

## MINUTES

### WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17 BOARD OF TRUSTEES REGULAR MEETING

**Present:** Carol Landa-McVicker (chair), Betty McInturff (via conference telephone), Helen Malone, and Ben Cabildo. Also present were Gary A. Livingston, Linda McDermott, Scott Morgan, Greg Stevens, Anne Tucker, Steve Hanson, Mark Palek, S. James Perez, Joseph Dunlap, Terri McKenzie, Adrienne Tabar, Carla Naccarato-Sinclair, Mita Sen, John Hernandez, Mary Ann Nardecchia, Jim Lawrence, Rick Halverson, Aline Uber-Leslie, Marie Goetz, Chuck Skirko, Alvin Petty, and Linda Powell (recorder).

**Guests:** Greg Plummer, Peter Williams, Butch Slaughter, Kirsten Wilson, Maury Ray, Irene Matlock, Cor Van Der Meer, Colleen Straight, Mary Harnetiaux, MaryO Fury, Mary Myers

**Excused:** Tom Kneeshaw

#### **CELEBRATING SUCCESS: ONLINE PROGRAMS ARE POSSIBLE**

MaryO Fury, Spokane Community College acting dean of instruction for business, hospitality and information technology, and Mary Myers, administrative office systems department chair, provided a presentation regarding the Administrative Office Systems Department's two-year degree programs that are now completely available online. The various computer systems and software was explained; a brief demonstration of the Tegrity system was also given.

#### **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 East and West Board Rooms of the Max M. Snyder Building, 2000 N. Greene Street, Spokane, Washington, on Tuesday, January 18, 2005. Chair Carol Landa-McVicker called the meeting to order at 9:08 a.m., followed by the Pledge of Allegiance and roll call.

#### **INTRODUCTIONS AND OPEN MICROPHONE**

Institute for Extended Learning (IEL) Executive Vice President Jim Perez introduced Alvin Petty as the IEL student representative to the Board. Spokane Community College (SCC) President Steve Hanson introduced Chuck Skirko, SCC

ASC director of legislation, sitting in for SCC ASC president Tim McLean. No one from the audience requested to speak at open microphone.

## APPROVAL OF MINUTES

*Helen Malone moved and Betty McInturff seconded that the minutes of the December 21, 2004, regular meeting be approved as amended.*

No. 05-01, Vote:

Yes: Betty McInturff  
Yes: Ben Cabildo  
Yes: Helen Malone  
Yes: Carol Landa-McVicker

## REPORT: ALERT OF TENURE CONSIDERATION

Chief Human Resources Officer Greg Stevens presented to the Board the list of faculty members in their eighth quarter of tenure review; these faculty are to be considered for tenure by the Board of Trustees at the March 15, 2005, Board meeting:

Christine D. Armstrong	SCC	Natural Resources
Erin E. B. Cunningham	SCC	Water Resources
Jacquelynn M. Freudenthal	SCC	Mathematics
Eric J. Hughes	SCC	Physical Education
Joel G. Lorentz	SCC	Electrical Maintenance and Automation
Megan D. Martens	SFCC	Art
Suzanne M. McCurdy	IEL	Counseling
Joan E. Nealey	SFCC	Communications
Scott W. Satake	SCC	Mathematics
Mary Ann Sharkey	SFCC	Physical Therapist Assistant
Stasia A. Warren	SCC	Nursing

Mr. Stevens advised as to when the tenure files will be available for Trustee review, and the timeline established for the tenure process.

## DISCUSSION/ACTION: PROPOSED CAPITAL EXPENDITURE OF SERVICES AND ACTIVITIES FEES AT SPOKANE COMMUNITY COLLEGE

This agenda item was first presented to the Board at the December 31, 2004, meeting. Since that time some Board members have taken the opportunity to tour the facility. In response to Trustee concerns, discussion took place regarding the source of funding for the project. Chief Financial Office Linda McDermott and SCC

Assistant Dean of Student Services Peter Williams addressed these concerns. Trustee concern was also expressed as to how these projects could be more readily incorporated into long-range master planning.

*Helen Malone moved and Betty McInturff seconded that the Board of Trustees of Washington State Community College District 17 authorize the expenditure of \$460,300 of S&A fees for the facility improvement project described in the Board meeting packet tab brief.*

No. 05-02, Vote:

Yes: Betty McInturff  
Yes: Ben Cabildo  
Yes: Helen Malone  
Yes: Carol Landa-McVicker

## **REPORT: ENERGY SAVINGS PERFORMANCE CONTRACTING PROJECT PHASE I**

District Director of Facilities Greg Plummer provided background information regarding inception of the project—a directive in 2001 by Governor Gary Locke requiring state agencies to take all measures to decrease total electricity and natural gas usage by ten percent. Mr. Plummer explained the Community Colleges of Spokane's response to the governor's directive, the measures implemented to conserve energy, the cost of the project, and the resulting reduction of electrical consumption and energy expense savings.

## **REPORT: ATHLETICS, PHYSICAL EDUCATION AND RECREATION**

District Director of Athletics and Physical Education Maury Ray provided the Board with an annual update of the program. In addition to the printed report, Dr. Ray provided information regarding the many fields students in the program may enter, the emphasis on recruiting, retention and academics for student athletes, and the goal to achieve a 54% female student athlete ratio.

Stating marketing and information distribution will also be key this year, Dr. Ray introduced Cameron Carstensen, the department's new promotion/marketing and sports information person.

Assistant Athletic Director Bobby Lee provided a report on the very successful 2004 Bigfoot Classic Golf Tournament, held in conjunction with the CCS Foundation, which raised between \$9,000 and \$11,000 for scholarships.

Dr. Ray introduced two retiring coaches, Irene Matlock and Cor Van Der Meer. Testimonials, gratitude and congratulations were shared with these coaches.

**BREAK**

The meeting recessed at 10:00 a.m. and reconvened at 10:20 a.m.

**REPORT: FALL QUARTER 2004 FINAL ENROLLMENT REPORT;  
WINTER QUARTER 2005 ENROLLMENT REPORT**

CFO Linda McDermott and Colleen Straight, district institutional research manager, provided CCS enrollment reports. While SCC, SFCC, and the IEL met their fall quarter 2004 enrollment targets, it was by a smaller percentage than in previous years. Numbers for winter quarter 2005 are slightly behind last year's enrollment, but are projected to complete the quarter on target. Ms. McDermott explained the importance of meeting quarterly targets, and the budgetary impact of the loss of excess tuition dollars. Chancellor Gary Livingston advised Board members of the various strategies the administration has in place to increase enrollments.

**STATUS REPORTS: CAPITAL PROJECTS IN PROGRESS, BUDGET AND  
EXPENDITURES, DEVELOPMENTAL DISABILITIES SERVICES  
CONTRACT**

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

Greg Plummer expounded on the capital projects in progress report provided in the Board meeting packet.

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

Jim Lawrence reported the Federation has been very busy with the opening of the new legislative session; he was in attendance for opening day. Many training sessions are planned and it is hoped the contracts will be ratified through the legislature.

Rick Halverson reported in the past he has spoken to the Board regarding concerns of the members for the security of jobs, the direction CCS is going, and the average employee having 18 years of dedicated service. He has asked for management's assurance that jobs would be secure even with collective bargaining and contracting out, but his people are still concerned. He's disappointed with the outcome of the most recent labor/management meetings.

## REMARKS FROM THE ASSOCIATION FOR HIGHER EDUCATION PRESIDENT

Carla Naccarato-Sinclair reported:

- Thanked Linda McDermott and Dianne Walker for their work on VEBA
- The contract has been completed; the first informational meeting will be held on January 19<sup>th</sup>; the vote will be started on January 26<sup>th</sup> and concluded on February 4; the contract will go into effect July 1, 2005
- She will be taking a group of faculty to meet with legislators on February 21 for a Higher Education Day; she anticipates being in Olympia two to three times a month through the legislative session

## REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE

John Hernandez provided the following remarks on behalf of faculty:

- Students are settled in—things seem to be going well
- He attended the IEL Martin Luther King, Jr. program, commenting on what an uplifting experience it was
- The SFCC Martin Luther King, Jr. program will feature Dorothy Webster as the keynote speaker
- February 10 is the Connections Workshop at SFCC

Aline Uber-Leslie reported on behalf of classified staff:

- The Admissions Department held a Christmas party in December at which a staff member bought another a toy to go with that person's personality; following the party the toys were donated to the Toys for Tots organization
- Continued support is being requested for iCatalog

President Mark Palek reported:

- The SFCC Jazz Festival will take place the weekend of February 5
- The Service Learning Program has been focusing on tsunami relief
- He and Dr. Livingston visited one of the Physical Therapy Assistant Program training sites at Riverside Elementary School

## REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING

Marie Goetz, on behalf of classified staff, reported staff are busy in the new quarter and are anticipating a new great year.

Executive Vice President Jim Perez introduced and welcomed Mary Ann Nardecchia who will be representing IEL faculty. Mary Ann reported that as an ESL instructor, she was very interested in this morning's Celebrating Success presentation. Her program has recently added a GED course online, discovering today's population is employed, but want to continue their education and cannot get

into the classroom. An ESL task force meeting was held to address the low number of students entering the program; being aware of the large Hispanic population in the area, and yet not seeing them in the classroom, recruiting efforts will be undertaken.

Dr. Perez provided the following report:

- Ronda Hain, program coordinator for the SEER program, recently co-authored an article entitled SEER: A Community Mental Health and Community College Partnership for Access and Retention which was published in the *American Journal of Psychiatric Rehabilitation*
- Thanked Trustees Helen Malone, Betty McInturff, Ben Cabildo, and others in the room for their attendance at the IEL's Martin Luther King, Jr. program
- The Head Start Federal Review was held last week; there were 1,779 standards and regulations that were evaluated by the 15-member team; results of the review deemed only five of these standards and regulations as potential non-compliance

## REMARKS FROM SPOKANE COMMUNITY COLLEGE

Mita Sen provided the following report on behalf of faculty:

- Technical Education Division faculty and work study student Jeannette Hanson helped promote CCS programs at the Northwest Industrial Construction and Plant Maintenance Show held recently at the Spokane Fair and Expo Center
- The SCC Truck Driver Training Program was featured recently in the Spokesman-Review; as a result several inquires have been received regarding the program
- SCC held a Martin Luther King, Jr. program last Thursday; the keynote speaker was Jan Richardson, president of Spokane Motor Cars, Inc.
- A new club has been formed on campus, SHOCK — Students Heightening Our Cultural Knowledge; the club is designed to promote cultural awareness between students of various backgrounds; Cynthia Bone is the faculty advisor
- "India is Being Unveiled" is a photo exhibit currently on display at the SCC Library

Jim Lawrence, representing classified staff, provided the following remarks:

- Congratulated maintenance staff for the quick cleanup of water covering the floor of some classrooms in Old Main
- Staff are extremely busy—it's been a good start to the new quarter

Chuck Skirko provided the student report on behalf of President Tim McLean:

- Thanked the Board for approval of the student center remodel funding
- Student council vacancies are currently being advertised for candidates
- He is attending the CCS Legislative Steering Committee meetings

- At the end of the week he will be accompanying Rich Tucker and a student government representative from SFCC to Olympia to meet with legislators

President Hanson made the following report:

- Commented on the excellent job maintenance staff have been doing, especially with snow removal in the parking lots
- He joined the Spokane Workforce Development Council as the CCS representative, replacing Dr. Livingston
- A training meeting was held for program advisory committee members at the Ridpath Hotel; representatives from the state board provided the training
- An Ag Tech Program Breakfast was held on January 13; money was generated at this event for ag-trade scholarships to be funded through the CCS Foundation
- He was the keynote speaker for the CCS Leadership Development Program on January 14—he had a very good time presenting to the group
- Announced his new administrative assistant will start on January 24; her name is Debra Alley; he thanked Ann Jurcevich for her excellent job in chairing the selection committee

#### **REMARKS FROM THE CHANCELLOR**

Chancellor Livingston provided the following report:

- He received word the governor is moving forward with trustee appointments
- Laurie Dolan has been appointed as a policy advisor to the governor
- He, Mark Palek, and Jim Perez have scheduled some one-on-one appointments with key legislators to take place during the WACTC meeting at the end of the month
- Compliments and kudos to the Head Start staff; the federal review of the program was a very serious, comprehensive examination for which a high rating was received
- He followed up on the Board's behalf in conversations with Brian Benzel and Steve Jordan, looking at perhaps an April joint board meeting regarding the issue of mathematics

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

Betty McInturff provided the following report:

- She attended the IEL's Martin Luther King, Jr. program, stating it was a marvelous event
- She attended the Spokane Chamber's State of the City event

Ben Cabildo reported:

- He attended his first CCS Foundation meeting, stating it is a vigorous committee and he is honored to be part of it
- He attended the IEL advisory group meeting
- He attended Mayor West's First Year Transition Team meeting along with Dr. Livingston
- He attended the Spokane Chamber's State of the City event
- He visited with Peter Williams and toured the SCC student activities center
- He attended the IEL's Martin Luther King, Jr. program and the community commemoration for Martin Luther King Day
- Thanked Linda McDermott for putting together the comprehensive financial report, noting how helpful the information is to him as a newcomer to the Board

Helen Malone made the following remarks:

- The federal review of the Head Start Program was a very intensive process, and she was surprised with the required involvement of her role as a Board member; parent participation in the programs, especially in the Head Start Policy Council, received high praise by the team of evaluators; numerous other positive comments regarding the program were also received—she felt very good about the review and the process
- She attended the Martin Luther King, Jr. programs at both SCC and the IEL—both were outstanding presentations
- She attended the Spokane Chamber's State of the City event

Carol Landa-McVicker reported:

- She attended the Foundation Board meeting
- She attended the community commemoration for Martin Luther King, Jr. Day, noting CCS was mentioned as one of the sponsors for the event

## **EXECUTIVE SESSION**

Chair Carol Landa-McVicker called for an executive session at 12:15 p.m. for the purposes of discussing litigation or potential litigation. Executive session was expected to last until 12:30 p.m.

## **ADJOURNMENT**

The meeting adjourned at 12:25 p.m. No further action was taken.

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Secretary, Board of Trustees

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Chair, Board of Trustees