

MINUTES

WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17 BOARD OF TRUSTEES REGULAR MEETING

Present: Carol Landa-McVicker (chair), Betty McInturff (via conference phone), Helen Malone, Tom Kneeshaw (via conference phone), and Ben Cabildo. Also present were Gary A. Livingston, Linda McDermott, Scott Morgan, Greg Stevens, Anne Tucker, Larry Briney, Steve Hanson, Mark Palek, S. James Perez, Joseph Dunlap, Pam Praeger, Dixie Simmons, Carol Green, Adrienne Tabar, Carla Naccarato-Sinclair, Mita Sen, John Hernandez, Mary Ann Nardecchia, Jim Lawrence, Rick Halverson, Aline Uber-Leslie, Marie Goetz, Chuck Skirko, Francine Rivera and Christine Pearl (recorder)

Guests: Greg Plummer, Maury Ray, Peter Williams, Mary Harnetiaux, Lynn Holmes, Kathy Baxter, Bobby Lee, Gail Stevenson, Rich Tucker, John McCollum, Colleen Straight, Brenda Day, Shawn Vestel, Rod Taylor, Kathy Laise, Mary Ann Goodwin, Tom Patterson, Darrell Mihara, Jim Minkler, Marcus Jorgenson, Amy Lopes-Wasson, Karen Driscoll, Steve Bays, Shanda Diehl, Rhosetta Rhodes

CELEBRATING SUCCESS: INSTITUTE FOR EXTENDED LEARNING ADULT BASIC EDUCATION STUDENT WEB ACTIVITIES: HISTORY, CREATION, EVOLUTION AND IMPACT

Institute for Extended Learning personnel Rod Taylor and Kathy Laise provided a presentation on the growing use of technology with adult basic education and English as a second language students. In addition to the GED and ESL lessons and practice tests, much service-oriented information is also available to students: financial aid, jobs and employment resources, life skills, and community resources information. The board learned of the instructor collaboration that took place to develop the web activities for students and the positive impact for students and teachers that has resulted.

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 Falls Conference Room at Spokane Falls Community College, 3410 W. Fort George Wright Drive, Spokane, Washington, on Tuesday, May 17, 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

Shawn Vestel was introduced; no one requested to speak at open microphone.

APPROVAL OF MINUTES

Helen Malone moved and Ben Cabildo seconded that the minutes of the April 19, 2005, regular meeting be approved as amended.

No. 05-13, Vote:

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

DISCUSSION/ACTION: CONSIDER AUTHORIZATION TO GRANT EXCEPTIONAL FACULTY AWARDS

District Development Officer Gail Stevenson introduced this agenda item and provided a brief overview of the establishment of the exceptional faculty award endowment fund and the process used to grant the awards. Spokane Community College (SCC) Associated Student Council (ASC) President Chuck Skirko chaired the district-wide exceptional faculty award committee for 2005-2006, and presented the committee's recommendations from those nominated to receive one of the \$1000 awards:

- Judy Campbell
- Jenni Martin
- Tom O'Day
- Elodie Phan
- Keith Ries
- Echo Rantanen

Helen Malone moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 approve granting exceptional faculty awards for the 2005-2006 academic year as recommended by the committee.

No. 05-14, Vote:

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

DISCUSSION: PROPOSED 2005-2006 SERVICES AND ACTIVITIES (S&A) FEE BUDGETS FOR SPOKANE COMMUNITY COLLEGE (SCC), SPOKANE FALLS COMMUNITY COLLEGE (SFCC), INSTITUTE FOR EXTENDED LEARNING (IEL) AND DISTRICT ATHLETICS

Chief Financial Officer Linda McDermott provided the introduction and background information for this agenda item. SCC Associate Dean Peter Williams spoke regarding the process used to develop the S&A fee budget for SCC, and noted changes to the clubs and activities from the previous year; ASC President Chuck Skirko reviewed major changes and particular line items in the proposed budget. SFCC Associate Dean Rich Tucker explained the process used to develop the proposed SFCC S&A fee budget; he also provided a general overview of the budget, and reviewed new clubs and proposed changes from last year's budget. IEL Dean Adrienne Tabar provided the overview of the proposed IEL S&A fee budget, noting highlights, new areas added and major adjustments from last year's budget. Brenda Day, president of the Whitman County student organization, shared information regarding specific ideas for use of S&S fees at the Whitman County Center. Questions and answers were addressed and comments shared. The proposed S&A fee budgets were provided to the board for first reading and will be brought back to the June 21, 2005, meeting for consideration of approval.

DISCUSSION: PROPOSED EXPENDITURE OF SERVICES AND ACTIVITIES FEES AT SPOKANE FALLS COMMUNITY COLLEGE

Linda McDermott advised the board that the SFCC associated student council is requesting approval to spend unbudgeted S&A funds in support of two projects: ELC summer child care at a proposed budget of \$20,000, and electronic reader board at a proposed budget of \$46,000, for a total funds request of \$66,000. The proposed request for approval to expend unbudgeted S&A funds was provided to the board for first reading and will be brought back to the June 21, 2005, meeting for consideration of approval.

DISCUSSION: PROPOSED 2005-2006 STUDENT TECHNOLOGY FEE BUDGETS FOR SPOKANE COMMUNITY COLLEGE (SCC), SPOKANE FALLS COMMUNITY COLLEGE (SFCC), INSTITUTE FOR EXTENDED LEARNING (IEL)

Linda McDermott also presented the background and overview information for this agenda item, noting the technology fee is a voluntary student fee and continues each quarter unless a student government votes to discontinue or adjust the fee. The SCC student technology fee will continue at \$3.00 per credit with a maximum of \$30.00 per quarter. Based on the student government recommendation and approval of the board at the April meeting, students at SFCC and the IEL will pay a technology fee of \$4.00 per credit with a maximum of \$40.00 per quarter.

SCC Vice President Joe Dunlap explained a new process was used to determine the SCC student technology fee budget for 2005-2006; a prioritized list was developed that is in alignment with the strategic plan. Dr. Dunlap went on to provide highlights of the budget and address how it would work for the betterment of the students. The IEL technology fee budget development process was reviewed by Dean Adrienne Tabar; Whitman County student Brenda Day spoke to the need for updating of equipment, which will be addressed by items listed in the proposal. SFCC Assistant Dean John McCollum reviewed the makeup of the committee that developed the SFCC student technology fee budget and provided an overview of the process that was used; SFCC ASC President Francine Rivera addressed highlights of the proposed technology fee budget. The proposed 2005-2006 technology fee budgets were provided to the board for first reading and will be brought back to the June 21, 2005, meeting for consideration of approval.

DISCUSSION/ACTION: PROPOSED TUITION AND FEES FOR 2005-2006

An explanation of the formula used to determine the proposed Community Colleges of Spokane (CCS) tuition and fees for 2005-2006 was given by Chief Financial Officer Linda McDermott. For a Washington resident student, the average increase would be 4.94%; for a non-resident student the average increase would be 1.48%. In order for CCS to remain competitive, it was recommended the non-resident waiver remain at the current level.

DISCUSSION/ACTION: CONSIDER APPROVAL OF TUITION WAIVERS FOR 2005-2006

Linda McDermott explained recent action taken by the legislature and by the State Board for Community and Technical Colleges (SBCTC) that resulted in several changes to tuition and fee waivers effective fall quarter 2005. In particular, the 2005 legislature made major revisions to statutes affecting waivers offered to veterans. CCS is recommending a transitional plan for current students who were eligible for Veteran's waivers in 2004-2005; these students will be "grandfathered" in for 2005-2006 at the 2004-2005 rates with the "grandfather" clause expiring at the end of summer 2006. A complete listing of CCS authorized waivers and the proposed rates for 2006 was provided.

Helen Malone moved and Betty McInturff seconded that the Board of Trustees of Washington State Community College District 17 adopt the tuition and fee schedule and waivers as presented effective fall quarter 2005 through summer quarter 2006.

No. 05-15, Vote:

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

BREAK

The meeting recessed at 10:45 a.m. and reconvened at 11:15 a.m.

REPORT: FINANCIAL REVIEW OF 2005 LEGISLATIVE SESSION

Chancellor Gary Livingston provided a review of the 2005 legislative session and its impact on Community Colleges of Spokane. In general it was a good session for higher education—

- an approximate increase of \$400 per FTE for community and technical colleges;
- CCS has received 131 FTEs for the first half of the biennium and 138 FTEs for the second year;
- COLAs were allocated;
- while M & O for the Colville Center was not funded, some assurance has been given it is a priority for the supplemental budget next year;
- the capital budget was very good with about \$450 million for community and technical colleges statewide; SFCC received construction funding for the replacement building and pre-design funding for the new building; the transfer of the Intercollegiate Nursing building to CCS will take place once construction of the new WSU nursing building is completed.

Board Chair Carol Landa-McVicker thanked Dr. Livingston and all those, especially our students, who spent time in Olympia carrying the message to legislators, noting it was through their efforts that CCS fared so well.

DISCUSSION/ACTION: CONSIDERATION OF PROPOSED 2005-2006 COMMUNITY COLLEGES OF SPOKANE BUDGET ALLOCATION MODEL

CFO Linda McDermott provided information on the process used in the development of the proposed CCS 2005-2006 initial operating budget allocation model. In this preliminary budget the allocations and operating budget resources total is \$63,064,506; the proposed modified pro-rata percentage-of-base allocations are as follows:

SCC	40.65%
SFCC	29.18%
IEL	13.89%
Administrative Services	8.24%
Facilities	8.05%

The board was asked to approve this initial allocation distribution model for 2005-2006; the total initial operating budget including the addition of local funding sources for each operating unit will be presented for adoption at the June 21, 2005, meeting.

Helen Malone moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 adopt the initial 2005-2006 operating budget allocation model as presented.

No. 05-16, Vote:

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

**DISCUSSION: BOARD OF TRUSTEES POLICY REVIEW—CHAPTER 2
HUMAN RESOURCES**

Chief Operations Officer Scott Morgan presented the second in the series of board policy reviews. Principle changes to the policies included rewriting at the policy level and eliminating procedural language, consolidating sections dealing with equal opportunity, discrimination and harassment, and eliminating 16 sections in which the subject area is covered by consolidated policy and/or administrative procedure. Due to the changes in civil service reform, staff recommends these changes to board policy be made effective July 1, 2005, the effective date of the new statewide collective bargaining agreement with classified staff. This item will be brought back to the July 21, 2005, board of trustees meeting for consideration of adoption.

BREAK

The meeting recessed at 12:00 p.m. and reconvened at 12:25 p.m.

REPORT: SPOKANE FALLS COMMUNITY COLLEGE STRATEGIC PLAN

President Mark Palek introduced the Spokane Falls Community College strategic plan and those in attendance who participated in its production. SFCC Dean Jim Minkler provided the historical planning perspective that began with fall quarter 2000. Important to the process were the revision of the mission statement and the addressing of three questions: "What would we like SFCC to be in five years? What would Spokane and the six northeastern counties like us to be in five years? Given the opportunities, limitations and existing resources at SFCC, what is possible in five years?" Five college-wide themes were identified that addressed the functions of a comprehensive community college: access support, quality excellence, resource management, services outreach partnerships, and college environment. The components of the strategic planning process were shared, and it was noted that the procedure will repeat in 2007 to review again the mission, core values, and re-visioning.

Vice President of Student and Administrative Services Carol Green reviewed the campus committees, acknowledging the chairs and the input these groups had into the strategic planning process. Dr. Green presented information regarding the institutional effectiveness model and institutional effectiveness report that provides a detailed description quantifying the college's progress in the achievement of its mission and strategic goals. Key indicators were identified from the report that most adequately reflected the mission and strategic goals of the college; these key indicators have been developed into a scorecard that will be used to annually measure college effectiveness.

Vice President of Learning Pam Praeger provided information pertaining to the educational assessment piece of the SFCC strategic planning process. Ms. Praeger reviewed the goal matrix, which included examples that illustrate the progress SFCC has made in the last year to address the college's goals and strategic plan. Included in her presentation was an explanation of the "First Year Experience" study that developed as a future initiative from the educational assessment. President Mark Palek provided closing remarks and thanked everyone at SFCC for their work on the college's strategic plan.

Comments and congratulations for a job well done were expressed by the chancellor and the board members.

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 advised the SCC science building construction project is progressing nicely. The SFCC business and social science building is in the design phase and it is anticipated the project will be out for bids in December.

REMARKS FROM THE WASHINGTON FEDERATION OF STATE EMPLOYEES REPRESENTATIVE

Rick Halverson reported his units are dealing with the board's policy change and how it will be approached. He advised that as a bargaining unit, there is some optimism in the way the new contract is now being viewed.

REMARKS FROM THE ASSOCIATION FOR HIGHER EDUCATION PRESIDENT

Carla Naccarato-Sinclair reported:

- She has received a two-year appointment to the board for the National Council for Higher Education
- The faculty contract is in the final stages of proofing with the hope to bring it to the board in June; it has been mutually agreed to extend the workload task force until the end of fall quarter and the salary task force timeline has been extended until the end of October—a memorandum of understanding will be written to reflect these extensions

REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING

Mary Ann Nardecchia reported on behalf of faculty:

- The Keystone Center will be awarding GEDs to 14 students this spring
- “Learning Differences Training” was presented to the ABE/GED prison instructors by Judy Campbell and Jean Gassman
- Judy Campbell and Jean Gassman attend a two-day training in Tacoma related to learning disabilities and English as a second language
- The ESL civics program held a student organized fundraiser to raise money for a tree planting on the SCC campus as part of the study unit on trees for Arbor Day
- In an effort to retain and recruit students, the IEL faculty are now using “invite a friend coupons” — students will receive free tuition when they bring a friend to school; also, postcards are being mailed to inactive students to advise they have been missed and encourage them to return to school
- The Taste of Diversity Luncheon and Program will be hosted at the IEL Lodge on May 20

Marie Goetz reported on behalf of classified staff:

- A shared luncheon was held with members of community agencies to exchange information and ideas of how each can meet the others needs

Alvin Petty, representing the student body, provided the following report:

- A joint barbeque is being planned to bring together students of the IEL sites
- Announced the Taste of Diversity Luncheon on May 20

Executive Vice President Jim Perez reported:

- The ESL student tree planting ceremony was very symbolic—the tree purchased was an ironwood tree, one of the oldest trees known to mankind; the cost of the tree was \$339 and the funds were raised through a bake sale and car wash; the tree was planted on the SCC campus, which was chosen because most of the ESL students transfer there to continue their education—and the students felt they could watch the tree grow as they continue to grow academically

REMARKS FROM SPOKANE COMMUNITY COLLEGE

Mita Sen provided the following report on behalf of faculty:

- The past month has been very active at SCC due to the various conferences and workshops that were presented
- The Stop the Hate panel presentation was held
- The Seven Weeks in Africa slide show was presented
- The Village France will be presented on June 1

President Hanson reported:

- Author Terry Tempest Williams' presentation was very powerful and very well attended
- An auto show and barbeque was held on campus last week
- The annual Classified Staff Appreciation Breakfast will be held on May 20
- Graduations will be held on June 16 and 17
- The written report from the accreditation interim focus visit has gone on to the commission—copies will be forwarded to the chancellor's office for distribution to board members

REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE

Aline Uber-Leslie reported on behalf of classified staff:

- The classified staff luncheon was held on April 29
- The district classified staff training and development committee had a training event on May 13 with Chief Human Resources Office Greg Stevens and District Director of Human Resource Services Norm Sievert to review civil service reform
- The state-wide STTACC conference to be held in Spokane August 3 and 4 is still in the planning process
- May 20 is the date for the quarterly classified staff meeting with Dr. Palek

John Hernandez reported on behalf of faculty:

- Registrations are concurrently being taken for summer and fall quarters
- The Cinco de Mayo celebration was held
- The first annual car show event was held last week
- Spring Fling is taking place this week
- Congratulations to the CCS baseball team for winning the NWACC championship

President Palek reported:

- Osaka College visitors are currently on campus
- The spring pow wow will be held on Friday, May 20
- The service learning club went to Florida during spring break to help rebuild hurricane damaged homes
- The interim accreditation report is expected soon

REMARKS FROM THE CHANCELLOR

Dr. Livingston provided the following report:

- He signed 65 certificates for Running Start students who will receive their high school diploma and their AA degree during the same week
- Shared concerns regarding possible congressional action related to adult basic education and literacy and a potential 70-75% reduction in funding in 2006
- A district enrollment management committee is being formed
- CCS was nominated by Triumph for a Spokane Chamber AGORA Award that will be announced on June 1

REMARKS FROM THE BOARD AND BOARD CHAIR

Helen Malone provided the following report:

- She attended the Monroe Center student lunch, sharing lunch with students from many parts of the world
- She attended various meetings on behalf of CCS: the TACTC board meeting, the CCS legislative steering committee, board meeting agenda planning, the Head Start Policy Council
- She attended the SCC Presidential Speakers Series event, the Foundation “Spokane on the Move” event, the SFCC staff awards event, the Women Helping Women Fund Luncheon, and board of trustees retreat
- Expressed appreciation for the SFCC strategic plan

Ben Cabildo reported:

- He attended the Hispanic graduation ceremony
- He participated as a panelist on the Stop the Hate panel presentation
- He attended the View from the Top Breakfast, the Foundation “Spokane on the Move” event, the Governor Gregoire press conference and bill signing event, and the board of trustees retreat

Carol Landa-McVicker reported:

- She attended the legislative steering committee meeting in Renton
- She attended the AGORA Awards panel interview with Dr. Livingston and Joanne Murcar
- She attended the one-woman play *La Causa* at SCC
- She’s been involved in tenure file review
- She attended the foundation board meeting, the View from the Top Breakfast and the Garden Expo at the Lair

ACTION: TENURE FOR SPRING QUARTER

Helen Malone moved that WHEREAS, the Board of Trustees is duly authorized and vested by law as the appointing authority; and WHEREAS, the appointing authority has reviewed and given reasonable consideration to the recommendations of the review committee and the appropriate documentation and evaluations compiled by the faculty review committees for the purpose of recommendation of tenure and/or non-renewal for a probationary faculty appointment;

BE IT THEREFORE RESOLVED that the appointing authority hereby grants an award of tenure to the following probationary academic employees and hereby directs the chancellor/chief executive officer to take any and all appropriate action in carrying out this decision.

John L. Mill	SFCC	Computing
Michael A. Prim	SCC	Administration of Justice
Kristopher K. Townsend	SFCC	Computing

Ben Cabildo seconded the motion.

No. 05-17, Vote:

*Yes: Ben Cabildo
Yes: Helen Malone
Yes: Carol Landa-McVicker*

Helen Malone moved that the appointing authority hereby denies tenure and non-renews the probationary faculty appointment of the following probationary faculty member. The probationary academic employment relationship of this employee with Community Colleges of Spokane will terminate on June 21, 2005. The board hereby delegates to the chancellor/chief executive officer the authority to notify the probationer of this decision.

Tamatha Filiater	SCC	Life Science
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Ben Cabildo seconded the motion.

No. 05-18, Vote:

*Yes: Ben Cabildo
Yes: Helen Malone
Yes: Carol Landa-McVicker*

ADJOURNMENT

The meeting adjourned at 2:30 p.m. No further action was taken.

Secretary, Board of Trustees

Chair, Board of Trustees