

MINUTES

WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17 BOARD OF TRUSTEES REGULAR MEETING

Present: Helen Malone (chair), Ben Cabildo, Tom Kneeshaw, Carol Landa-McVicker, and Patty Shea. Also present were Gary A. Livingston, Linda McDermott, Scott Morgan, Greg Stevens, Anne Tucker, Maureen McGuire, Steve Hanson, Mark Palek, S. James Perez, Joseph Dunlap, Jim Minkler, Terri McKenzie, Carol Green, Carla Naccarato-Sinclair, Greg Richards, John Hernandez, Mary Ann Nardecchia, Dave Cosby, Cindi Nordby, Marie Goetz, Kitara McClure, KimMe Castillo, and Christine Pearl (recorder)

Guests: Greg Plummer, Lynne Holmes, Gail Stevenson, Colleen Straight, Carol Riesenberg, Karen Johnson, Bobby Lee, Mary Harnetiaux, Jim McDevitt, Luke Kerwell, Robert Harrison, Stacy Kowtko, Mita Sen, Richard Harless, Monica Spicker and Tracy Struble

CELEBRATING SUCCESS: SPOKANE COMMUNITY COLLEGE CAMPUS BIAS AND HATE CRIME PREVENTION PROGRAM

Spokane Community College (SCC) has instituted a new Campus Bias and Hate Crime Prevention Program. Members of the Campus Bias and Hate Crime Prevention Program sub-committee (Peter Williams, Stacy Kowtko, Richard Harless, Tracy Struble and Mita Sen) provided a presentation on the program to the board. The purpose of the program is to provide awareness and education concerning campus bias incidents and hate crimes; to prepare campus coordinated response if incidents do occur; and prevent incidents and crimes through a strong response mechanism. A Bias Incident Response Team (BIRT), made up of students faculty, staff and administrators who are extensively trained in fighting bias and hate crimes on campus, will coordinate a response to all reported incidents. More details of the program were shared; questions were asked and answered.

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 West Board Room of the Max M. Snyder Building, 2000 N. Greene Street, Spokane, Washington, on Tuesday, April 18, 2006. Chair Helen Malone called the meeting to order at 9:02 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

Carol Landa-McVicker moved and Tom Kneeshaw seconded that the minutes of the March 21, 2006, regular meeting be approved as presented.

No. 06-08, Vote:

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

REPORT: OVERVIEW OF HEALTH AND ENVIRONMENTAL SCIENCES HOMELAND SECURITY TRAINING PROJECT

Two Spokane Community College (SCC) Health and Environmental Sciences faculty members, Richard Harless (Pre-hospital) and Monica Spicker (Natural Resources) participated in the development and delivery of a training program entitled, "Law Enforcement Mountain Operations School (LEMOS) Basic Mountain Operations Course." The five-day course, which focuses on wilderness medicine, cold weather principles, land navigation and tactical field craft, was delivered for the first time in January 2006; students from the U.S. Border Patrol, U.S. Forest Service, Washington Department of Fish and Wildlife and Royal Canadian Mounted Police took part in the course. United States Attorney, Eastern District of Washington, Jim McDevitt, Robert Harrison of the U.S. Border Patrol, and Royal Canadian Mounted Police Officer Luke Kerwell each spoke as to the importance of the school, and Richard's and Monica's contribution; the SCC instructors were then presented with a plaque in appreciation for their role in the inaugural session of this most important training program.

REPORT: NATIONAL VOLUNTEER MONTH

In commemoration of National Volunteer Month, Dr. Gary Livingston announced Community Colleges of Spokane (CCS) was recognizing the contributions of two outstanding community volunteers—Barbara and Richard Umbdenstock. Each has provided inspiring enthusiasm, dedication and tireless efforts on behalf of CCS Foundation fund-raising projects: Barbara more than \$600,000 (including matching funds) for the SCC Hagan Center for the Humanities, and Richard, as chair of the SFCC Life Sciences project, was able to provide \$500,000 to capture an additional \$500,000 in state matching funds. The Umbdentocks' successful fund-raising efforts on behalf of Community Colleges of Spokane total more than \$1.6 million. Each was presented with a plaque of appreciation on behalf of the CCS Board of Trustees and Foundation.

DISCUSSION: TRUSTEE ASSIGNMENTS FOR 2006 GRADUATION CEREMONIES

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

TRUSTEE ASSIGNMENTS FOR 2006 GRADUATION CEREMONIES

<u>DATE</u>	<u>DIVISION</u>	<u>TIME</u>	<u>PLACE</u>	<u>TRUSTEE</u>
Wed., June 14	IEL Adult Basic Education	7:00 p.m.	SCC Walter S. Johnson Sports Center	Helen Malone Carol Landa-McVicker Ben Cabildo
Thurs., June 15	SCC Technical Education	3:00 p.m.	SCC Walter S. Johnson Sports Center	Ben Cabildo
Thurs., June 15	IEL Newport Center	6:30 p.m.	Stratton Elementary School, 1201 W. Fifth	Carol Landa-McVicker
Thurs., June 15	SCC Health and Environmental Sciences	7:00 p.m.	SCC Walter S. Johnson Sports Center	Helen Malone Patty Shea
Fri., June 16	SCC Business, Hospitality and Information Tech.	3:00 p.m.	SCC Walter S. Johnson Sports Center	Patty Shea
Fri., June 16	SFCC	3:30 p.m.	SFCC Stadium	Ben Cabildo
Fri., June 16	SCC Arts and Sciences	7:00 p.m.	SCC Walter S. Johnson Sports Center	Carol Landa-McVicker Patty Shea
Fri., June 16	IEL Colville Center	7:00 p.m.	Colville High School 154 Hwy. 20 East	Helen Malone
Mon., June 19	IEL Whitman County Center	6:30 p.m.	Gladish Center 115 NW State Street Suite 305A Pullman	Tom Kneeshaw Helen Malone

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

Chief Human Resources Officer Greg Stevens presented an annual update report of the CCS district's workforce profile and a statistical utilization report of protected categories. Mr. Stevens explained these updates serve as progress reports on the Community Colleges of Spokane Affirmative Action Plan, a plan required of all state agencies by the Workforce Diversity Office of the Washington State Department of Personnel and the Governor's Affirmative Action Policy Committee (GAAPCom). In addition, it is also a requirement under Board of Trustees Policy 2.00.05—Diversity, with the objective "that full and part time faculty, classified and exempt staff will reflect the diversity that exists in the communities and students we serve." Mr. Stevens reported that the diversity of administrative, exempt and classified staff, with very few exceptions, exceeds the targets that have been set for our labor market, our communities and our students. The diversity of our faculty, however, fails to meet those targets. In support of this report, Mr. Stevens provided a PowerPoint presentation of various graphs that compared:

- People of Color Employment—Eastern Washington Public Agency Comparison
- People of Color by CCS Organizational Unit
- People of Color by Job Group (Exempt/Faculty/Classified)
- People of Color by Job Group, as Compared to Total Workforce (by employment category)
- Faculty Comparison by Institution (CCS/WSU/EWU)

The GAAPCom review of the CCS 2005 Affirmative Action Plan commended CCS for:

- Executive level commitment to diversity, including the Board of Trustees' diversity policy and value statement on diversity, and that administrators are evaluated on their success in implementing these diversity initiatives
- Active involvement with the local community with the hosting and partial sponsorship of a number of diversity events

Concern was expressed regarding:

- Need to diversify the faculty job groups
- Need to expand outreach for persons with disabilities

Mr. Stevens explained he is not too alarmed with regard to the statement concerning persons with disabilities, since as the numbers are analyzed it appears a significant drop in these numbers occurred as a result of retirements. And when reviewed historically, a number of these employees were not disabled when they began employment with CCS, but became disabled during the term of their employment. A re-survey (self report) for persons with disabilities is planned with the employees of CCS, and it is thought this will probably move the total number of employed persons with disabilities back up.

Mr. Stevens advised the board there are currently 24 open tenured faculty positions. In an attempt to attract a more diverse applicant pool, advertisements were placed in both the Tacoma and Seattle newspapers, promoting full-time, tenure-track positions to adjunct instructors at community colleges on the west side. In addition, Mr. Stevens advised the board of other strategies the human resources department will be using to attract diverse faculty applicants.

Carla Naccarato-Sinclair, CCS Association for Higher Education President, stated she and the organization are fully committed to increase the diversity within the faculty pool. She made the suggestion that perhaps each instructional division may want to set diversity goals.

Discussion took place; questions were asked and answered.

BREAK

The meeting recessed at 10:25 a.m. and reconvened at 10:35 a.m.

REPORT: FINAL WINTER QUARTER 2006 ENROLLMENT REPORT AND SPRING QUARTER 2006 TENTH DAY ENROLLMENT REPORT

Dr. Livingston introduced this agenda item by explaining the importance of the enrollment numbers as the administration prepares the budget for 2006-2007. He went on to make clear that the two-year average enrollment determines whether in fact a college receives new FTE, which essentially represents the only new money to be received. That makes enrollment a very critical number, one to be watched very, very closely.

District Director of Institutional Research Colleen Straight reported that during winter quarter CCS was over the internally-set FTE target by approximately 36.5 FTE. When combined with summer and fall quarters, this takes CCS over the internally set FTE target by approximately 133 FTE.

For spring quarter the 10th day report shows CCS at approximately 93% of the internally-set FTE target; Ms. Straight advised she feels very comfortable that by the end of spring quarter, CCS will meet its annual FTE target.

DISCUSSION/ACTION: CONSIDER APPROVAL OF SERVICES AND ACTIVITIES (S&A) FEES EFFECTIVE FALL QUARTER 2006

Chief Financial Officer Linda McDermott explained to the board the process used by the District S&A Fee Committee to arrive at the final S&A fee recommendation and allocation. Ms. McDermott informed the board a fee increase is recommended

by the committee, but advised it is \$2.00 below the maximum authorized by the state board.

The schedule of fees, effective fall quarter 2006, would be:

Per credit at 1—10 credits	\$7.25
Per credit at 11—18 credits	\$2.34
Per credit over 18 credits	No additional charge
10 Credit Total Charge	\$72.50
15 Credit Total Charge	\$84.20

The following recommended changes to the allocation of S&A fees would become effective in fall quarter 2006:

CATEGORY	ALLOCATION
<ul style="list-style-type: none"> • ASA (clubs and organizations) • IRP (instructional competitions and performances) • Building Fund (campus facility enhancements not funded by legislative capital budget/other college funds) 	60%
<ul style="list-style-type: none"> • Intercollegiate Athletics 	33%
<ul style="list-style-type: none"> • Financial Aid 	7%

Ms. McDermott emphasized the importance that vice presidents of student services, financial aid directors and student services activities administrators truly prioritize the use of local financial aid funds in the ensuing year. She explained these funds are not used extensively for short-term loans due to the inadequate support services at both the colleges and the district office to prudently manage a short-term loan fund. But when they are used, they are highly scrutinized.

SCC Associated Student Council President Kitara McClure reported SCC students wanted to take the S&A fees to the max, with the following proposals to benefit: 1) expanded hours at the childcare facility; and, 2) a health care clinic staffed by CCS nursing students and a physicians assistant able to dispense sample medications.

Discussion took place; questions were asked and answered.

Tom Kneeshaw 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 2006, as recommended by the District S&A Fee Committee.

No. 06-09, Vote:

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

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.

District Director of Facilities reported the SCC science building is close to beneficial occupancy.

REMARKS FROM THE ASSOCIATION FOR HIGHER EDUCATION PRESIDENT

Carla Naccarato-Sinclair provided the following report:

- She attended the CCS Annual Retirees Breakfast
- A statewide conference will be held the weekend of April 22-23 for community and technical colleges and the four-year regional colleges to discuss issues regarding workloads and salaries
- She was sorry to announce Mead Jordan is leaving SCC for a private sector position; he is a great science teacher and represents a big loss for the college

REMARKS FROM THE WASHINGTON FEDERATION OF STATE EMPLOYEES REPRESENTATIVE

David Cosby provided the following report:

- Collective bargaining is moving forward with the two sides scheduled to meet next week; he explained that due to the medical condition of his mother both he and his wife have found it necessary to withdraw from the negotiating process
- Dr. Livingston met with the facilities group, explaining the budget process and how it affects their department
- Staff are receiving various necessary trainings, one key element in retention

REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE

Cindi Nordby provided the following report on behalf of classified staff:

- College Civics Week begins on April 24; the kickoff event will be a visit by Washington Secretary of State Sam Reed

- The Classified Staff Luncheon will be held on April 27

John Hernandez reported, on behalf of faculty, that he attended the Walt Spangenberg retirement event at which many, many people came to honor his 50 years of teaching.

President Mark Palek provided the following report:

- SFCC has received a state board Best Practice Innovation Grant to be used for a mentoring program for entrepreneurs
- A Family Night for Havermale High School students was held on the campus
- Graphic Design student Anna Morgan was awarded one gold and one silver medal at the American Advertising Federation's District XI awards
- The WSU—Spokane articulation agreement for Professional Development-Bachelor of Arts program is in its final stages
- Two groups of students from Osaka College of Health and Welfare will be hosted on the SFCC campus on May 12 and May 23
- A tree planting ceremony was held on April 17 in honor of Earth Day and Arbor Day

REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING

Mary Ann Nardecchia provided the following report on behalf of faculty:

- IEL Student Success Workshops will be held on Wednesday, April 19, at the Adult Education Center
- The IBEST Program is off to a good start with 15 students this quarter
- The CCS Foundation drive is in full swing and faculty are being encouraged to donate
- She was able to attend the Women's Leadership Conference on April 11; IEL faculty member Denise Osei won the Leadership Award in the faculty category

Marie Goetz provided the following report on behalf of classified staff:

- The 8th Annual Women's Leadership Conference is a community-wide event at which outstanding leadership awards are presented; five IEL women were nominated: Adrienne Tabar, Linda Uden, Pat Lamb, Donna Jo Smith and Denise Osei

Executive Vice President Jim Perez provided the following report:

- Shared regrets from student representative Brian Thompson that he could not be present at the meeting
- The IBEST Program is doing quite well, and diligent efforts are taking place to track the students
- Kudos to Denise Osei for her recognition at the Women's Leadership Conference

- Last week he had the opportunity to read to the three to five-year olds students at the Hillyard Center

REMARKS FROM SPOKANE COMMUNITY COLLEGE

Greg Richards provided the following report on behalf of faculty:

- Commended Richard Harless and Monica Spicker for their involvement in such an important program
- A Job Fair took place at SCC on April 18 that involved more than 65 employers
- The DEC team is taking 13 members to Dallas, Texas
- The DEC organization will be helping to market the Spokane Riverhawks baseball team
- Business department representatives traveled to the University of Idaho to review their marketing/branding program; they were made to feel very welcome and received an abundance of useful information

Kitara McClure provided the following report on behalf of students:

- College Civics Week was held April 10—14; Washington Secretary of State Sam Reed, Representatives Timm Ormsby and David Buri and Senator Mark Schoesler visited the campus to mark the occasion
- She and Brandi Christian will be representing SCC at the United Nations
- She also had the opportunity to attend the Women's Leadership Conference and was very excited to be a nominee in the student category
- SCC will be represented at the Students of Color Conference in Seattle
- Kids College, funded by student government, took place recently with 89 children enrolled; she was pleased to be able to teach a kindergarten class

President Steve Hanson provided the following report:

- Kudos to Tracy Struble for her work in coordinating the Women's Leadership Conference
- A very unique event was held on campus on Saturday, April 15—the 30th celebration of the first Mong to arrive in the Northwest
- Nancy Pearl will be coming to campus on April 19 and April 21 at the Hagan Center; he added that the ability to host these types of events are made possible due to the support of the CCS Foundation
- The Geology Lecture Series continues on April 26 with “Climate and Cultural History of the Maya Lowlands”
- Writer and poet Gary Soto will be featured on May 2
- Spring Fling Week will be May 8-12, and will feature an auto show and barbecue on May 10
- The Spokane Garden Expo will be held on campus May 13

REMARKS FROM THE CHANCELLOR

Dr. Gary Livingston provided the following report:

- SFCC Graphic Design students designed the logo for the special brand of coffee that will be distributed locally in conjunction with America's Promise
- WACTC passed common course numbering; an action plan is to follow
- WACTC passed Option 3 of the athletic waivers and scholarships
- The CCS Annual Retirees Breakfast was a very successful event
- All of the legislators were contacted and thanked on behalf of the board for their support
- He and Patty Shea will be attending the Spokane Chamber's Washington D.C. trip to lobby for a federal match of the state funds for the Magnuson Building
- The Spokesman-Review has come forward with \$1,000 donation to the CCS Foundation to award \$25 scholarships toward Adult Basic Education

REMARKS FROM THE BOARD AND BOARD CHAIR

Tom Kneeshaw thanked Dr. Livingston and members of the administrative team for their recent work in Whitman County; he has received very good feedback from members of the community for what has been accomplished.

Carol Landa-McVicker reported she attended the funeral service for Clarence Freeman, the TACTC executive board meeting, the AHANA Annual Celebration Event, the District Equity Council meeting, the Women's Leadership Conference luncheon, the Running Start event at SFCC, the President's Speakers Series at SCC, Sam Reed's visit at SCC, reviewed tenure files, and met with Governor Gregoire's Spokane aide, Sheila Collins. In addition, she attended a human resource workshop entitled, "Multicultural Generations in the Workplace" presented by Mary Ann Sanger of SFCC.

Patty Shea reported she attended the Winter Sports Awards Banquet, the Legislative Steering Committee meeting, the District Budget Committee meeting, the AHANA Annual Celebration Event, the SCC President's Speakers Series, the CCS Annual Retirees Breakfast, the Walt Spangenberg retirement event, and reviewed tenure files.

Ben Cabildo, on behalf of AHANA, thanked Community Colleges of Spokane for being a sponsor again this year of the annual celebration. He attended the SFCC Best Practice Entrepreneurial program, the WSU dean's reception, the District Equity Council meeting and the 30th Anniversary of the Mong Community.

Helen Malone reported she attended the Colville LPN graduation ceremony, the Women's History Month celebration at the IEL, the Legislative Steering Committee wrap-up meeting, the environmental cleanup event for the Kendall Yards project, the agenda planning meeting, the AHANA Annual Celebration Event, the Women's

Leadership Conference, the SFCC tree planting event, tenure file review, and an event entitled "Weaving Our Sister's Voices" which she suggested should be brought to CCS.

EXECUTIVE SESSION

Chair Helen Malone called for an executive session at 11:53 a.m. for the purposes of reviewing the performance of public employees. Executive session was expected to last until 12:20 p.m.

ADJOURNMENT

The meeting adjourned at 12:10 p.m. No further action was taken.

Secretary, Board of Trustees

Chair, Board of Trustees