

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 Christine Johnson, Joe Dunlap, Scott Morgan, Greg Stevens, Anne Tucker, Janet Gullickson, Maureen McGuire, Carol Riesenberg, Pam Praeger, Jim Minkler, Terri McKenzie, Alex Roberts, Amy Lopes-Wasson, Carla Naccarato-Sinclair, David Cosby, Dawn Chavez, Robin Hanson and Cheryl Churchill (recorder).

Guests: Terri Armstrong, Erlene Pickett, Candy Howard, Linda Ward, Peter Williams, Patty Allen, Dennis Dunham, John Huffstutter, Jocelyn Stott

CELEBRATING SUCCESS: New Student Health Clinic at SCC

An SCC survey conducted with students in spring quarter 2005 found strong support for a campus Student Health Center to provide walk-in clinical services for primary diagnosis and initial management of minor illness and injury, immunizations, program-required physicals, etc. A health center would also provide an opportunity for pre-clinical experiences for our students. Academic year 2010-11 marks the fifth year of operation of the health center with direct services being delivered through a contract with Washington State University Intercollegiate College of Nursing.

The health center has operated in facilities shared with programs in the Health Sciences Building. However, space has been allocated in the Jenkins Wellness Center (renovated Building 7) which will provide industry standard space to serve our students and offer a realistic clinical experience for our health science students.

Carol Riesenberg introduced Candy Howard, a graduate of the SCC Medical Assistant Program and a quarterly lab instructor at the clinic, Linda Ward Manager of the Center and also a SCC graduate, and Peter Williams, SCC Associate Dean of Student Services.

Peter Williams gave an overview of a student survey that was conducted to identify student needs in order to provide services to keep students healthy. Students said that they would be willing to give fees to support a health center. The Center first opened in Building 9 in fall 2006 as a walk-in clinic shared with the Medical Assistant Program. In spring 2009, SCC again gathered information from the students which indicated that they were in support of initiating a student fee of \$6

per student per quarter in order to help fund the Student Health Center. At this time, SFCC students were also asked if they wanted to participate. Therefore, in 2009, an ad hoc committee was formed for planning of the new health center.

Linda Ward gave an overview on the workings of the clinic, including the hours, and services provided: urgent care, laboratory testing [PAML gives 75% discount for student testing], imaging done through Inland Imaging, examinations and selective immunizations. Linda gave statistics of student use of the Center over the past five years, as well as a summary of total visits and the cost of providing those services. She reviewed some of the reasons they see students, how they are treated, and the continued care of the students including chronic conditions.

Candy Howard, graduate of SCC, and a nurse in the clinic, spoke to the training of the students. She showed the plans for the new clinic and reviewed how the space would be laid out. Some of the SCC student medical programs will be able to utilize some of the space for their training. They will now have space with a two-way mirror to do mental evaluations and for the counselors to work with student patients.

Trustee Don Cox asked about pharmaceuticals, provision of free medications for student/patients. Candy Howard stated that there are some medications they have been able to provide for the students, and that they also have been able to provide emergency care.

Trustee Ben Cabildo asked if strategic partnerships have been developed with pharmaceutical companies. Linda Ward stated that they currently prescribe to the Walmart \$4 list of prescription drugs. Mr. Cabildo asked if IEL students were accessing the clinic. Peter Williams said that there was no formal arrangement with the IEL, but that all CCS students are welcome.

Board of Trustees Chair Greg Bever clarified whether or not the \$6 per student per quarter fee is assessed for every student. Mr. Bever asked what the impact would be if the law changed regarding parents being required to provide medical. That is something that is difficult to assess at this time.

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, September 21, 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 an opportunity to address the board with open mic and asked if there was anyone who wanted to speak.

New CCS employees were introduced:

Scott Morgan, CEO of the Institute for Extended Learning introduced Rebecca Rhodes the new Vice President of Instruction.

Dr. Joe Dunlap introduced Erlene Pickett as the Interim Nurse Administrator of the Department of Nursing at SCC.

Dr. Christine Johnson, Chancellor, introduced Dr. Janet Gullickson as Interim District Academic Services Officer who will serve in that position through June 30, 2011.

APPROVAL OF MINUTES

Trustee Carol McVicker moved and Trustee Patty Shea seconded the motion that the minutes of the July 20, 2010, regular meeting be approved as presented.

No. 10-30; motion carried.

NURSING PROGRAM OVERVIEW – Erlene Pickett

The nursing program is among the flagship programs at Spokane Community College graduating LPN and Associate Degree RNs to serve the healthcare needs of the eastern Washington service area. The number of nursing student FTEs served increased from 135 in 1999-00 to 240 in 2009-10. The most recent pass rate on the NCLEX or licensure examination (January-March 2010), was 92% which compares favorably with other nursing programs in Washington state.

The program operates under the standards established by the Washington State Legislature and requires approval of the Washington Nursing Care Quality Assurance Commission. The program also enjoyed National League for Nursing Accrediting Commission (NLNAC) accreditation until February 2007, at which time the NLNAC withdrew its accreditation.

In October 2009, the Washington Commission and the NLNAC conducted a joint visit resulting in additional work the program needed to complete before it received unconditional approval of the Washington Commission and NLNAC accreditation.

Erlene Pickett, who assumed the newly created Nurse Administrator position on July 1, 2010, described the challenges the program faces in securing these

recognitions, the improvements the program has already implemented, and the plans and timelines in place to secure full approval and accreditation. Both are required to ensure SCC Nursing Program graduates enjoy full transfer and employment opportunities available to them in the profession.

Carol Riesenber, Vice President of Learning, gave an update on the outcomes of visitations to the Department of Nursing and the outcome from the site visit requiring more work needed to be done before national accreditation could occur. Carol introduced Terry Armstrong, Dean of Sciences. Carol introduced Erlene Pickett as the full time job of nurse administrator (tenured faculty) to guide through accreditation.

Erlene Pickett gave a presentation on the WNCOAC findings and recommendations. She stated that one finding was regarding the laboratory assistants. The Washington Administrative Code (WAC) is clear that anyone teaching must be one degree above the students you are teaching. Lab assistants were being utilized in a learning capacity rather than teaching and evaluation, so the associate degree prepared nurse was no longer eligible to work in that capacity. State waivers were requested for anyone who is baccalaureate prepared and not masters prepared. That fixed the state recommendations for the program, but the national accreditation program required that all full-time faculty be masters prepared, and part-time faculty must have at least 51% of faculty who are masters prepared. This has been addressed with new hires and now meets the ACC standard.

Ms. Pickett indicated that clinical evaluation tools have been retooled to match new outcomes. The mission and philosophy have been reviewed and revised, as well as student outcomes and everything has been retooled to match that revised mission and philosophy. The state has indicated that they expect everything to be fully implemented with the next visitation.

Pediatric experiences have been added as a first-quarter experience (through the Head Start Program), and ensure all students receive at least one clinical experience in the 4th quarter. They have also added a pediatric simulation exercise in the 4th quarter, due to lack of pediatric clinical sites in the community. All faculty members must sign off on the form that makes it clear to the student that they have had the required pediatric experience.

Student files did not identify student success/failure, so the review meant that they could not identify papers in the file that indicated the course failure and what the failure related to (theory vs. clinical), this is now put on a separately colored form and remains in the file and clearly identifies why the student failed and what was required for the student to be able to complete requirements.

A Nurse Administrator was hired to be a full-time administrator effective July 1, 2010. The duties had previously been divided up and they needed to clearly identify the position and the duties of the position and instead of having two people serving in the position, there needed to be one clearly delineated role and one person with the overview of the program, including budgetary review and oversight. The Nurse Administrator position was developed according to the WAC codes, and Erlene Pickett was named into that position.

Erlene Pickett gave an overview of some of the student clinical experiences and the skills they are able to utilize and learn in those sites. They have also added information to the student handbook that outlines the requirements of the students for obtaining and maintaining licensure.

The self study will be completed and submitted by October 6, 2010 and the next site visit will be November 22-23, 2010. The site visit will include a campus tour but will not visit clinical sites. They will conduct interviews with faculty, administrators and students, and will document the student file reviews.

Once the site visit is completed and successful, they plan to publicize and share the information with industry partners regarding the improvements to the program.

Communications were initiated with a new NLNAC mentor in June 2010. A national consultant, Donna Ignatavicius may be hired to work with the program. She will conduct a site visit Nov. 12, 2010. They are planning to re-enter candidacy winter 2011 with the accreditation application to be submitted fall quarter 2010, and a requested fall 2011 site visit. Completion of the self study for the site visit is expected in May 2011. A mock site visit will be conducted by the consultant in June, which will occur in any final revisions to the self study. There is generally no word of outcome until six months after the site visit to be held spring 2012.

Ms. Pickett reviewed the implications for students. NLNAC is the only nationally accrediting body available for Associate Degree programs. It is voluntary but is the standard of approval for industry and academia. Students are currently not able to work in federal agencies due to the lack of program accreditation. Students who graduate during the quarter that the site visit occurs will graduate from an accredited program. They have seen a rise in NCLEX scores, which speaks to the continued quality of the program. Spokane has a very tight job market, but they have received reports from most of their graduates that they have been able to get jobs in acute care facilities, which speaks highly of the quality of the program.

Trustee Carol McVicker asked about the job market in Spokane versus the national nursing shortage. Ms Pickett stated that it was because of the economic downturn and that people are staying in the working environment longer than before. The

shortage is to be expected after some of the long-time nurses retire and leave the job market. They are basing acceptance to the program upon the job market.

Trustee Don Cox asked about the requirement for a masters degree to serve as faculty, and wondered, with WSU & EWU and Gonzaga & Whitworth, if there isn't a way to have a formal agreement that people hired as instructors below the masters degree level be hired as clinical supervisors and work through a cohort shortcut to obtain the masters degree. Ms. Pickett stated that when looking for faculty members they recruit from those institutions. The clinical faculty for the WSU College of Nursing constitute a number of part-time faculty and are able to work as clinical faculty for SCC since the clinical days are off-set. Carla Naccarato-Sinclair indicated that there are currently three faculty openings and they are trying to work with WSU to get them filled. Nurse educators are needed statewide, and there have not been very large faculty pools.

Trustee Ben Cabildo asked what the difference was in salary between nurse educators and nurse practitioners. Ms. Pickett stated that practicing nurses in the private sector make a much higher salary than nurses working as educators.

Trustee Carol McVicker said that she was glad that they were going to be publicizing more, but stated that the news really needs to get to the counselors and to the students so that the students realize they can remain in the area and not go elsewhere for their education. Erlene Pickett stated that they were implementing a newsletter this fall to students to let them know about the process and keep the students informed on the status of the accreditation. Carla Naccarato-Sinclair stated that the nurse administrators have worked very hard to keep the communication open, and she commended Erlene Pickett for all of the work she has done. She also stated that the newsletter needs to go to the faculty at both institutions.

Trustee Don Cox asked about the examination required for nursing students. Erlene Pickett stated that it was a national examination that makes them eligible for state licensure in any state. They are able to attain the licensure; however, due to the current federal restrictions, the students are ineligible to work in any federal facility. Ms. Pickett stated that the standard agreement is that all nurses, at any degree level, are required to continue to learn and take new educational experiences to maintain licensure. She stated that many students are dually-enrolled with WSU so that they can move right into the BSN program once they obtain their AS degree.

Chair Greg Bever asked when they would hear any information regarding accreditation of the program. Erlene Pickett said that by November that they should hear from the state.

HEAD START PROGRAM REVIEW

This agenda item is to present information detailing the upcoming federal review process and monitoring systems for the Head Start Programs and provide an opportunity for any necessary discussion and/or questions.

According to the Head Start Reauthorization Act of 2007, pursuant section 641 A (c) “the Secretary shall conduct the following review of Head Start agencies: (A) A full review, including the use of a risk-based assessment approach, of each such agency at least once during each three-year period.”

A letter sent to the Board of Trustees Chair announcing the triennial monitoring review was received on March 4, 2010, stating the Office of Head Start will be conducting an on-site monitoring review of our HS/EHS program between October 1, 2010 and September 30, 2011.

Danya International, Inc., the HS Monitoring Support contractor, started the process by contacting us for vital information requesting submission of dates that our program is open, have children in session, and available for review.

Thirty days prior to the on-site review, Danya will send written notification of the actual dates of our monitoring review; however, due to the recent General Accounting Office’s discovery of enrollment of ineligible Head Start children in some states, we have been informed that 10% of triennial monitoring visits will be unannounced reviews. If and when notification is provided in advance, contact will be made by a Review Team leader. Reviews are conducted by review teams that include individuals that are knowledgeable about Head Start and Early Head Start programs, personnel management, financial accountability, systems development and monitoring, and the diverse needs of eligible children. Generally, the review team arrives on a Sunday and leaves on Friday. Throughout the week the reviewers will be observing in classrooms; meeting with various CCS departments; conducting interviews with CCS BOT, HS/EHS Policy Council, and with program staff. The review will include an assessment of program strengths and areas in need of improvement. Several weeks after the review, a report will be received outlining the findings. If corrective action is required, a response will be sent within the specified time.

There are no pending issues from the previous review that was conducted during program year 2007-08 in March. On November 23, 2008, the Administration for Children and Families conducted a monitoring desk review of the program’s two findings from the triennial review. Based on the information gathered during this desk review, the previously identified findings were closed with no further

corrective action required. The two findings were: 1) Parents provided diapers, pull-up, and wipes for their children while attending Head Start/Early Head Start, which was not in compliance with 1304.53(b)(1) "Grantees must provide sufficient materials to meet the needs and facilitate the participation of children;" and 2) The grantee's recruitment announcements did not inform families of specific types of transportation assistance offered to and from activities which did not comply with 1310.10(b) "When an agency has decided not to provide transportation services, either for all or a portion of the children, it must provide reasonable assistance to the families of such children to arrange transportation to and from its activities."

This program has had a history of few review findings during the past several reviews. Other corrective action items have included creating a system for pre-employment physicals which is now routinely conducted in cooperation with the CCS Human Resource Division.

Currently, the program is waiting for the soon-to-be published monitoring protocol and guides for fiscal year 2011. This protocol provides guidance for questions that may be asked by the review team. We anticipate receiving this information sometime in October. When received, guidance will be provided for the Board of Trustees regarding governance.

During the 2007 reauthorization, there were some changes in the governance requirements. There were changes in responsibilities with the Head Start/Early Head Start Policy Council and the authority of the Board of Trustees. An internal review is in process to determine what adjustments may be warranted for program compliance.

Internally, the program conducts ongoing monitoring in a number of ways. A program called ChildPlus.net is utilized, which provides managers and the monitoring staff (component specialists) exception reports. For instance, through these status reports staff are able to glean information regarding enrollment, immunizations of children, dental, physical examination and treatment status. Monthly enrollment status is sent to the Office of Head Start. By August 31, the Program Information Report (PIR) is completed and also listing the program's statistical information.

Other monitoring tools that are utilized internally include monthly manager reports, parent and staff satisfaction surveys conducted annually, and the health and safety checklist. The program's self-assessment process is reviewed by the Policy Council and members of the Board of Trustees. In addition, a formal site and file review is conducted with an executive summary listing the outcomes. Since several of the program's sites are also child care licensed, and/or, nationally accredited, other monitoring is conducted regularly by these outside entities. Since

the grantee for the program is CCS, other departments send status reports for monthly review; i.e., budget, payroll, and benefits.

Patty Allen reviewed the upcoming triennial review (every three years). The grant funding cycles follow that review. The triennial review will be coming this year. Patty indicated that submission dates of availability for the review will be sent 30 days in advance of the review. However, she has heard that 10% of the reviews this year will be unannounced, and they don't know who will be marked for the unannounced review. By Nov. 5th documents will be turned in to DANYA, to meet the requirements of the program. She reviewed some of the requirements of documents that the review committee will require. All of those documents will be submitted by Nov. 5th. Once notification has been given of the dates of review, the leader of the team will notify the institution of the review. Ms. Allen stated that in the past 8-14 people constituted the review team. She gave an overview of the schedule that they are currently working on. Some of the team will be doing observations, meetings with human resources and budget departments, will conduct interviews with Board of Trustee members (Carol McVicker as liaison), with policy council, staff and parents. New in this review will be an opportunity of what they see as their program strengths, and those have been addressed and will be moving forward. They will also talk about areas of needed improvement. There are no pending issues to be resolved from the previous review. There are more areas of compliance now.

Monitoring protocol will come out in October that indicates systems analysis of what the review team may ask of the institution. Ms. Allen stated that once the requirements have been received the Board of Trustees will be informed.

There has been a change in governance requirements between the Board of Trustees and the Policy Council. The Board of Trustees has fiduciary responsibility. Carol McVicker has been working as the liaison from the Board and attending the training received in order to be in compliance. Patty Allen stated that internal monitoring is done on a daily basis utilizing a web-based monitoring system to develop reports to track immunizations, examinations, and treatment reports on children. The Policy Council meets monthly, and they are provided the enrollment status (which is currently fully enrolled). A program information report is done by the end of August, which is prepared for Head Start and Early Head Start, and Ms. Allen reported that in the last risk management meeting, in the Health Advisory Committee work and work with families, they are above 90%. Ms. Allen shared some of the reporting mechanisms: monthly manager reports, parent & staff satisfaction surveys, the health and safety checklist engaging parents, health assessment statistics shared with Policy Council, the component specialist conducts annual reviews, reports are received from the budget departments at CCS, and annual monitoring visits of sites and licensure of staff. The current sites at SCC and SFCC will be upcoming for a visitation, and they are currently doing an annual

report that is sent to the public. If there are any findings as outcome of the site visit, they are given a time period to develop a plan that will get them back in compliance.

Trustee Ben Cabildo asked what the requirements were regarding the Board of Trustees being responsible for the Head Start Program. Carol Landa-McVicker stated that the Board would need to have closer oversight and supervision of some of the purchasing requirements. As the grantees, the Board of Trustees is responsible for the grant. It is important that the Board be involved with the Policy Council. Trustee Patty Shea stated that the monthly budget statements, monthly reports of food, etc., goes to the Policy Council, but the information also needs to get to the Board of Trustees. There has been discussion on having a training booklet for the Board that outlines what the responsibilities are. Carol Landa-McVicker stated that there will be a consent agenda added to the Board meeting agenda in the future to handle those items. Patty Allen stated that annual report information should also be posted on-line. She also indicated that all sites work with parents to establish a priority point site for each institution, and those reports have already been prepared. Carol Landa-McVicker stated that the representative from the National Program Committee visited last summer and was impressed with the program.

PROPOSED CCS STRATEGIC PLANNING TIMELINE

This discussion item presented a proposed timeline developed for initiation of a CCS Strategic Planning discussion as an outcome of a retreat that was held on August 17, 2010, with the Board of Trustees and the new Chancellor, Dr. Christine Johnson.

Dr. Christine Johnson stated that this was the beginning of numerous conversations regarding a Strategic Planning process. She stated that there are already good policies in place. With three new presidents at area universities most of the area higher education institutions are working on updating their Strategic Plans. Dr. Johnson gave an overview of the timeline presented in the Board packet materials. She stated that there would be a number of assessments done of all constituents – students, staff, community, higher education partners, etc. She has been given names of focus groups that can help with obtaining the assessments and the synthesizing of information.

Trustee Patty Shea stated that she appreciated that there were internal as well as external constituents throughout the full strategic planning timeline.

Chair Greg Bever asked when the planning phase would be complete. Dr. Johnson stated that the writing would be done this fall, with questions to the constituents in the spring, and a developed strategic plan by May for adoption and institution in Fall 2011. Carol Landa-McVicker commented that the last Strategic Plan has

already accomplished most of the goals, and that it is good timing to develop a new plan. Trustee Ben Cabildo asked what kind of role the Board of Trustees will play in planning process. Dr. Johnson stated that there would be a separate focus group comprised of the Board members, as well as the review of every draft from every group being brought to them, so they would be deeply involved in terms of the policy direction, and that they would be included in making recommendations and ultimately approving the final. Dr. Johnson stated that focus groups would be involved and all survey information and competitor information would be provided along the way. She mentioned that all private providers will also be included as well as local higher education institutions. Chair Greg Bever stated that he believed that this process is excellent for what the Board will need in providing guidance.

BREAK

The meeting recessed at 10:05 a.m. and reconvened at 10:25 a.m.

REPORT: STATE OF THE BUDGET

Greg Stevens presented the most current information related to the budget planning assumptions for the fiscal biennium 2011-2013, and the request from the Governor's Office for preparation of two budget reduction scenarios, one for FY 2010-11 and one for the 2011-13 biennium.

Greg Stevens gave a timeline of the current request for budget reductions from the Office of Financial Management (OFM) in Olympia. In late August, the community college presidents were informed that there would be a potential 6% reduction to the current fiscal year base budget and a 10% reduction to 2011/13 biennial budget. On September 16, an official revenue forecast was released from the State Board for Community and Technical Colleges (SBCTC). On September 17, an announcement was made of an expected 6.3% reduction, instead of 6% reduction, may be required. Greg Stevens announced that on September 22 unit surveys will be due to the budget office. The Budget Office will incorporate all unit responses into the required institutional report. They are currently working on the required survey that is due September 26, 2010. He also stated that on September 30, the SBCTC 10% biennium reduction package is due in the Governor's Office. On October 13, a 6% FY 2011 budget reduction package due to the OFM. In December, the Governor will release the budget projections.

The colleges are currently working on a 6% reduction figure. The cuts for the next biennium are being projected for 10%, 14% and 16%. January is a key date due to federal maintenance of effort date connected with state stimulus funds that were

given. The SBCTC doesn't think it is possible to balance the budget base and meet maintenance of effort (MOE).

Trustee Carol Landa-McVicker asked about the supplemental budget for the balance of this year. She stated that at the Trustees Association for Community and Technical Colleges (TACTC) meeting they mentioned that the following biennium will be worse. Greg Stevens mentioned that the September 2010 projection was \$3.1 billion shortfall for the next biennium, which has been revised to a \$5.5 billion shortfall.

Trustee Don Cox stated that the governor could have made budget cut recommendations based on the majority of the house recommendations, but she chose not to take it and instead recommended an across the board cut.

Trustee Carol Landa-McVicker reported that the trustees had received information recently from the Governor, and that they are very involved in trying to maintain support of students. There is a report in the newspaper today regarding the cost of education placed on students. Without financial aid to balance the tuition increase, it makes it worse.

DISCUSSION: 2008 BUDGET DEVELOPMENT PRINCIPLES AND VALUES

This discussion item is to present the document Community Colleges of Spokane Budget Development Principles and Values that was adopted December 12, 2008, for discussion of updating and reconfirmation.

The Board of Trustees approved the principles adopted in September of 2008. The current information is presented for the Board of Trustees to review and decide whether these are the same budget development principles and values that they wish to retain or if they wish to make further recommendations. Chair Greg Bever stated that he thought they were well developed and had no further recommendations. Trustee Carol Landa-McVicker stated that she thought the topics of technology and ways to support students should be considered and look at ways to help support students better through technology. Dr. Christine Johnson further stated that there are ways that that can be added to the delivery mechanisms.

Chancellor Christine Johnson asked if the Board would like to have a recommendation brought back to them. Trustee Carol Landa-McVicker stated it was part of outreach and felt the Board did not need to add to this now, but at some point may look at it again. From a policy standpoint this may be a way to help achieve goals, and add to flexibility. Patty Shea stated that at the end of the student-centered statement something could be added stating that "including

looking at technology” onto the end of one of the statements. Ben Cabildo stated that it would be part of the institutions acting independently. Carol Landa-McVicker stated that the chancellor search input they received centered around problems with students being able to enroll through each institution. Greg Stevens added that there was a Board of Trustees value statement that centered around technology. Christine Johnson recommended that it be approved to moving “operating as a district” as a goal rather than a value. The statement will be revised with further clarification and brought back to the Board for approval.

DISCUSSION: 2002 CCS RESOLUTION 02-50, CHANCELLOR’S AUTHORITY

Community Colleges of Spokane, Procedures for Delegation of Authority
Revised 3/5/02, 8/29/02, 9/9/02

Overview

State law grants the Board of Trustees authority to administer and govern Washington Community College District 17 (CCS.) RCW 28B.50.140 provides the authority to delegate these responsibilities.

Delegation

The Board of Trustees has previously delegated the authority on matters pertaining to the general business and financial affairs, organization, and management to the Chancellor. This delegation is documented in WAC 132Q-01-006 Organization and Operation, adopted 11/8/90 and board policy 2.10.01 as amended on 10/5/01 and 2/19/02, and board resolution of 12/15/98, as amended 10/5/01. This procedure implements board policy 2.10.01 and board resolution No. 02-50 approved 9/17/02.

Each type of authority that is delegated requires one or more signatures of approval at various administrative levels, depending on the decision or transaction being approved and authorized. The delegation of authority is implemented in three categories: appointing authority, contracting authority, and other authority.

Note: Prior approval by Human Resources is required for all position appointments. Prior Budget Office approval is required for all position appointments. Position appointments include all employment except part-time faculty, temporary part-time, and student work-study. Additional approvals may be required for positions on soft funds.

Note: Exceptions may be made for technology fee purchases provided CCS Technology Fee guidelines are followed. Exceptions may be made for grants and contract procurement provided all conditions of the grant or contract are met.

In 2002, the Board of Trustees approved the procedure for delegation of authority to the Chancellor and the limits set. Due to the date of the previous approval, it needed to be reviewed and determined if any changes were needed to bring it up to date. Trustee Patty Shea clarified that the information received in the Board of Trustees packet is the way the approval currently stands. Carol Landa-McVicker stated that she thinks the current policy works, because it doesn't make the Board of Trustees become a policy board, but rather that the administrators handle those decisions. Don Cox stated that as long as the administration was comfortable with it, there did not need to be change. Chancellor Christine Johnson asked that if the Board members had any further recommendations they be sent to her.

Carol Landa-McVicker moved that in the absence of any other recommendations the delegation of appointing authority, contracting authority and other approved authority at the limits presented in Resolution 02-50 remain and be approved as presented; Don Cox seconded the motion.

No. 10-31, motion carried

STATUS REPORTS:

Capital Projects

Dennis Dunham, Director of Facilities presented updates on the current capital projects. All projects are progressing and on schedule.

- Bldg. 7 renovation (SCC) is a state of the art facility and all of the departments that would be moving into the building on schedule.
- SFCC Music Building renovation was very complicated. The existing building was not in bad enough shape for the state to replace, so they renovated, building all the way around the existing rooms. They also now have sound-proof practice rooms that are acoustically sound.
- SFCC Science Building is 75% complete and will be ready for spring quarter. They are currently finishing the inside of the projection dome in the planetarium.
- HVAC systems were replaced in the Automotive Building this summer, as well as the Apprenticeship Center and the Gym at SCC.
- The blue light security system at SCC has been completed.
- The Aerospace Center, acceptance of the land and the land swap has been approved by SBCTC. Design team has been selected to design the facility.

Budget and Expenditures

There was no new information to report. Greg Stevens reported what a fantastic staff is in the Budget Office. Patty Shea said she wanted to thank everyone stepping up to take over all of the extra jobs and thanked Greg Stevens for his oversight of the budget processes, Pam Praeger for serving as Interim President at

SFCC. She stated that this was a lot of extra work and that she appreciated the hard work being taken on by everyone.

Head Start

Patty Allen gave the following information in addition to the update material included in the Board packet:

- WSU partner in the Department of Justice Grant focusing on complex trauma of students exposed to violence. The length of the project will be 4.5 years, beginning Oct. 1, 2010, with a six-month planning phase.
- In August Marilyn Akiana did a monitoring visit focusing on ARRA funds, with visitation and no follow-up needed.

REMARKS FROM THE WASHINGTON FEDERATION OF STATE EMPLOYEES REPRESENTATIVE

Dave Cosby mentioned that there are four bargaining units and the stewards are: Dave Cosby, Marlene Cortez, Mariah Martindale, and Jolynn Sherman. He stated that people have the confidence in the administrative leadership. Dave said that he would be handing the Board meeting representative position over to Jolynn Sherman.

Jolynn Sherman gave an update on collective bargaining that has been extended to December with discussion centering on: health care, personal leave day, step increments for newer employees, delay of an end step being added to incremental steps. She stated they are currently dealing with some difficult issues. School started yesterday and all of the staff made a tremendous effort to give service to the students.

REMARKS FROM THE ASSOCIATION FOR HIGHER EDUCATION PRESIDENT

Carla Naccarato-Sinclair welcomed everyone back to the new academic year, and the new leaders in their new roles: Chancellor Christine Johnson, Pam Praeger as SFCC Interim President, and Janet Gullickson as Interim District Academic Services Officer. They are welcoming this year with a lot of things on the horizon coming legislatively, a lot of issues being faced in the state and need to remain hopeful that things will look up. She stated that in CCS things are going well and she looks forward to the new ideas that the Chancellor has shared. Carla stated that she has another role this year as the WA AHE President. There will be hard decisions to make but will make them together.

REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE

Pam Praeger mentioned that Larry Poole set up the new PA system, and the Board of Trustees thanked them for the improvement. She said that the student

representatives were not present as they are in class, and faculty representative has not yet been appointed. She introduced Robin Hansen who will be serving as the classified staff representative.

Robin Hansen gave the following update:

- Campus Learning announcing staff will be involved in clubs and trainings.
- WorkFirst rank activities funded by TANF went well this summer with community service.
- Service Learning Expo will be October 4th and she encouraged board and faculty to come meet with 250 community partners.

Pam Praeger gave updates on:

- SFCC Fall Conference (handout).
- All-college Learning Community, which was funded by internal groups to bring people together throughout the institution on common goals of student success.
- The Diversity and Equity Committee was sponsoring speaker, Ken Stern, on October 12, at no cost. The presentation is titled “Why Hate?”
- A new presidents orientation at SBCTC
- Project Degree has 57 individual in program from Gateway to College.

Trustee Don Cox commented that the All-College Learning Community was unique to the colleges in the state and he would like to have a report at a future Board of Trustees meeting as to how they are going about it, barriers they have faced, and their successes. He commended them on taking on the issue. Pam Praeger mentioned that it was the brainchild of a faculty member who took it to the faculty groups, then to the classified staff, and that they had a lot of supervisor’s support for staff to figure out a way to be able to help.

REMARKS FROM SPOKANE COMMUNITY COLLEGE

Dr. Joe Dunlap announced that Brenda Martinson would be giving a report on the classified staff at SCC. Brenda Martinson reported that the Sept. 14 Back to School Classified Staff barbeque was well attended. They will hold their first meeting on October 16 and will meet monthly thereafter. She reported how well students were doing.

Dr. Joe Dunlap passed out the annual SCC calendar magnets, and gave the following report:

- Enrollment reports last year met two measures –
 - processed 16,500 financial applications awarding \$53 million
 - student-faculty ratio went from 19 to 23
- This year enrollment dropped more than anticipated on opening day. It dropped 300 FTE and is working back up to the target enrollment. There is a question as to how much enrollment will help with addition dollars.

Apprenticeship will add 105 FTE, other programs will add students throughout quarter.

- The Financial Aid Office is contacting students to get them enrolled into spaces in programs.
- He thanked the board for the naming of three buildings on campus.
- They are working on putting together a history of SCC and celebrating 50 years. They will post the information on line.
- He also announced that they will be starting their Presidential Speaker Series on November 8.

REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING

Dawn Chavez reported that they worked this summer to get housekeeping in order and re-evaluating filing systems and reporting systems for accountability in good shape. Now they are refreshed, renewed and extremely enthusiastic about all of their sites and the services they can provide.

Scott Morgan gave the following report:

- The presentation at the July 20 Board meeting on their student success resulted in an article in the paper. This is good for getting the word out about how students can transition in their lives and be successful.
- The Valley site has a new home at the corner of Bowdish and Sprague in the old Department of Licensing site. They have added four classrooms and a computer lab. Scott thanked Denny Glass, who was also the recipient of the Exempt Staff of the Year Award and the Saling Award. Denny does an excellent job getting all of their facilities together.
- Completed second phase of window replacement in Colville.
- Remodeling at the Newport Center, enlarging break area and putting windows in some of the classrooms.
- They have a new Career Center in the Magnuson Bldg., which will be virtualized to help students at all of their sites.
- The Board of Trustees meeting next month will be at the IEL Center in Pullman.

REMARKS FROM THE CHANCELLOR

Christine Johnson called the Board of Trustees' attention to Tab 13 regarding the grant request that was forwarded and the information is in the board tab. She gave deep appreciation to the Board of Trustees for their guidance, the leaders from the unions, and hats off to everyone for all of the work they have done.

REMARKS FROM THE BOARD AND BOARD CHAIR

Don Cox wanted to thank his fellow Board members for being at all of the beginning of the year of events. He thanks Carol Landa-McVicker in particular with her Head

Start work, and making the Board of Trustees' involvement significant. Congratulations to all of those who have taken on multiple roles this summer to keep things working, and they appreciate it.

Carol Landa-McVicker mentioned some of the things that she has done with the TACTC Association and that she was glad to see that Carla Naccarato-Sinclair will be going to the State Board meetings in a new leadership role. She attended the GSI Annual Meeting and congratulated Greg Bever on his new role as Chair of GSI this year. Carol complimented Christine Johnson on how seamlessly she has integrated into her new role and into the community, and stated she has heard lots of compliments. She asked that events notices get sent to the Chancellor's Office so they can be added to the Board of Trustees calendar.

Patty Shea stated that the Foundation Retreat was great and everything is going well. Patty stated that at the GSI Annual Meeting, Bill Ayer from Alaska Airlines gave a speech that was similar to the one given by Christine Johnson at the CCS Fall Conference that same morning and it was so uplifting and she was excited about how everyone is ready to go.

Ben Cabildo echoed Don Cox's appreciation to the board members for attending the events. He stated that this year's Unity in the Community was largest ever and the largest multi-cultural event in the State of Washington. He thanked CCS for the sponsorship and the leadership given by Jim Mohr from the IEL. Ben thanked everyone for all of their enthusiasm on behalf of the students.

Greg Bever said thank you to everyone, and that he really liked all of the Fall Conference events at each of the institutions. He said thank you to everyone, and is glad that morale is high.

EXECUTIVE SESSION

At 11:43 noon, Chair Greg Bever called for an executive session under RCW 42.30.110(1) for the purposes of reviewing the performance of public employee performance considering the selection of a site or the acquisition of real estate by lease or purchase, discussing litigation or potential litigation, reviewing or discussing collective bargaining issues, and other matters within the scope of RCW 42.30.110. Executive session was expected to last until 12:05 p.m., and no action will be taken.

Attendees included: Greg Bever, Ben Cabildo, Carol Landa-McVicker, Patty Shea, Don Cox, Maureen McGuireChristine Johnson, Joe Dunlap, Pam Praeger, Scott Morgan and Greg Stevens.

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

ADJOURNMENT

Patty Shea moved Carol Landa-McVicker seconded the motion to adjourn, and the meeting was adjourned at 12:13 p.m. No further action was taken.

Secretary, Board of Trustees

Chair, Board of Trustees