCUSSION/ACTION: COMMUNITY COLLEGES OF SPOKANE 2011-2013 CAPITAL BUDGET REQUEST—MAJOR PROJECTS FOR SPOKANE FALLS COMMUNITY COLLEGE

Greg Plummer reported this item encompasses three SFCC projects previously approved by the Board for the 2009-2011 Capital Budget Request; they were also approved by the state board and sent on to the Office of Financial Management to be included in the governor's capital budget to the legislature. Unfortunately, they were not funded by the legislature, but they remain top priority projects for SFCC. In order to maintain the opportunity for these capital projects to be funded should the legislature consider them in the next biennium, the administration requested Board approval to resubmit the projects to the state board in the 2011-2013 capital request, which is due in April 2010.

The original project requests were: 1) \$2.0 million in funding as a state match toward construction of a \$4.237 million stadium renovation matching fund project;

2) \$0.25 million in pre-design funds for a \$34.243 million building to replace the Fine Arts building (#6) and the Photography building (#11); and, 3) \$21.552 million in construction funds for a project to build a new Campus Classroom building and a new Early Learning Center.

Patty Shea moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 affirm the re-submission of the major capital projects for SFCC as presented and authorize the administration to prepare the appropriate documentation, making technical adjustments to budgets and scopes as necessary, to be submitted as part of the 2011-2013 capital budget request to the State Board for Community and Technical Colleges.

No.10-07; motion carried.

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

These standing reports are provided for the information of the Board. District personnel were available to answer questions and/or provide details.

District Director of Facilities Greg Plummer provided the following report:

- the four major projects currently under construction remain on schedule
- bidding will begin this month for three projects: 1) the SFCC theater catwalk; 2) a permanent support facility at SCC; and, 3) HVAC replacement for 2010 at SCC

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

- Early Head Start program improvement funding has been received to move forward with the \$14,576 for the purchase and installation of playground equipment at the East Central Community Center site
- information has been received that there will be a funding increase for FY 2011; this federal COLA will be used to offset additional benefit increases (if necessary) and to possibly offset increased operating costs in other areas of the budget
- a one-page fact sheet was shared showing the benefits of relocating the 16 Early Head Start slots to the East Central Community Center site; the policy council's advisory support vote was received at the March meeting and is being processed
- word has been received from Danya International that review of the program will take place for FY 2011
- the second-annual Power of Parenting Conference will be held on March 24 in the SCC Lair Student Center

- April is Child Abuse Awareness month with many events planned around the Our Kids Our Business community-wide campaign

BREAK

The meeting recessed at 9:35 a.m. and reconvened at 9:45 a.m.

ACTION: CONSIDERATION OF THE GRANTING OF TENURE FOR WINTER QUARTER 2010

Chair Greg Bever waived the need for an Executive Session noting no discussion would be necessary regarding the granting of tenure.

Patty Shea moved that WHEREAS the Board of Trustees is duly authorized and vested by law as the appointing authority for Community Colleges of Spokane; and as the appointing authority has reviewed and given reasonable consideration to the review committee recommendations for tenure for these probationary faculty; I move that the appointing authority hereby grant an award of tenure to the following probationary academic employees and hereby direct the chancellor to take any and all appropriate action in carrying out this decision.

Della Blahak	IEL	Counselor
Susan Butler	SCC	Biology
Jeffrey Chai	SCC	Automotive Technology
Erin Griffin (Douthit)	SCC	Biology
Gretchen Ford	SCC	Counselor
Chantal Hammers	SFCC	Hearing Instrument Specialist
Misty Hobart	SCC	Nursing
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

Carol Landa-McVicker seconded the motion.

No.10-08; motion carried.

REMARKS FROM THE WASHINGTON FEDERATION OF STATE EMPLOYEES REPRESENTATIVE

David Cosby provided the following report:

- the Federation employees, along with everyone else, is awaiting the outcome of the end of the legislative session
- the furlough bill is troubling
- health care could present a 12—20% change, which is also concerning

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

Carla Naccarato-Sinclair provided the following report:

- she was in Olympia on Monday, but no news was leaking out
- it is already the end of the quarter, with finals next week
- the budget process will begin following spring break
- faculty expressed their appreciation for the IEL budget survey
- increment language is still hanging out there

REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING

Dean of Student Services Amy Lopes Wasson provided the following report on behalf of Chief Executive Officer Scott Morgan:

- the Career Gear Fashion Show was very successful with over 240 in attendance
- PACE Services will have an Open House at The Lodge on March 17, 3:30—6:00 p.m.
- The 2nd Harvest Food Bank will be bringing a mobile food bank to visit the IEL next month to offer assistance to students
- faculty and staff attended a Pathways for Native Students Conference last month and will be putting together a training from the information learned

Kassie Silvas provided the following report on behalf of faculty:

- the IEL budget survey received 104 responses out of 400 possible
- those participating in the survey appreciate the transparency and collaboration; this effort did assist in easing some of the anxiety

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

- a good time was had by all at the Career Gear Fashion Show
- all of the IEL centers are extremely busy; all of the faculty and staff are working together for the success of the students
- the Hillyard Center presently has 91 graduates

REMARKS FROM SPOKANE COMMUNITY COLLEGE

Vice President of Learning Carol Riesenberg provided the following report on behalf of President Joe Dunlap:

- the college is dealing with a sizeable enrollment—14% over target for winter quarter, and so far 23% over target for spring quarter
- Ag/Hort students are participating in a competition in Walla Walla
- Spokane Community College hosted the Washington DEC State Career Development Conference in February; from that event SCC had three first place qualifiers, two second place qualifiers, and two third place qualifiers that will take part in the International competition in April
- the Get Lit Program, in conjunction with EWU, will host Anna Lappé on April 14th and 15th at the Hagan Center
- several faculty members have been awarded funding from the Gates Foundation for the development of coursework

Greg Richards provided the following report on behalf of faculty:

- noted SCC hadn't hosted the DEC conference since 2004; he thanked Trustee Patty Shea for her superb job as keynote speaker, and also Linda McDermott and Lynn Holmes, who served as judges
- the DEC program does face a challenge—Running Start students who cannot travel with the program

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

- the Classified Staff Training and Development Committee is offering “Kindness in the Workplace” training on March 26th
- the Annual Baked Potato March Madness event will be Friday, March 19th
- in April the Suicide Prevention training offered by the IEL will be provided as a cross-training event between campuses to classified staff

REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE

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

- a classified staff survey indicated staff are hungry for information; classified staff council has decided to meet this need by producing a newsletter

John Hernandez provided the following report on behalf of faculty:

- registration for spring quarter classes is underway; spring quarter begins April 5

President Mark Palek provided the following report:

- the Regional Science Olympiad was held on the SFCC campus on March 13th with 300 students participating
- SFCC will be a participating sponsor for the Salish Conference to preserve the Salish language
- Dr. Jim Waller will introduce a Peace Studies program, the first of its kind to be offered in a community college in the state of Washington

- enrollment at SFCC is also beyond the targeted goals and is presenting a challenge

REMARKS FROM THE CHANCELLOR

Chief Human Resources Officer Greg Stevens presented the following Administrative Procedures as informational items for the Board:

- 2.40.01-C—Exempt and Administrative Employee Leave Administration
- 6.00.01-E—Moves and Relocations

Chief Financial Officer Linda McDermott presented the following Administrative Procedures as informational items for the Board:

- 1.40.01-B—Administrative Procedures
- 5.05.01-E—Student Technology Fee
- 5.05.01-F—Lab & Course Fees and General Administrative Fees
- 5.05.05-C—CCS Employee Tuition Waiver
- 5.05.05-D—Washington State Public Employee Tuition Waiver

Chancellor Gary Livingston advised the Board a matrix of graduation ceremonies will be distributed to them for their use in signing up to attend the events. In addition, the administration is recommending cancelling the regular Board of Trustees meeting for April and conducting instead a Board budget work session in its place. Dr. Livingston also informed the Board a short executive session would be needed following today's meeting.

REMARKS FROM THE BOARD AND BOARD CHAIR

Trustee Carol Landa-McVicker reported attending the Career Gear Fashion Show; the TACTC Executive Committee telephone conference; the Head Start Executive Board Meeting; the SCC President's Speakers Series; and the Greater Spokane Inc. State of the County Breakfast meeting.

Trustee Ben Cabildo reported he attended the Greater Spokane Inc. State of the County Breakfast meeting; the SFCC Students of Color Orientation; and he participated as a judge for a recent SCC Entrepreneurial program event.

Trustee Patty Shea thanked Greg Richards for inviting her to be the keynote speaker at the Washington DEC State Career Development Conference; she attended the farewell reception for Dixie Simmons; the CCS Foundation Board meeting; the Greater Spokane Inc. State of the County Breakfast meeting; and reviewed tenure files.

Trustee Greg Bever attended the Career Gear Fashion Show, noting it was a great time and thanked all who made the event possible; he participated in the Greater Spokane Inc. State of the County Breakfast meeting; attended the CCS Foundation Wine Gala; and congratulated the newly tenured faculty.

EXECUTIVE SESSION

At 10:44 a.m. Chair Greg Bever called for an executive session under RCW 42.30.110(1) for the purposes of discussing litigation or potential litigation, and other matters within the scope of RCW 42.30.110. Executive session was expected to last until 11:15 a.m.

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

Chair Greg Bever announced executive session under RCW 42.30.110(1) had ended at 11:16 a.m. with the regular meeting reconvened. No action was taken by the Board during executive session.

ADJOURNMENT

The meeting adjourned at 11:18 a.m. No further action was taken.

Secretary, Board of Trustees

Chair, Board of Trustees