

MINUTES

WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17 BOARD OF TRUSTEES REGULAR MEETING

Present: Carol Landa-McVicker (chair), Helen Malone, Tom Kneeshaw (via conference phone), and Ben Cabildo. Also present were Gary Livingston, Linda McDermott, Scott Morgan, Greg Stevens, Anne Tucker, Maureen McGuire, Steve Hanson, Mark Palek, S. James Perez, Pam Praeger, Dixie Simmons, Terri McKenzie, Adrienne Tabar, Carla Naccarato-Sinclair, Mita Sen, Mary Ann Nardecchia, Jim Lawrence, Rick Halverson, Aline Uber-Leslie, Marie Goetz, and Christine Pearl (recorder)

Guests: Greg Plummer, Lynn Holmes, Rhosetta Rhodes, Cindy Nordby, Dick Hol, Grace Leaf, Rich Tucker, Melody Matthews, Terry Davenport, Don Brunner, Maury Ray, Judee Riordan, Steve Bays, Bill Sackville-West, Ralph Oscarson, Shirley Vines, Judy Jenkinson, Karen Johnson, Penny Coffman, Ginny Powers, Eric Larson, Cal Carey, John Norman, Rick Lewis, Jan Carpenter, Kelly Chun, Nadya Hinson, Doug Thorsvik, Geri Swope, Herb Munro, Kris Miller, Joanne Murcar, Shawn Vestel

CELEBRATING SUCCESS: SPOKANE FALLS COMMUNITY COLLEGE ALTERNATIVE SPRING BREAK

Spokane Falls Community College (SFCC) Continuing Education, Service Learning and Community Engagement Director Rhosetta Rhodes introduced this topic to the board. She explained the alternative spring break program whereby students engage in community service activity during their spring break vacation. The goal is to foster civic engagement among the students. This year SFCC students, in partnership with United Way of Escambia County Florida, traveled to Escambia County to assist hurricane victims with disaster relief.

One example of those who were helped was an 80 year-old woman threatened with eviction and/or a \$10,000 fine if her property was not free of debris by the end of the week. She did not have the ability to clean up the property, but SFCC students took care of moving the damaged three rooms of her home from the lawn to the curb in four hours. Many other stories and examples were shared of the good work accomplished by the students.

SFCC student participants Matthew Cogswell, Sarah Millick and Timothy Sirchuk came to the meeting to share their personal experiences and reflections with the trustees.

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/West Board Rooms of the Max M. Snyder Building, 2000 N. Greene Street, Spokane, Washington, on Tuesday, June 21, 2005. Chair Carol Landa-McVicker called the meeting to order at 9:10 a.m., followed by the Pledge of Allegiance and roll call.

INTRODUCTIONS AND OPEN MICROPHONE

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

APPROVAL OF MINUTES

Helen Malone moved and Ben Cabildo seconded that the minutes of the May 17, 2005, regular meeting be approved as presented.

No. 05-19, Vote:

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

REPORT: COMMUNITY COLLEGES OF SPOKANE LEADERSHIP DEVELOPMENT PROGRAM

Current and past members of the Community Colleges of Spokane leadership development program provided an overview of the program, reflections of personal experiences while a part of the program, and personal goals developed as a result of the program. To date 56 individuals have graduated over the three years the program has been offered. Information was shared regarding the training structure of the program and the proposed development of a matriculation plan with Gonzaga University.

DISCUSSION/ACTION: CONSIDER APPROVAL OF PROPOSED 2005-2008 ASSOCIATION FOR HIGHER EDUCATION (AHE) MASTER CONTRACT

Chief Human Resources Officer Greg Stevens introduced this agenda item by providing an overview of the work of the negotiating teams that resulted in the master contract presented for approval. It was noted the parties continue to work on two taskforce projects dealing with salary schedules and workload categorization; resulting agreements will be drafted as memoranda of understanding and presented for separate board action in fall 2005.

Helen Malone moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 approve the July 1, 2005, to June 30, 2008, successor master contract between Washington State Community College District 17 and the Community Colleges of Spokane Association for Higher Education and direct the chair to sign the contract on the board's behalf.

No. 05-20, Vote:

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

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

Chief Financial Officer Linda McDermott advised the board no comments were received regarding the proposed S&A fee budgets since they were originally presented at the May 17, 2005, board meeting. Questions were asked and answered.

Helen Malone moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 adopt the 2005-2006 services and activities fee (S&A) budgets as presented.

No. 05-21, Vote:

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

DISCUSSION/ACTION: CONSIDER APPROVAL OF PROPOSED EXPENDITURE OF SERVICES AND ACTIVITIES (S&A) FEES AT SPOKANE FALLS COMMUNITY COLLEGE

This agenda item was originally presented to the trustees at the May 17, 2005, board meeting. It was brought back to the June 21, 2005, meeting for consideration of approval.

Helen Malone moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 approve the expenditure of S&A fees at Spokane Falls Community College in support of the projects described in the brief.

No. 05-22, Vote:

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

DISCUSSION/ACTION: CONSIDER APPROVAL OF THE PROPOSED 2005-2006 STUDENT TECHNOLOGY FEE BUDGETS FOR SPOKANE COMMUNITY COLLEGE (SCC), SPOKANE FALLS COMMUNITY COLLEGE (SFCC), AND THE INSTITUTE FOR EXTENDED LEARNING (IEL)

This agenda item was originally presented to the trustees at the May 17, 2005, board meeting. It was brought back to the June 21, 2005, meeting for consideration of approval. Questions were asked and answered.

Tom Kneeshaw moved and Helen Malone seconded that the Board of Trustees of Washington State Community College District 17 adopt the technology fee budgets for Spokane Community College, Spokane Falls Community College and the Institute for Extended Learning as presented.

No. 05-23, Vote:

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

BREAK

The meeting recessed at 10:25 a.m. and reconvened at 10:45 a.m.

DISCUSSION/ACTION: CONSIDER APPROVAL OF PROPOSED 2005-2006 COMMUNITY COLLEGES OF SPOKANE OPERATING BUDGET

CFO Linda McDermott advised the board adopted the initial 2005-06 operating budget allocation model at its May 17, 2005, meeting. At today's meeting the

sources of funding and allocation for the proposed \$74,840,157 total initial operating budget were presented. Detailed spending plans for the colleges, IEL, administrative services and facilities will be presented to the board at their July 19, 2005, meeting. Mrs. McDermott reported a consistent priority across the district has been progress toward the board goal of a 5% reserve fund for all units; these funds currently average 3 ½ to 4 % across the district. Funded enrollments will be 12,979, and an additional 131 new general enrollments were allocated by the state board. Questions were asked and answered.

Dr. Livingston commented the budget is a sound one that is tied to the strategic plan and to goals set by the board.

Helen Malone moved and Ben Cabildo seconds that the Board of Trustees of Washington State Community College District 17 adopts the Community Colleges of Spokane operating budget for 2005-2006, effective July 1, 2005, as presented and authorizes the administration to accept additional allocations and adjustments during the fiscal year.

No. 05-24, Vote:

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

**DISCUSSION/ACTION: BOARD OF TRUSTEES POLICY REVIEW —
CONSIDER ADOPTION OF REVISED CHAPTER 2 — HUMAN
RESOURCES**

The proposed revision of the board policy was presented to the board at the May 17, 2005, meeting. Suggestions received at the meeting and minor editing changes were made to the policy. Also presented was an additional section proposed by Trustee Ben Cabildo, which would specifically state the district's commitment to diversity in all aspects of human resources management.

Discussion took place; questions were asked and answered. It was determined chapter 2 would be voted on by the board as originally presented; the proposed diversity section would be posted for public comment. The proposed diversity section, to be numbered 2.00.05, would be brought back to the July 19, 2005, meeting for consideration of adoption.

Tom Kneeshaw moved and Helen Malone seconded that the Board of Trustees of Washington State Community College District 17 adopt revised board policy chapter 2—human resources as presented with the minor revisions noted, with a directive for

staff to bring back section 2.00.05 for second reading and consideration of approval; all to become effective January 1, 2006.

No. 05-25, Vote:

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

**DISCUSSION: BOARD OF TRUSTEES POLICY REVIEW —
CONSIDERATION OF REVISIONS TO CHAPTER 3 — STUDENT
SERVICES**

Chief Operations Officer Scott Morgan continued the series of board policy reviews with chapter 3—student services. Included are sections for admissions policy, accommodations for students with disabilities, non-discrimination/anti-harassment, and student rights and responsibilities. Questions were asked and answered. This agenda item will be brought back to the July 19, 2005, board meeting for consideration of approval.

REPORT: INSTITUTE FOR EXTENDED LEARNING STRATEGIC PLAN

Institute for Extended Learning (IEL) Executive Vice President S. James Perez introduced this item. He provided a brief overview of the IEL, the makeup of the strategic planning committee, and the process used to develop the strategic plan. Presented were the IEL vision, a revised mission statement, six value statements, and six goals and objectives.

Vice President of Learning Dixie Simmons and Dean of Student Services Adrienne Tabar addressed the implementation of the plan, noting it is a three- to five-year process. The first action, completion of the plan, has been met; the remaining actions and timeline for completion were reviewed. Also presented were two overarching administrative strategic goals: communication and systems and processes.

Division goals and objectives in support of the strategic plan were addressed by Dean of Instruction for Adult Basic Education Geri Swope, Dean of Instruction for Rural Programs Herb Munro, District Director of Head Start Kris Miller, and Acting District Director for Business and Community Education Joanne Murcar.

Dr. Perez closed by saying the strategic plan is a fluid document—there is no finish line—it is an on going process. The IEL is a unique institution that encompasses a rich variety of programs that are designed to meet the needs of a variety of constituents throughout our vast service area.

Dr. Perez noted that since the strategic plan contained a revised mission statement, he realized the board would need to review the statement and act on it at the July 19, 2005, meeting.

Trustee Helen Malone commented she was disappointed the wonderful information shared in today's presentation was not included in the manual sent to the board; she requested the manual be updated to include the presentation information. Dr. Perez appreciated Mrs. Malone's comments and assured her the board members would receive that information.

Trustee Ben Cabildo thanked everyone for the work they have done; he commented he didn't feel the IEL strategic plan presentation provided a connection or definition of the relationship of the IEL to the other institutions. Dr. Perez noted those areas in the Head Start and rural programs presentations that referred to relationships with SCC and/or SFCC. He continued that perhaps they weren't expanded upon sufficiently, but the internal partnerships will continue to be developed.

Dr. Livingston advised that the IEL study that has been taking place over the past year is now complete and at the point of a facilitated negotiation of a contract among the institutions. The contract should satisfy the accreditation question of the functional relationship, specifically for credit classes, but also beyond that. He shared that he believes what the board is asking to see as a result of the IEL strategic plan is how do we know we've reached the objectives at the end of the three year plan? How will progress be measured? Mrs. Malone noted none of the changes already made to the women's programs are reflected in the strategic plan or in the manual—none of the goals or objectives, or the timeline, or the responsibility, or the expectation or the measurement criteria. Dr. Perez assured board members the requested information would be forwarded for the manuals.

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.

REMARKS FROM THE ASSOCIATION FOR HIGHER EDUCATION PRESIDENT

Carla Naccarato-Sinclair provided the following remarks:

- She distributed copies of the final issue of the AHE News & Views to the board

- The last Faculty to Faculty event of the year was held on May 31; information regarding FERPA was shared

REMARKS FROM THE WASHINGTON FEDERATION OF STATE EMPLOYEES REPRESENTATIVE

Rick Halverson reported this was his last meeting at which to represent the federation; he thanked the board for the privilege and the opportunity for the sharing of information.

Jim Lawrence announced the June 24 contract signing ceremony with Governor Gregoire.

REMARKS FROM SPOKANE COMMUNITY COLLEGE

Mita Sen provided the following report on behalf of faculty:

- Expressed concern regarding low enrollment
- The Faculty to Faculty event was a great success—the reviewing of the new contract was very educational
- Architectural Technology graduates created or worked on 90% of the construction drawings for the new Science/Math building that is currently under construction on the SCC campus
- During 2004-2005, 1400 people were drawn to the SCC geology lecture series

Jim Lawrence, on behalf of classified staff, announced the staff salad social on June 23—board members were invited to attend.

President Steve Hanson reported:

- Graduation ceremonies were held; he thanked board members and Dr. Livingston for their attendance
- Governor Gregoire will be in Spokane on June 28 to visit the Green Dome
- He will be participating in a panel regarding Personnel Shortages in the Healthcare Industry at Highline College on June 28

REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE

Aline Uber-Leslie, representing classified staff, reported this was her last meeting; she introduced Cindy Nordby who will be replacing her.

President Mark Palek reported:

- The graduation ceremony was very successful—and the rain held off
- The commission interim visit report is due and should be available for the July board meeting
- The next phase of the master planning process has begun

- Several new faculty replacement positions have been hired
- The SFCC “It’s All About You—College at the Falls” new student welcoming event will be held on July 14
- SFCC has been accepted as one of 30 foundational colleges across the country to receive an award to improve student success through the “First Year Experience” program

REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING

Marie Goetz provided the classified staff report:

- A day-long training was held recently entitled “Premier Assistive Technology”
- A tree planting ceremony was held in Colville in memory of C.J. Lofner
- Two classified staff recently completed the CCS Leadership Development Program

Mary Ann Nardecchia provided the faculty report:

- The ABE graduation was held on June 15
- It has been a record year for the number of students enrolled in the Families that Work program—206 students have been served
- Three ESL instructors traveled to Seattle for training entitled: Teaching Preliterate Adult Refugee Students
- Kelly Chun gave a presentation at the May 19 IEL department meeting to explain the plans for the new Mirabeau Point Center; the IEL will begin classes there in fall 2005
- IEL and SCC co-sponsored a May 27 workshop on non-traditional careers for women
- The ABE division will offer a new college prep class for GED and ESL students this summer at SFCC

Executive Vice President Jim Perez provided the following report:

- Graduation ceremonies are underway at the IEL; he thanked the trustees and Dr. Livingston for their participation
- He shared stories of some of the graduates, noting a 70 year-old woman who was very excited to be receiving her GED
- Announced the CCS Foundation Bigfoot Classic Golf Tournament on Friday, June 24

REMARKS FROM THE CHANCELLOR

Dr. Livingston provided the following report:

- Graduations were very exciting
- As of July 1 there will be a new state contract and the opportunity for a new start

- Advised he and Anne Tucker are meeting with Doug Floyd of the Spokesman-Review to see if an article can be written regarding the EWU and CCS articulation agreement, and to seek editorial support to retain adult basic education funding
- The Higher Education Reauthorization Bill is working its way through; Rep. Cathy McMorris has been contacted; the bill will be monitored and the board will be kept advised
- The Higher Education Coordinating Board meets on June 23; their strategy for freshman entrance criteria specific to the four-year schools is a contentious issue

REMARKS FROM THE BOARD AND BOARD CHAIR

Trustee Helen Malone reported she attended the TACTC conference at Semiahmoo, the CCS foundation ice cream social, the agenda planning meeting for the June board meeting, the AGORA awards event, the SFCC retirement event, the Spokane chamber post-legislative reception, the CCS foundation touch the future house event, the spring sports awards banquet, the IEL women's program meeting, the head start policy council meeting, and two SCC graduation ceremonies. Mrs. Malone also reported she has been appointed by TACTC to be the trustee representative on the commission to study part-time salary issues.

Trustee Ben Cabildo shared it was an honor for him to attend four CCS graduation ceremonies. He also attended the TACTC conference at Semiahmoo and the career connection planning meeting. Mr. Cabildo congratulated CCS for being an AGORA Award finalist.

Chair Carol Landa-McVicker reported she attended many of the same events as the other trustees, in particular the CCS foundation touch the future house event, the sports awards banquet, the faculty tenure reception, the foundation board meeting and annual dinner, the IEL graduations in Newport and Colville, and the agenda planning meeting for the June board meeting.

EXECUTIVE SESSION

Chair Carol Landa-McVicker called for an executive session at 1:38 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 2:00 p.m.

At 2:00 p.m. an announcement was made that executive session would last until 2:15. p.m.

ACTION:

Helen Malone moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 accept the amended contract for employment of the chancellor.

No. 05-26, Vote:

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

ADJOURNMENT

The meeting adjourned at 2:11 p.m. No further action was taken.

Secretary, Board of Trustees

Chair, Board of Trustees