

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, Maureen McGuire, Steve Hanson, S. James Perez, Joseph Dunlap, Pam Praeger, Terri McKenzie, Carol Green, Adrienne Tabar, Carla Naccarato-Sinclair, Mita Sen, John Hernandez, Mary Ann Nardecchia, Rick Halverson, Marie Goetz, Chuck Skirko, Francine Rivera, Alvin Petty and Christine Pearl (recorder)

Guests: Greg Plummer, Debra Alley, Mary Harnetiaux, Bobby Lee, Gail Stevenson, Kathy Baxter, Tim Oberst, Patricia Fitzhugh, Peter Williams, Maury Ray, Carol Riesenberg, Dale Altman, Bobby Dunn, Dennis Keen, Rich Tucker, Matt Jefferey, MaryO Fury, Mike Primm, Sue Jarvis

Excused: Tom Kneeshaw

CELEBRATING SUCCESS: SPOKANE COMMUNITY COLLEGE NEW STUDENT ORIENTATION AND STUDENT AMBASSADOR PROGRAMS

Tracy Struble, student development department supervisor, provided the Board with a presentation of the Spokane Community College (SCC) new student orientation and student ambassador programs. Both are designed to assist new students as they become acclimated to college life; included are access to available resources, tours of the campus, and an overview of classroom expectations. The student ambassador program utilizes trained SCC students to reach out to new students each quarter and to act as liaisons to programs under student and instructional services. Introduced at the meeting were Student Ambassadors Matt Jefferey, Tim Oberst, Patricia Fitzhugh and Dale Altman.

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, April 19, 2005. Chair Carol Landa-McVicker called the meeting to order at 8:30 a.m., followed by the Pledge of Allegiance and roll call.

INTRODUCTIONS AND OPEN MICROPHONE

Chancellor Gary Livingston announced Carol Landa-McVicker, chair of the Board of Trustees, was named a Woman of Distinction for 2005 by Soroptimist International in Spokane.

Dr. Livingston congratulated Community Colleges of Spokane representatives to the All Washington Academic Team.

Dr. Livingston thanked Public Information Officer Anne Tucker and her staff for the refurbishing of the East/West Board Rooms and the pictures of the current and past board members that now grace the walls.

Institute for Extended Learning Student Representative Alvin Petty introduced Bobby Dunn of the Monroe Center, who was attending the board meeting.

APPROVAL OF MINUTES

Helen Malone moved and Ben Cabildo seconded that the minutes of the March 15, 2005, regular meeting be approved as presented.

No. 05-08, Vote:

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

REPORT: NATIONAL VOLUNTEER MONTH

In commemoration of National Volunteer Month (April) and National Volunteer Week (April 17-23), two outstanding volunteers for Community Colleges of Spokane (CCS) were recognized. Chancellor Livingston introduced Karen Kelly, executive director of Sacred Heart Children's Hospital Foundation, who has volunteered as guest moderator of *Community College Connections*, the CCS television programming produced monthly in partnership with ESD 101. David Bosch, director of Financial Security, was introduced by CCS Foundation Executive Director Gail Stevenson. Mr. Bosch has served on the foundation board of directors since 1997 and is currently completing his second term as president. Both Ms. Kelly and Mr. Bosch were presented a plaque acknowledging their many contributions to Community Colleges of Spokane.

REPORT: SPOKANE COMMUNITY COLLEGE STRATEGIC PLAN

President Steve Hanson introduced the presentation of the Spokane Community College (SCC) strategic plan. Vice President of Student and Instructional Services Terri McKenzie coordinated the presentation and served as the main presenter. A historical background of prior strategic planning was presented by SCC English Chair Dennis Keen. The process used at SCC to develop the current strategic plan was explained by MaryO Fury, acting dean of instruction for business, hospitality and information technology, Carol Riesenberg, dean of health and environmental sciences, Mike Prim, criminal justice instructor, and Sue Jarvis, director of financial aid.

Dr. McKenzie reported the basis for development of the SCC strategic plan was the district strategic plan and mission and goals, which were approved by the board of trustees in 2004. Division operational plans that incorporated core values, vision, mission, operational goals, objectives and action plans were the next step. From there departmental action plans were developed, which were tied to the division operational plans and to department priorities. A two-tiered process was implemented in the planning process: strategic planning and operational planning. Key to strategic planning is: analyze—review/revise—evaluate—review/access. Operational planning requires the development of an annual plan, the development of an evaluation plan, the evaluation of results and the communication of the findings, and the review/access of outcomes.

As the college looks forward, the next steps are to set annual priorities, to evaluate division operational plans annually, to review and update college mission and values, and to continue the process.

A questions and answer period followed the presentation.

BREAK

The meeting recessed at 10:25 a.m. and reconvened at 10:48 a.m.

DISCUSSION/ACTION: BOARD OF TRUSTEES POLICY REVIEW—CHAPTER 1

This agenda item was originally presented to the Board of Trustees at their March 15, 2005, meeting, and is part of the process to update and revise the entire board policy manual. Chief Operations Officer Scott Morgan is overseeing the board policy review process. Dr. Livingston reported that members of the Washington Federation of State Employees (WFSE) have expressed concerns regarding new section 1.20.05 of chapter 1. This section deals with the Board's invitation to representatives of our institutions to participate in Board meetings. Dr. Livingston

presented the Board's position regarding the revised policy, and Rick Halverson explained the WFSE position. It was suggested the revised policy—that classified staff be represented at Board meetings by a single representative in a manner similar to faculty representation—be put forward and revisited in the future if necessary.

Betty McInturff moved and Helen Malone seconded that the Board of Trustees of Washington State Community College District 17 adopt Chapter 1 policies as presented and repeal all current sections of Chapter 1 Board policies effective January 1, 2006, with the exception of current section 1.30.03, which is repealed effective July 1, 2005, and proposed section 1.20.05, which is effective July 1, 2005.

No. 05-09, Vote:

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

DISCUSSION/ACTION: CONSIDER REVISION OF BOARD OF TRUSTEES POLICY 4.10.00—ASSOCIATE DEGREES AND CERTIFICATES

The Board received first reading of this agenda item at the March 15, 2005, trustee meeting. Scott Morgan provided the overview explaining the necessity for the change is to ensure consistency between externally driven degree and course requirements and the CCS catalog and Board policy. Specific language was recommended for section 4.10.01. These changes would be effective immediately upon the approval of the Board of Trustees.

Ben Cabildo moved and Helen Malone seconded that the Board of Trustees of Washington State Community College District 17 approve revised Board policy 4.10.00—Associate Degrees and Certificates, as presented, and repeal policy sections 4.10.02, 03, 04, 05, and 07.

No. 05-10, Vote:

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

REPORT: LEGISLATIVE BUDGET INFORMATION

Chief Financial Officer Linda McDermott reviewed the proposed budget released by Governor Gregoire, the House and the Senate; contained in the report was a comparison of the three budgets and the impact of each to CCS. Also presented was an enrollment report for spring quarter 2005 that supported concerns the target will not be made for the academic year. In response to these concerns initiatives have been instituted to increase FTEs at all of the campuses, and focused marketing and recruitment is underway for spring quarter late-start classes. Dr. Livingston explained the importance of enrollment management and meeting target, and advised a district-wide committee has been formed to provide oversight in this area.

DISCUSSION/ACTION: CONSIDER APPROVAL OF SERVICES AND ACTIVITIES (S&A) FEES EFFECTIVE FALL QUARTER 2005

Linda McDermott provided the background information regarding the S&A fees, advising today's recommendation is a result of the work of the district S&A fee committee. After considerable committee discussion, a motion was approved by a vote of nine to seven to increase CCS S&A fees by \$3.00 per quarter, from \$67 to \$70 per quarter for a student enrolled in ten credits. The current allocation of S&A fees (62% to student activities/clubs/college building fund, 33% to athletics, and 5% to financial aid) will continue. Based on the tuition increase assumptions and this recommendation, CCS should be below the SBCTC approved maximum S&A fees effective fall 2005.

Trustee Helen Malone requested a presentation of all fees charged to students—and how much all fees are increasing. District Director of Athletics Maury Ray explained needs exist that the state is not addressing, so it falls to S&A fees to cover these. SFCC Associated Student Council President Francine Rivera shared a dissenting viewpoint regarding the allocation of the S&A fees; some discussion followed. Ms. McDermott explained the process used as defined in the governance model did result in a motion to carry the recommendation forward, and that what was brought to the Board of Trustees today. She further explained approval of the S&A fee recommendation would allow each of the colleges, the IEL and district athletics to move forward with their budget development, and bring forward their proposed budgets to the Board for first reading at the May Board meeting.

Helen Malone moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 approve the S&A fees and distribution effective fall quarter 2005 as recommended by the district S&A fee committee, contingent on the understanding the committees will, in the future, look at sources that would help alleviate the burden on students for these types of fee increases.

No. 05-11, Vote:

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

DISCUSSION/ACTION: TECHNOLOGY FEE RECOMMENDATION FOR SPOKANE COMMUNITY COLLEGE, SPOKANE FALLS COMMUNITY COLLEGE, AND THE INSTITUTE FOR EXTENDED LEARNING

Linda McDermott provided the history of the technology fee, which has been in effect at SCC and the IEL since 1999 and at SFCC since 2000. The technology fee committees of each school have been in discussion regarding possible fee increases. As a result, the following recommendations were made:

SCC: The student government recommended no change; the fee will continue at \$3 per credit up to a maximum of \$30 per quarter.

SFCC: The student government approved a \$1 per credit increase effective fall quarter 2005; the fee will be \$4 per credit up to a maximum of \$40 per quarter.

IEL: The student government approved a \$1 per credit increase effective fall quarter 2005; the fee will be \$4 per credit up to a maximum of \$40 per quarter.

Helen Malone moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 approve the technology fee rates as presented and authorize the administration to implement said fees effective fall quarter 2005.

No. 05-12, Vote:

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

LUNCH/EXECUTIVE SESSION

Chair Carol Landa-McVicker called for an executive session at 12:35 p.m. for the purposes of reviewing the performance of public employees and discussing litigation or potential litigation.

Executive session was expected to last until 1:30 p.m.

The meeting reconvened at 1:28 a.m.

REPORT: INSTITUTE FOR EXTENDED LEARNING TRAINING AND EDUCATION COORDINATING CENTER (TECC)

Dr. Joanne Murcar, district manager for workforce development, provided the presentation regarding TECC. She advised TECC is an organization currently in transition. The TECC mission is economic and workforce development; in the past TECC was seen as self-supporting and revenue generating, whereas today, and in the foreseeable future, TECC is service oriented, business responsive, collaborative and an economic development tool for our region. Dr. Murcar reviewed some of the TECC programs such as the Industry Skills Panel, Partnership for Rural Improvement, Building Green Training, and Tribal and Rural Outreach.

Questions and answers and comments followed the presentation.

REPORT: REVIEW OF WORKFORCE DEMOGRAPHIC AND UTILIZATION FOR THE PERIOD JANUARY 1, 2005, THROUGH DECEMBER 31, 2004

Chief Human Resources Officer Greg Stevens provided the Board with the annual update of the district's workforce profile and a statistical utilization report of protected categories. Mr. Stevens report included a comparison with other higher education institutions and other major employers in the area: Washington State University, Eastern Washington University, Spokane City Schools, and Spokane County. The report for 2004 indicates CCS employment generally exceeds protected population availability in the categories of exempt, administrative and classified staff; CCS generally fails to meet availability percentages in faculty categories.

Question and answer and discussion followed Mr. Stevens' presentation.

DISCUSSION: TRUSTEE ASSIGNMENTS FOR GRADUATION CEREMONIES

The Trustees reviewed the graduation ceremony schedule and assigned the following attendance schedule based on their individual availability:

TRUSTEE ASSIGNMENTS FOR 2005 GRADUATION CEREMONIES

<u>DATE</u>	<u>DIVISION</u>	<u>TIME</u>	<u>PLACE</u>	<u>TRUSTEE</u>
Wed., June 15	IEL Adult Basic Education	7:00 p.m.	SCC Walter S. Johnson Sports Center	Carol Landa-McVicker Ben Cabildo

**Regular Meeting
April 19, 2005**

Thurs., June 16	SCC Liberal Arts & Therapeutic Recreation	3:00 p.m.	SCC Walter S. Johnson Sports Center	Helen Malone
Thurs., June 16	IEL Newport Center	6:30 p.m.	Stratton Elementary School, 1201 W. Fifth	Carol Landa-McVicker
Thurs., June 16	SCC Business, Hospitality and Information Tech.	7:00 p.m.	SCC Walter S. Johnson Sports Center	Ben Cabildo
Fri., June 17	SCC Health & Environmental Sciences	3:00 p.m.	SCC Walter S. Johnson Sports Center	Helen Malone
Fri., June 17	SFCC	4:00 p.m.	SFCC Stadium	Ben Cabildo
Fri., June 17	SCC Technical Education	7:00 p.m.	SCC Walter S. Johnson Sports Center	Carol Landa-McVicker Ben Cabildo
Fri., June 17	I EL Colville Center	7:00 p.m.	Colville High School 154 Hwy. 20 East	No Trustee Available
Sat., June 25	I EL Whitman County Center	1:00 p.m.	Gladish Center 115 NW State Street Suite 305A Pullman	Tom Kneeshaw

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.

District Director of Facilities Greg Plummer updated the Board on capital projects, and also on the higher than acceptable levels of radon found in the SFCC library basement. An emergency project to mitigate the radon was executed and current levels are within an acceptable range.

REMARKS FROM THE ASSOCIATION FOR HIGHER EDUCATION PRESIDENT

Carla Naccarato-Sinclair reported:

- Greg Stevens and Ginny Powers provided a joint training workshop on April 8; the topic was the new language in the master contract
- The FERPA law was a topic of discussion at the last faculty senate meeting—there may be a need for further discussion
- She, too, is bothered by the S&A fees—not sure the process is the best and may need to be reviewed

REMARKS FROM THE WASHINGTON FEDERATION OF STATE EMPLOYEES REPRESENTATIVE

No report was submitted.

REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE

John Hernandez reported, on behalf of faculty, there is a community-wide informational meeting for Running Start at the SCC Lair this evening.

Francine Rivera, on behalf of student government, reported:

- The student government election process is moving forward, with multiple candidates for each position
- Student senate is reviewing the constitution for revision and vote
- The technology fee committee is developing the allocation plan for the funds generated from the fee
- Announced several activities that will be held during spring quarter

Vice President of Learning Pam Praeger, on behalf of President Mark Palek, provided the following report:

- Final touches are being completed for the April 25 accreditation revisit
- Rhosetta Rhodes and a delegation of students traveled to Florida over spring break to help repair homes damaged by hurricanes last year
- Jim Minkler has been serving on the state committee researching common course numbering—50 to 60 courses that all state colleges will recognize with the same common course number

REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING

Mary Ann Nardecchia advised faculty didn't have a report to submit, but did want to express gratitude to the Board of Trustees for their many hours spent advocating for CCS in Olympia.

Marie Goetz reported on behalf of classified staff:

- Professional training and development will be offered in May at SFCC
- Classified staff participated on the IEL strategic planning committee
- She put together a sample IEL marketing display table in the Lodge lobby
- Cinco de Mayo will be celebrated at the Lodge

Marie Goetz provided the following report on behalf of student representative Alvin Petty:

- A lunch will be held at the Adult Education Center on April 20 with the purpose to unite all students
- He is in the process of connecting with the student representatives from the other centers with the hope of developing a team of student leaders for the IEL

Executive Vice President Jim Perez reported:

- Earlier this year a new leadership academy was established for workforce deans; the state board solicited applications from across the state for the 15 slots – only four of the slots were filled by representatives from the east side of the state, two of the four are from the IEL: Kelly Chun and Katherine Proff
- The strategic planning process has been completed and the information is currently being compiled into presentation format for the Board

REMARKS FROM SPOKANE COMMUNITY COLLEGE

Mita Sen provided the following report on behalf of faculty:

- Enrollment is down—some English sections had to be cancelled for spring quarter
- She traveled with Stacy Kowtko to Croatia for an interdisciplinary presentation on “Tourism”
- DEC students and their co-advisors held a very successful fundraiser at Longhorn BBQ; they netted approximately \$2,300, which will be used to partially fund their trip to national competition in Anaheim, CA
- Chef Bob Lombardi was honored as Educator of the Year at the Annual Chefs de Cuisine event
- Faculty member Helen Carpenter and administrator MaryO Fury were both nominees for the Spokane Area Women’s Leadership Award
- On March 16 SCC received airtime on channel 17 and 19, which highlighted the civil engineering program, represented by Nancy Myers; the mechanical engineering program, represented by Ron Jingling; and the architectural engineering program, represented by David Braun
- The President’s Speakers Series on May 2 will feature Terry Tempest Williams

Chuck Skirko reported the following on behalf of students:

- Student council has undertaken an extensive review of the student government constitution
- A project is underway to combine the athletic program and student clubs to utilize the concession stands for fundraising, with the clubs then responsible for bringing about a little more participation and fan support
- A recently completed project now provides student government links to the desktops in all of the computer labs

President Hanson reported:

- SCC is prepared for the interim accreditation visit on April 25
- Advised the President's Speakers Series is capturing the attention of the community and encouraged everyone to attend

REMARKS FROM THE CHANCELLOR

Dr. Livingston provided the following report:

- The May 17 Board of Trustees meeting has been moved to the IEL Lodge
- A Board of Trustees retreat has been planned for May 13 at 12:00 noon
- The IEL Task Force Report will be reviewed at a Cabinet retreat scheduled for April 26
- Talks will continue with legislators regarding CCS issues and funding

REMARKS FROM THE BOARD AND BOARD CHAIR

Helen Malone reported:

- She reviewed tenure files
- She attended the Community Congress on Race Relations, the Head Start Policy Council meeting, the SCC Student Council meeting, and the April 22 TACTC meeting at which she and Carol McVicker presented Sandy Wall a CCS plaque as she prepares to retire

Ben Cabildo reported:

- His nomination to the CCS board of trustees has been confirmed by the senate education committee and passed on to the full senate; while in Olympia he has the opportunity to accompany Dr. Livingston as he visited with legislators
- He attended the Just Clusters meetings, the AGORA Awards Finalists event, and met with Dr. Livingston, Scott Morgan, and Greg Plummer to receive a facilities department orientation

Carol Landa-McVicker reported she attended the IEL's Women's History Celebration, the IEL Basic Skills students and staff production, *Starting Over*, the Community Congress on Race Relations, the Gonzaga PowWow, the Board of Trustees budget planning meeting, the AGORA Awards Finalist event, and the LDP program *Leadership in Ethics*.

ADJOURNMENT

The meeting adjourned at 3:40 p.m. No further action was taken.

Secretary, Board of Trustees

Chair, Board of Trustees