

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, Mark Palek, S. James Perez, Joseph Dunlap, Jim Minkler, Terri McKenzie, Carol Green, Dixie Simmons, Carla Naccarato-Sinclair, Sheri Renner, Mary Ann Nardecchia, Marlene Cortez, David Cosby, Jeff Gander, Cindi Nordby, Marie Goetz, Kitara McClure, KimMe Castillo, and Christine Pearl (recorder)

Guests: Cheryl Churchill, Greg Plummer, Lynn Holmes, Mary Harnetiaux, Mark Mattke, Rod Taylor, Brian Spraggins, Rich Tucker, Geri Swope, Dan Bly, Nina Beegle, Chris Lundy, Peter Williams, Jenny Houck, John McCollom, Maury Ray, Elisa Jordon, Brandy Christian

CELEBRATING SUCCESS: INSTITUTE FOR EXTENDED LEARNING TRANSITION PROGRAMS—COLLEGE PREP AND WINS

Institute for Extended Learning (IEL) Instructors Nina Beegle and Jenny Houck described the IEL college prep program. It is designed to provide a bridge for students who are working toward successful transition to college and careers, and to pursue training in careers in which they will realize sustainable wages for themselves and their families. The importance of this type of program comes with statistics that show 30—35% of those who complete their GED may go on to college, but only 4% earn an A.A. degree in two years. Students in the program receive assistance with: the basic skills review, preparation for placement testing, developing essential success skills, career exploration, and computer instruction. The culmination of all they have learned is developed into a portfolio project. Recorded student testimonials were also part of the presentation.

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

The Board of Trustees of Washington State Community College District 17 held a regular meeting in Classrooms 205-208 of CenterPlace at Mirabeau, 2426 N. Discovery Place, Spokane Valley, Washington, on Tuesday, May 16, 2006. Chair Helen Malone called the meeting to order at 9:05 a.m., followed by the Pledge of Allegiance and roll call.

INTRODUCTIONS AND OPEN MICROPHONE

Chair Helen Malone announced that should anyone have comments for the board regarding tenure recommendations, each individual would need to sign in on the sheet provided and time would be allowed during executive session to hear those comments.

Mrs. Malone also shared funeral arrangement information regarding Former Trustee Betty McInturff's husband, Judge Ben McInturff.

Dr. Gary Livingston announced President Steve Hanson would not be in attendance for today's meeting as he was participating the WACTC Capital Task Force meeting.

Dr. Terri McKenzie introduced Spokane Community College Director of Recruitment and Admissions Brian Spraggins.

No one requested to speak at open microphone.

APPROVAL OF MINUTES

Carol Landa-McVicker moved and Patty Shea seconded that the minutes of the April 18, 2006, regular meeting be approved as presented.

No. 06-10, Vote:

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

DISCUSSION/ACTION: CONSIDER APPROVAL OF REVISED BUDGET FOR INSTITUTE FOR EXTENDED LEARNING HEAD START PROGRAM

Institute for Extended Learning (IEL) Executive Vice President Jim Perez introduced this agenda item and Dan Bly, Head Start director of administrative services, who made the presentation. Mr. Bly explained the IEL's Spokane County Head Start/ECEAP/Early Head Start program must submit a budget revision to Region 10 Administration for Children and Families/Head Start Bureau reflecting a 1% reduction of the original funding award that was effective November 1, 2005. This represents a more than \$400,000 shortfall to the current budget. Dr. Perez, program staff, parents and the budget planning committee have been working to cope with this shortfall. Mr. Bly went on to list the ways in which this shortfall would be addressed:

- terminate services with Northeast Child Development Center and relocate 40 Head Start slots;

- not filling staff resignation positions (work will be absorbed);
- office assistant staff time will be reduced; and
- rates charged for full day, full year child care will be increased.

Tom Kneeshaw moved and Carol Landa-McVicker seconded that the Board of Trustees of Washington State Community College District 17 approve the revised fiscal year 2005-2006 budget for Spokane County Head Start/ECEAP/Early Head Start as presented.

No. 06-11, Vote:

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

Comments were shared by trustees and Chancellor Gary Livingston regarding the effect these budget cuts are having on staff, and the long-term inevitable effect there will be to programs and children.

DISCUSSION: PROPOSED 2006-2007 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 Office Linda McDermott reminded the board the 2006-2007 services and activities (S&A) fee level was approved at the April 18th board meeting. Today they were to be presented with the budgets developed for the expenditure of those fees. A brief explanation of the budget development process was provided. The total CCS S&A budget for 2006-2007 will be \$2,075,814. Dr. Peter Williams, SCC associate dean of student services for student development, and Chris Lundy, student government vice president, reviewed the SCC associated student budgets. SFCC Associate Dean for Student Funded Programs/Student Center/Special Projects Rich Tucker provided an overview of the budget process and reviewed various line items of the SFCC S&A budget recommendations. SFCC Associated Student Council President KimMe Castillo shared insight into student involvement in the process. The IEL Associated Student Activities Budgets for 2006-2007 were reviewed by Mrs. McDermott; Dr. Maury Ray addressed the District Athletic Committee's budget request noting the increased travel expenses that would need to be accommodated. Questions were asked and answered.

The S&A fee budgets will be presented to the board for consideration of approval at their June 20, 2006, meeting.

A separate proposal for expenditure of S&A fees at Spokane Community College was made by students Elisa Jordan and Brandy Christian. SCC Associated Student

Government is requesting approval to spend unbudgeted S&A funds, not to exceed \$160,000, to establish a health and wellness clinic on the campus. The funds are intended to be used over a two-year period to support the clinic as it transitions to alternate funding sources. The clinic will be operated through a contract with the Peoples Clinic and will provide care for minor injuries and illnesses, sports physicals, pregnancy testing, TB testing, immunizations, and other health maintenance services. Questions were asked and answered.

This proposal will be presented to the board for consideration of approval at their June 20, 2006, meeting.

Mrs. McDermott advised the board the IEL Associated Student Government is requesting to spend \$25,000 of unbudgeted S&A funds for the development of a Learning Support Center at the Colville Center. An ongoing need for additional student support services has been identified over the past year, most specifically the increased need for disability support and learning assistance. Discussion continues on this initiative with implementation planned for the 2006-2007 academic year.

This proposal will be presented to the board for consideration of approval at their June 20, 2006, meeting.

DISCUSSION: PROPOSED 2006-2007 STUDENT TECHNOLOGY FEE BUDGETS FOR SPOKANE COMMUNITY COLLEGE (SCC), SPOKANE FALLS COMMUNITY COLLEGE (SFCC), INSTITUTE FOR EXTENDED LEARNING (IEL)

CFO Linda McDermott reminded the board the technology fee is a voluntary student fee and continues each quarter unless a student government votes to discontinue or adjust the fee. She advised the technology fee for SFCC and IEL students will continue in fall quarter 2006 at \$4.00 per credit, with a maximum of \$40.00 per quarter. Student government at SCC is recommending an increase to the fee, effective fall quarter 2006, which brings their technology fee also to \$4.00 per credit and a maximum of \$40.00 per quarter. Mrs. McDermott explained a total technology fee budget authority amount is developed based on technology revenue projections for each instructional unit, and the revenue must be used for technology related activities. For 2006-2007 the total technology fee budget authority is \$1,374,000, and is allocated as follows:

- Spokane Community College \$735,000
- Spokane Falls Community College 557,000
- Institute for Extended Learning 82,000

SCC Vice President of Learning Joe Dunlap provided a brief overview of the SCC student technology fee allocation and prioritized funding list. John McCollom, SFCC assistant dean for media and computer services, gave a brief explanation of the process used to develop the SFCC Technology Plan and an overview of the

services and equipment that will be provided by the funding. Mrs. McDermott provided a summary of the IEL 2006-2007 technology fee spending plan.

The 2006-2007 technology fee budgets will be presented to the board for consideration of approval at their June 20, 2006, meeting.

BREAK

The meeting recessed at 10:15 a.m. and reconvened at 10:30 a.m.

DISCUSSION/ACTION: CONSIDER APPROVAL OF PROPOSED TUITION AND FEES AND TUITION WAIVERS FOR 2006-2007

CFO Linda McDermott briefly outlined how tuition and fees are established for Washington community colleges. In April 2006 the State Board for Community and Technical Colleges (SBCTC) established tuition rates that would become effective fall quarter 2006. Using the full authority provided by the legislature, the SBCTC increased resident tuition and fees by an average of 5% for fiscal year (FY) 2007. FY 2006-2007 tuition and fee schedules for resident, non-resident and non-resident/waiver were presented.

In response to the SBCTC tuition resolution encouraging community and technical colleges to set aside up to 2% of increased tuition revenue for need-based waivers, Mrs. McDermott advised that CCS plans to increase the need-based waiver budget by \$100,000 in FY 2006-2007. Further detail was presented regarding individual waiver programs. A comprehensive list of all waivers is available through the business office.

Carol Landa-McVicker moved and Ben Cabildo 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 2006 through summer quarter 2007.

No. 06-12, Vote:

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

DISCUSSION/ACTION: CONSIDERATION OF PROPOSED 2006-2007 COMMUNITY COLLEGES OF SPOKANE BUDGET ALLOCATION MODEL

Mrs. McDermott announced CCS has received its 2006-2007 initial operating allocation from the State Board for Community and Technical Colleges (SBCTC). This allocation, plus tuition and other local revenue sources, is used to develop the

CCS initial operating budget. Through district-wide meetings and discussions a proposed 2006-2007 initial operating allocation was developed that reflects the ongoing use of the pro-rata distribution model, incorporates a legislative SmartBuy initiative reduction, and provides for internal utility reallocation. Remaining budget allocations were made consistent with past practices, SBCTC rules and regulations, and CCS identified methodologies.

For fiscal year 2006-2007, the CCS initial base budget amount is \$73,719,452. Individual units will receive the following base budgets:

- Spokane Community College \$27,504,406
- Spokane Falls Community College 19,322,294
- Institute for Extended Learning 9,617,952
- Administrative Services 5,606,666
- Facilities 5,199,097

Questions were asked and answered.

Carol Landa-McVicker moved and Patty Shea seconded that the Board of Trustees of Washington State Community College District 17 adopt the initial 2006-2007 operation budget allocation model as presented.

No. 06-13, 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 Greg Plummer reported on project bids that are expected in the next month. It was also reported an employee tour would take place of the new SCC Science Building on May 16th at 3:00 p.m.

REMARKS FROM THE WASHINGTON FEDERATION OF STATE EMPLOYEES REPRESENTATIVE

David Cosby provided the following report:

- Three bargaining units make up the Federation at CCS, and there are concerns regarding layoffs/reduction-in-force within Head Start, especially for office assistant positions; just the opposite is true in the facilities department where additional hirings may be in the offing

- The Classified Staff Training Committee will hold a combined training with The Association this August at Bellevue Community College

REMARKS FROM THE ASSOCIATION FOR HIGHER EDUCATION PRESIDENT

Carla Naccarato-Sinclair provided the following report:

- SCC Instructor Renee Goffinet has been chosen for the National Leader Academy for Higher Education
- A statewide meeting of all community and technical colleges and the three four-year regional colleges was held on April 22 regarding issues similar to all of these institutions (i.e., funding, compensation)
- She attended a follow-up meeting to create part of the WEA *Take the Lead Program*, which previously focused on K-12, but will now develop a separate focus on higher education; out of this will come a statewide telephone survey of voters that asks viewpoints of higher ed, opinion of needs in higher ed, cost of college, etc.
- There will be a Washington Learns meeting on May 23rd
- AHE elections are currently taking place
- The 2007-2012 academic calendar is currently being developed

REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING

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

- Motivational speaker Stephaine Noble-Beans from Whitworth College addressed the students on April 27
- A Cinco de Mayo Celebration was held on Friday, May 5
- A Taste of Diversity Event will be held at the Lodge on May 19
- Students, faculty and staff will be participating in Habitat for Humanity's Blitz Build Project on June 2

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

- Staff reports how busy they have been generating FTEs
- Spoke of a central theme among IEL graduation ceremony programs this year

Executive Vice President Jim Perez provided the following report:

- Judy Campbell and Jean Gassman, as a result of a pilot program in which they were involved three years ago, still receive requests regarding their expertise in working with students with learning disabilities; they are currently working with Renton Technical College
- IEL staff members Kelly Chun and Katherine Proff have successfully completed the inaugural class of the Center for Excellence Leadership Academy

- IEL Vice President Adrienne Tabar has been accepted into the next session of the Washington Executive Leadership Academy
- ECEAP of the Head Start program was recently audited; the exit interview reported many strengths in the program, but in particular the fiscal documentation was highlighted with strong accolades for CFO Linda McDermott and her department
- Invited the trustees to the West Central Community Center Dedication Ceremony on June 1, 12:00 p.m. to 2:00 p.m.

REMARKS FROM SPOKANE COMMUNITY COLLEGE

Sheri Renner provided the following report on behalf of faculty:

- The Business, Hospitality, and Information Technology Department has put together a grant application to the foundation as part of their branding project
- Review is taking place of candidates for division dean
- The Garden Expo was held on campus on May 13th
- The play “Sensuous Senator” was hilarious
- Writer/poet Gary Soto was at SCC on May 2
- Spring Fling, with a great car show, was held the week of May 8—11
- She attended the Service Learning Community Partners Awards Ceremony at Whitworth College
- The Hagan Center is recruiting new volunteers for next year
- Summer and fall enrollment is in full swing

Jeff Gander, on behalf of classified staff, had no report.

Kitara McClure provided the following report on behalf of students:

- Successful elections were held, and the new ASC president for next year will be Gavin Tucker
- The Spring Fling event, headed by the Student Activities Council, also included comedians and concerts, all free to the students and community
- Work continues on the health clinic and disability student services; the Disability Club is working to bring an entertainer to campus, a legless and armless piano player; the club is also holding a talent show on May 18th as a fundraiser for people with disabilities
- Reported about her trip to the United Nations, along with 410 other students from around the world—how exciting it was, how educational it was, and how personally successful it was

Vice President Terri McKenzie provided the following report:

- Spoke to the extra time Kitara McClure takes to speak on behalf of the college to high school students and to those graduating from IEL programs
- The Staff Appreciation Breakfast will be held on May 19th

- The community-wide Hispanic Graduation Ceremony was held on campus on May 4th
- The Facilities Council has presented a Beautification Project that will begin as early this summer to transform and update the look of Spokane Community College
- June 2nd marks the date of the second annual campus cleanup event that will involve students, staff, faculty and administration
- instructors and students from the horticulture and landscape programs participated in KXLY-TV's Ultimate Yard Makeover, which will be broadcast on Sunday, May 21

REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE

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

- thanked those trustees that were able to attend the Classified Staff Luncheon
- the committee is looking to promote mini-grant awareness for professional development training and conferences; it seems the mini-grants are being underutilized
- the next quarterly meeting will be held on May 18th
- a new upper floor evacuation chair is now available for the disabled in the event of an emergency situation

President Mark Palek provided the following report:

- announced faculty member Tanja Huffman was the interior designer for the CenterPlace Building, at which today's trustee meeting was held
- some kickoff events for America's Promise were held at SFCC on May 15th
- the curriculum committee has approved an Early Childhood Education Associate of Applied Science Technology Degree
- a very successful groundbreaking ceremony was held for the new business and social sciences building
- students from Osaka, Japan, were on campus recently for a week-long visit; a second group arrives on May 17th
- at least twelve screening committees are working to fill both instructional and administrative positions
- the PowWow will be held on Friday evening, May 19th
- the play, "Bullshot Crummond" begins on June 1, and the Music Department will be holding a series of concerts during the first week in June

REMARKS FROM THE CHANCELLOR

Dr. Gary Livingston provided the following report:

- announced June 9th as the date for the tenure reception that is co-hosted with AHE, at 2:30 p.m., at Orlando's Restaurant

- reported CCS, primarily Joanne Murcar and Katherine Proff, has been working closely with Kaiser for a \$400,000 Job Skills Program application
- a number of letters of support have been received for the Magnuson Building remodel federal funding request; work continues on that effort

REMARKS FROM THE BOARD AND BOARD CHAIR

Tom Kneeshaw reported he attended the Classified Staff Luncheon, the board of trustees' budget retreat, and reviewed tenure files. He also took the opportunity to thank Anne Tucker and her staff for the high-profile publicity CCS has been receiving.

Carol Landa-McVicker reported she attended the Japan Week kickoff event, the SFCC accreditation visit, the welcome reception for EWU President Arévalo, Cinco de Mayo events at SFCC and the IEL, the Women Helping Women event, the African American and Hispanic graduation ceremonies, the SFCC groundbreaking, the board of trustees' budget retreat, and the TACTC Creating Opportunities committee meeting.

Ben Cabildo reported he was honored to be the WSU—Spokane commencement speaker; he also met with a Post Falls healthcare company that will be moving to Spokane with the potential for many job hirings; he is involved with the SFCC Best Practice Innovation Grant Mentorship Program for Entrepreneurs and worked with his first student last week—he was very impressed; he attended the African American and Hispanic graduation ceremonies, the SFCC groundbreaking event, and the board of trustees' budget retreat.

Patty Shea reported she participated in the Spokane Regional Chamber's Washington D.C. trip to assist Dr. Livingston with the quest for federal funding of the Magnuson Building remodel matching funds. She was the keynote speaker at the SCC Communications Conference, and attended the foundation board meeting and the board of trustees' budget retreat.

Helen Malone reported she attended the Women Helping Women event, the African American and Hispanic graduation ceremonies, the SFCC groundbreaking, the IEL Cinco de Mayo celebration, the board of trustees' budget retreat, the welcome reception for EWU President Arévalo, the SFCC accreditation visit, the agenda planning meeting, the Head Start Policy Council meeting, the SFCC WorkStudy Student Awards and Recognition Luncheon, and the Classified Staff Luncheon.

ACTION: CONSIDERATION OF THE GRANTING OF TENURE FOR SPRING QUARTER 2006

Tom Kneeshaw 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:

<i>Laurel A. Brink</i>	<i>SCC</i>	<i>Nursing</i>
<i>Echo I. Rantanen</i>	<i>SCC</i>	<i>Computer Information Systems</i>

The motion was seconded by Patty Shea.

No. 06-14, Vote:

<i>Yes:</i>	<i>Patty Shea</i>
<i>Yes:</i>	<i>Ben Cabildo</i>
<i>Yes:</i>	<i>Carol Landa-McVicker</i>
<i>Yes:</i>	<i>Tom Kneeshaw</i>
<i>Yes:</i>	<i>Helen Malone</i>

EXECUTIVE SESSION

Chair Helen Malone called for an executive session at 12:15 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 12:45 p.m.

ADJOURNMENT

The meeting adjourned at 12:45 p.m. No further action was taken.

Secretary, Board of Trustees

Chair, Board of Trustees