

MINUTES

WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17 BOARD OF TRUSTEES REGULAR MEETING

Present: Carol Landa-McVicker (chair), Patty Shea, Helen Malone, Tom Kneeshaw, and Ben Cabildo. Also present were Gary A. Livingston, Linda McDermott, Scott Morgan, Greg Stevens, Anne Tucker, Maureen McGuire, Mark Palek, Joseph Dunlap, Dixie Simmons, Terri McKenzie, Carla Naccarato-Sinclair, Greg Richards, John Hernandez, Mary Ann Nardecchia, Dave Cosby, Marie Goetz, Danny Hubert, Brian Thompson and Christine Pearl (recorder)

Guests: Greg Plummer, Colleen Straight, Peter Williams, Karen Johnson, Bobby Lee, Lynn Holmes, Bill Sackville-West, Tom Patterson, Dan-0 Whye, Mary Harnetiaux, Angela Rasmussen, Andrea Ried, Stacy Kowtko, Marlene Cortez, Nancy Coffey, Judy Jenkinson, Robert Richardson, Junnie Loh-Taylor, Teresa Gay, and Meiko Anayama

TRANSFER OF THE GAVEL

Immediate Past Chair Carol Landa-McVicker transferred the gavel to Chair Helen Malone. Mrs. Malone presented Ms. Landa-McVicker with a commemorative gavel and thanked her for her service as chair of the board of trustees for the past two years.

INTRODUCTIONS AND OPEN MICROPHONE

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

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, Spokane Community College, 2000 N. Greene Street, Spokane, Washington, on Tuesday, January 17, 2006. Chair Helen Malone called the meeting to order at 8:35 a.m., followed by the Pledge of Allegiance and roll call.

APPROVAL OF MINUTES

Carol Landa-McVicker moved and Patty Shea seconded that the minutes of the December 20, 2005, regular meeting be approved as presented.

No. 06-01, Vote:

Yes: *Patty Shea*
Yes: *Carol Landa-McVicker*
Yes: *Tom Kneeshaw*
Yes: *Helen Malone*

REPORT: ALERT OF TENURE CONSIDERATION FOR WINTER QUARTER 2006

Chief Human Resources Officer Greg Stevens reported that there are 10 faculty members in their eighth quarter of tenure review to be considered for tenure by the board at the March 21, 2006, board meeting:

John R. Barnett	SCC	Electronics
Suzanne E. Bassett	SCC	Life Science
Greg O. Cripe	SFCC	Mathematics
Richard J. Harless	SCC	Pre-Hospital Care
Mead M. Jordan	SCC	Physical Science
Stacy S. Kowtko	SCC	History
Julie G. Litzenberger	SCC	Culinary Arts
George H. Timm	SFCC	Life Science
Bernadette Y. Vielbig	SFCC	Art
Steven R. Wilson	SCC	Electronics

Mr. Stevens advised the tenure files will be in the board office on or before February 1, 2006, for trustee review.

CELEBRATING SUCCESS: UPDATE ON SPOKANE COMMUNITY COLLEGE HAGAN FOUNDATION CENTER FOR THE HUMANITIES

Andrea Reid introduced the topic with an overview of the evolution of the Hagan Foundation Center for the Humanities starting from a vision into the reality it is today. Angela Rasmussen reviewed the fall 2004 inaugural project "Culinary Culture." The current project, "The WWI Years," which will span three quarters, was explained by Stacy Kowtko. Nancy Coffey addressed the library's role with the availability of website lists, books and materials in connection with the project. Ms. Rasmussen announced the proposed theme for 2006-07 will be "Leadership." In the future, Ms. Reid reported the center would continue to grow, shift from a single-focus theme to project-based programming proposed by faculty, with that faculty drawn from across the campus.

REPORT: COMMUNITY COLLEGES OF SPOKANE OPERATING BUDGET UPDATE

Chief Financial Officer Linda McDermott provided this comprehensive update report. The first portion represented statistical information such as enrollment history, FTES budget, salaried employee count, hourly employee count, CCS spending by program, and CCS operating expenditure comparison to other Washington state community college districts. The second portion of the presentation included 2005-06 operating budget adjustments by unit, college and IEL highlights, administrative services and facilities highlights, and total district summaries. Ms. McDermott advised enrollment management is the critical piece to the operating budget. Questions were asked and answered and discussion took place.

REPORT: INTERNATIONAL PROGRAMS UPDATE

Dean of International Programs Tom Patterson introduced this agenda item; he shared the mission statement and goals of the program. There is an International Programs office at both Spokane Community College and Spokane Falls Community College, each with a program coordinator: Junnie Loh-Taylor at SFCC and Meiko Anayama at SCC. Some of the services provided to students are advising, immigration, health insurance and assistance with personal issues. In addition, International Programs oversees the Study Abroad Program. Bob Richardson spoke regarding international marketing of the programs to increase enrollment. He spoke of the websites as a key factor with translations in Japanese and Spanish available. It is projected international student enrollment revenue will increase by 10% in 2005-2006. Teresa Gay explained the Peer Mentor, Community Friends and the Homestay programs. Dean Patterson reviewed future plans for the program. Questions were asked and answered.

**REPORT: FALL QUARTER 2005 FINAL ENROLLMENT REPORT;
WINTER QUARTER 2006 ENROLLMENT REPORT**

Colleen Straight, district manager of institutional research, reviewed with the board the current enrollment status for Community Colleges of Spokane. While winter quarter, at this time, may not be on target, summer and fall excesses would make up the difference for the academic year.

BREAK

The meeting recessed at 10:45 a.m. and reconvened at 11:00 a.m.

REPORT: 2004-2005 AUDITOR'S REPORT FOR COMMUNITY COLLEGES OF SPOKANE

Chief Financial Officer Linda McDermott provided copies of the Washington State Auditor's Accountability Audit Report for Community Colleges of Spokane, July 1, 2004, through June 30, 2005. She explained the audit evaluated internal controls and performed audit procedures on the financial activities of the district. It also determined whether the district complied with state laws and regulations, and with its own policies and procedures. No findings were reported in the current fiscal year. The report did address audit findings from 2004 and the corrective policies and procedures put into place by the district.

Kudos and compliments were extended to CFO Linda McDermott and her staff for their diligent work that produces such excellent audit reports.

STATUS REPORTS: CAPITAL PROJECTS IN PROGRESS AND BUDGET AND EXPENDITURES

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 WASHINGTON FEDERATION OF STATE EMPLOYEES REPRESENTATIVE

David Cosby, newly elected shop steward, reported he will be returning to the collective bargaining table as part of his new duties.

REMARKS FROM THE ASSOCIATION FOR HIGHER EDUCATION PRESIDENT

Carla Naccarato-Sinclair provided the following report:

- Expressed disappointment in the governor's budget in that it did not include increments and the part-time equity money
- There will be a statewide AHE meeting for faculty on February 19; she will be taking as many faculty as are available to attend "Lobby Day" on February 20; new SBCTC Director Charlie Earl has scheduled time to meet with faculty while they are in Olympia over this weekend period
- Thanked Trustee Helen Malone and SFCC President Mark Palek for their work on the Best Part-Time Faculty Employment Practices taskforce

REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE

John Hernandez, on behalf of faculty, invited everyone to the Martin Luther King, Jr. Commemoration luncheon on Wednesday.

Danny Hubert provided the following report on behalf of the students:

- Winter quarter is underway and going well; many positive comments and feedback have been received
- Students are currently enjoying discounted STA bus passes, which save them \$13 per month

President Mark Palek reported:

- A Title III grant proposal, tied to activities of the Foundations of Excellence Project, is being developed that would bring \$400,000 a year for a five year period to the campus
- The campus fiscal committee is holding its quarterly meeting today; budget assumptions for the upcoming year will be established
- The campus theme for next year will be “Sustainability”
- He has been reading community and technical college capital request proposals on behalf of the state board – they represent 56 pounds of proposals
- The SFCC Jazz Festival will be February 3 and 4

REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING

Marie Goetz reported on behalf of classified staff:

- Classified staff have been very busy, and enrollments should show it
- Change Point programs will be starting in the next couple of weeks in Spokane and in Colville; a new site for the program, Newport, will start their program on February 14

Brian Thompson thanked the trustees for the opportunity to attend the board meetings on behalf of the IEL students; as he is newly appointed to the position he did not have a report, but is looking forward to providing information next month.

Vice President Dixie Simmons reported:

- FTE growth has been a focus, particularly in the Integrated Basic Skills programs
- The IEL commemorated Martin Luther King, Jr. on February 13
- New carpet is being installed at the Colville Center; the job should be completed by the end of February
- Announced the CCS Head Start/ECEAP/Early Head Start Program has received a *Head Start Programs Striving for Quality National Showcase Award* for its Spokane Head Start and WSU-Spokane Partnership for Child Outcomes Project
- The leadership seminars at CenterPlace had over 200 individuals registered during fall quarter

REMARKS FROM SPOKANE COMMUNITY COLLEGE

Greg Richards reported on behalf of faculty:

- Spokane is hosting the state DEC (Delta Epsilon Chi) competition today at the Red Lion Hotel at the Park; the international conference will be in Austin, Texas, February 16—18
- DEC will be hosting a fundraiser on March 7 at the Longhorn Barbecue on Argonne Road

Marlene Cortez reported on behalf of classified staff:

- Announced that the STTACC Region D Spring Classified Staff Training will be hosted by CCS on April 21 at CenterPlace
- The CCS classified staff winter training will take place on February 21, 8:00 a.m. to 12:00 p.m., and will cover such topics as identity theft and personal safety, and will spotlight the CCS foundation

Vice President Joe Dunlap reported:

- Announced Spokane Mountaineer Kevin Jones would be presenting “Climbing into the Death Zone: Summiting a Himalayan Peak” at 7:00 p.m. this evening in the Lair Auditorium
- State board staffer Bill Moore will be at SCC on January 24 to hold a workshop for faculty regarding program outcomes and assessment
- SCC also has a Title III grant proposal they will be submitting, the focus of which is retention and management efficiencies

REMARKS FROM THE CHANCELLOR

Chancellor Gary Livingston provided the following report:

- A lot of time is being spent on enrollment management
- The CCS finance committee has begun meeting; it is intended to come to the board in February with the timeline for the budget
- Charlie Earl is the new executive director of the State Board for Community and Technical Colleges
- The next WACTC meeting should shed some light on capital project rankings
- Thanks to Greg Plummer for his work on the table skirting and microphone system setup for the board meetings
- He is attending Rep. Cathy McMorris’ Spokane Advisory Committee Meeting today at noon, hoping to talk with her regarding funding for the nursing building

REMARKS FROM THE BOARD AND BOARD CHAIR

Tom Kneeshaw remarked on how exciting it was to see the community come together to commemorate Martin Luther King, Jr. at the celebrations at SCC and the IEL; he will also be attending the luncheon tomorrow at SFCC.

Carol Landa-McVicker reported she attended the agenda planning meeting, the District Equity Council meeting, the SCC and community-wide Martin Luther King, Jr. commemoration events, met with foundation representatives to set up a trustees' scholarship fund, and she's attending a photography class through the IEL.

Patty Shea reported she attended the foundation board meeting, the SCC Martin Luther King, Jr. commemoration event, and will be attending the SFCC Martin Luther King Jr. luncheon tomorrow.

Ben Cabildo congratulated Community Colleges of Spokane for the major role it is playing in the community with workforce development and with equity. He attended the Martin Luther King, Jr. commemoration events at both SCC and the IEL, the District Equity Council meeting, is working with the TACTC group to plan the May conference, and on February 2 he will be joining approximately 2,000 to 5,000 Asian/Pacific Islanders in Olympia to lobby for literacy.

Helen Malone reported she attended the agenda planning meeting, the Head Start planning council meeting, the SCC, IEL, and community-wide Martin Luther King, Jr. commemoration events, and will be attending the SFCC Martin Luther King Jr. luncheon tomorrow.

EXECUTIVE SESSION

Chair Helen Malone called for an executive session at 12:00 p.m. for the purposes of discussing litigation or potential litigation. Executive session was expected to last until 12:40 p.m.

ADJOURNMENT

The meeting adjourned at 12:41 p.m. No further action was taken.

Secretary, Board of Trustees

Chair, Board of Trustees