

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 Livingston, Linda McDermott, Scott Morgan, Greg Stevens, Anne Tucker, Maureen McGuire, Steve Hanson, S. James Perez, Joseph Dunlap, Pam Praeger, Dixie Simmons, Terri McKenzie, Carol Green, Adrienne Tabar, Carla Naccarato-Sinclair, Mary Ann Nardecchia, David Cosby, Jeff Gander, Cindi Nordby, Marie Goetz, and Christine Pearl (recorder)

Guests: Greg Plummer, John McCollom, Bill Sackville-West, Dan-O Whye, Dick Hol, Doug Jones, Gail Stevenson, Judy Jenkinson, Judee Riordan, Karen Johnson, Rick Street, Karen Driscoll, Carol Riesenber, Joanne Murcar, Dennis Keen, Donna Phinney

CELEBRATING SUCCESS: SPOKANE FALLS COMMUNITY COLLEGE TECHNOLOGY PLANNING AND USE OF STUDENT TECHNOLOGY FEE

Assistant Dean for Media and Computer Services John McCollom provided the Board with a presentation regarding student technology fees at SFCC. Incorporated was a detailed report of the purchases made with the 2005-2006 technology fees. This included 225 new PCs for student use, equipment for classrooms, and circulating laptops for the library. Also presented was a description of the six-month process used to develop the annual SFCC Technology Plan, which begins with student and faculty input, and when completed identifies and prioritizes the college's technology needs for the next fiscal year. Mr. McCollom then described the process used to develop the Technology Fee Expenditure Plan; this plan is deeply rooted in the Technology Plan and relies heavily on input from the students, faculty and staff serving on the committee.

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, 2000 N. Greene Street, Spokane, Washington, on Tuesday, June 20, 2006. Chair Helen Malone called the meeting to order at 8:56 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.

At this time Chancellor Gary Livingston asked Spokane Community College Vice President Joe Dunlap to present information to the Board regarding a new CCS degree offering. Dr. Dunlap reported the title of the new degree to be: Associate in Elementary Education, which will be available to both SCC and SFCC students beginning Fall Quarter 2006. The degree is a statewide, articulated transfer degree agreement for elementary education majors between Community Colleges of Spokane and public baccalaureate universities such as Eastern Washington University, Washington State University, Gonzaga University, and Whitworth College. A course requirement sheet was distributed; questions were asked and answered and comments shared.

APPROVAL OF MINUTES

Tom Kneeshaw moved and Patty Shea seconded that the minutes of the May 12, 2006, special meeting and May 16, 2006, regular meeting be approved as presented.

No. 06-15, Vote:

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

DISCUSSION/ACTION: CONSIDER AUTHORIZATION TO GRANT EXCEPTIONAL FACULTY AWARDS

Background information for the exceptional faculty awards was presented by District Development Officer Gail Stevenson. Mrs. Stevenson explained the funding for the awards is provided by an endowment consisting of matching dollars from the Washington State Legislature, CCS Foundation contributions, and a contribution from Spokane Teachers Credit Union. She also explained a district-wide committee is appointed to develop criteria for nominations, the timeline for the nomination process, and to elect a committee chair. Mrs. Stevenson introduced this year's Exceptional Faculty Awards Committee Chair, Rick Street, accounting instructor at Spokane Community College.

Mr. Street spoke briefly to the process used to determine the award recipients, and announced the twelve \$1,000 awards to be presented for the 2006-2007 academic year:

Exceptional Faculty Award Recipients—Spokane Community College:

- Suzanne Bassett, Life Science Instructor
- Michael Miller, Chemistry Instructor
- Carol Nelson, Nursing Instructor
- Donna Phinney, Dental Assisting Program Director

Exceptional Faculty Award Recipients—Spokane Falls Community College:

- Gary Blevins, Biology Instructor
- Patty Haag, Art Instructor
- Connie Wasem, English Instructor
- Lavonne Weller, English Instructor

Exceptional Faculty Award Recipients—Institute for Extended Learning:

- Billie Gerlach, Reading Instructor
- Sabina Herdrich, English As a Second Language Instructor
- Marianne Steen, English As a Second Language Instructor
- Lora Shinskie, Read Right Program Coordinator

Trustees were advised Board approval was required for the granting of the Exceptional Faculty Awards.

Carol Landa-McVicker moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 approve the granting of Exceptional Faculty Awards for the 2006-2007 academic year as recommended by the committee.

No. 06-16, Vote:

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

DISCUSSION/ACTION: CONSIDER APPROVAL OF 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 Officer Linda McDermott advised information regarding this agenda item was presented at the May 16, 2006, Board of Trustees meeting for first reading; in the interim she has not received questions or comments regarding the proposed budgets. Mrs. McDermott noted the budgets do include the recommendation brought forward by SCC students to approve the start-up for the student health center on campus, as well as the IEL's request for approval to spend \$25,000 to enhance student support services at the Colville Center. It was recommended the Board approve the S&A budgets as presented.

Ben Cabildo moved and Carol Landa-McVicker seconded that the Board of Trustees of Washington State Community College District 17 adopt the 2006-2007 Services and Activities Fee (S&A) budgets as presented.

No. 06-17, Vote:

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

DISCUSSION/ACTION: CONSIDER APPROVAL OF PROPOSED 2006-2007 STUDENT TECHNOLOGY FEE BUDGETS FOR SPOKANE COMMUNITY COLLEGE (SCC), SPOKANE FALLS COMMUNITY COLLEGE (SFCC), AND THE INSTITUTE FOR EXTENDED LEARNING (IEL)

Ms. McDermott reported this agenda item was also presented at the May 16, 2006, Board of Trustees meeting for first reading. She reminded the Board the recommendation includes the proposed budgets as well as the rate increase at SCC; a revised final budget was presented for SCC with minor adjustments noted by Mrs. McDermott. The total budget for Spokane Community College is \$735,000; for Spokane Falls Community College \$557,000; and for the Institute for Extended Learning the total budget is \$82,000. It was recommended the Board approve the technology fee budgets for 2006-2007.

Questions were asked regarding physical education items in the budgets; these questions were answered. A list of physical education equipment with a description of purpose for items to be purchased was shared with Board members.

Carol Landa-McVicker moved and Tom Kneeshaw seconded that the Board of Trustees of Washington State Community College District 17 adopt the 2006-2007 technology fee rate and budgets for Spokane Community College, Spokane Falls Community College and the Institute for Extended Learning as presented.

No. 06-18, Vote:

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

DISCUSSION/ACTION: CONSIDER APPROVAL OF THE PROPOSED 2006-2007 COMMUNITY COLLEGES OF SPOKANE INITIAL OPERATING BUDGET

Chief Operations Officer Linda McDermott reminded the Board that at its regular meeting on May 16, 2006, they adopted the initial 2006-2007 operating budget allocation model. She continued by presenting an overview of the budget process and priorities—district-wide, for the academic units, for administrative services and for facilities. Revenue sources were reviewed, as well as expenditures by unit for a total balanced budget of \$78,710,695. In comparing the fiscal year 2007 budget to fiscal year 2006 budget, Ms. McDermott noted there is a 4.16% increase in 2007; nearly half of that amount is compensation related.

Chancellor Livingston noted that the 2006 salary increase for exempt, classified and administrative personnel is 1.6% and is one-time-only. He advised that depending upon actions taken in the next legislative session, those dollars may or may not continue. But this is an anomaly specific to these groups; faculty increases at 3.3% are on-going and are permanent.

Mrs. McDermott continued the presentation by reporting on FTE enrollment budgets; the total CCS state-funded enrollments for 2006-2007 are 13,166. Also reviewed were highlights of initial operating budgets for SCC, SFCC, the IEL, Administrative Services, and Facilities, Rents and Utilities.

Questions were asked and answered.

Tom Kneeshaw moved and Carol Landa-McVicker seconded that the Board of Trustees of Washington State Community College District 17 adopt the Community Colleges of Spokane Operating Budget for 2006-2007, effective July 1, 2006, as presented and authorizes the administration to accept additional allocations and adjustments during the fiscal year.

No. 06-19, Vote:

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

BREAK

The meeting recessed at 10:25 a.m. and reconvened at 10:43 a.m.

DISCUSSION/ACTION: CONSIDERATION OF ADOPTION OF 2007-2012 ACADEMIC CALENDARS

Chief Human Resources Office Greg Stevens provided background information as to how an academic calendar is developed. In particular, the master contract between Community Colleges of Spokane (CCS) and the CCS Association for Higher Education stipulates, in part, an academic calendar will be developed by mutual agreement between the parties no later than two years in advance. As a result of a very successful process, five years worth of calendars were developed and brought before the Board for consideration and adoption.

CCS Association for Higher Education President Carla Naccarato-Sinclair advised the calendars were ratified by the faculty on June 9, and will be made an amendment to the master contract if approved by the Board.

Ben Cabildo moved and Carol Landa-McVicker seconded that the Board of Trustees of Washington State Community College District 17 adopt the academic calendars for years 2007-08, 2008-09, 2009-10, 2010-11 and 2011-12 as presented, and direct the chancellor/CEO to take the necessary actions to implement these calendars.

No. 06-20, Vote:

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

REPORT: FINANCIAL AID PRESENTATION

Spokane Falls Community College Vice President Carol Green introduced this topic with an interesting fact: the financial aid staff at SFCC combined represent over 174 years of knowledge of service to financial aid—a very strong knowledge base. She introduced director, Karen Driscoll, SFCC vice president of student and administrative services. Ms. Driscoll's presentation consisted of the application process, basic eligibility requirements, different types of financial aid, how student need is determined, and the financial aid packaging policy.

Questions were asked and answered.

REPORT: SPOKANE COMMUNITY COLLEGE STRATEGIC PLAN REVIEW

President Steve Hanson introduced this agenda item, and those who would be making the presentation: Dr. Terri McKenzie and Donna Phinney, co-chairs of the College Council, and Dennis Keen, co-chair of the Council of Chairs.

Dr. McKenzie began the presentation by acknowledging the College Council as the organization that is charged with oversight for strategic planning for the college. Detailed information was presented on a five-step work plan developed by the College Council as it relates to strategic planning.

Dennis Keen addressed the Board regarding the development of the SCC vision statement. College Council developed ideas, which were distributed to faculty and staff for ranking; deliberations will continue with a recommendation to the president and the Board expected in the fall. Mr. Keen also expounded on the process being used for the development of a SCC slogan/tag line; it is expected the College Council will present a recommendation to the president in the fall.

The development of the evaluation tool was explained by Donna Phinney. A focus group survey determined current progress towards goals; it was determined the greatest strides were achieved in Goal 1—Instruction, Goal 6—Institutional Governance/Institutional Effectiveness, and Goal 7—Financial Responsibility.

Terri McKenzie reviewed the SCC future commitments that were presented to the Board of Trustees at the review of the strategic plan in 2005. Three of the five commitments have already been completed, with a fourth nearing completion. The fifth commitment represents an on-going procedural modification.

Looking forward for 2006-2007, Donna Phinney explained the process used for determining priority goals; two priority goals were identified:

Priority #1—Enrollment Management

SCC will manage enrollment processes and policies to promote student access, sustain fiscal health, and maintain instructional integrity.

Priority #2—Integrated Academic Community

SCC will create and sustain an integrated community that celebrates professionalism, diversity, opportunity, renewal and cross-cultural collaboration.

Possible strategies were shared that would support each of the priorities.

Questions were asked and answered; comments were shared.

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 ASSOCIATION FOR HIGHER EDUCATION PRESIDENT

Carla Naccarato-Sinclair provided the following report:

- CCS AHE elections were held and she will be the president for another two-year term; Dennie Carlson was elected secretary and Renee Goffinet was elected treasurer
- One of her projects in the fall will be working with the Workload Taskforce
- Thanked those who worked on the Calendar Committee

Dr. Livingston thanked Carla and AHE for co-sponsoring the faculty tenure reception with the CCS Board of Trustees and administration.

REMARKS FROM THE WASHINGTON FEDERATION OF STATE EMPLOYEES REPRESENTATIVE

David Cosby provided the following report:

- Collective bargaining is going well
- The facilities department is benefiting from the increased maintenance and operating funding with more training and increased staff
- Head Start is moving into new space at the West Central Community Center

REMARKS FROM SPOKANE COMMUNITY COLLEGE

President Hanson provided the following report:

- SCC is hosting O.S.P.I. this week with approximately 800 K-12 teachers on campus; Washington Superintendent of Public Instruction Dr. Terry Bergeson will also be joining the group
- Four very successful graduation ceremonies were held last week

REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE

Vice President Carol Green provided the following report on behalf President Mark Palek:

- Pam Praeger has returned from her leave
- Announced Jim Brady has accepted the offer of Dean of Instruction for Computing, Math and Science, and Dan Wenger has accepted the offer as the new Dean of Instruction for Arts and Humanities
- Every graduate in the physical therapy assistant program has a job lined up following graduation
- The “It’s All About You” event will be held on July 12 from 5:00—7:00 p.m.

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

- Staff assigned to the admissions area are very pleased with their newly remodeled work areas
- Four members will be rolling off the Classified Staff Council and will be replaced by two new members

REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING

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

- The CCS Foundation Ice Cream Social was held at the IEL Lodge on May 24
- 400 ABE certificates were awarded
- Faculty participated in the June 2 Habitat for Humanity Blitz Build event

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

- Thanked Board members for their support and participation in IEL graduation events
- Kudos to the District Graphics department for the new IEL graduation program design

Executive Vice President Jim Perez provided the following report:

- The IEL is going into summer on a high note
- The I-BEST program was a pilot partnership with SCC in spring; word has just been received from the State Board for Community and Technical Colleges that the program has been approved for 1.75 FTE; the IEL is looking forward to incorporating the same model into a partnership with SFCC
- The IEL will be able to provide on-line GED training for the first time this summer
- The renovation of the West Central Community Center has provided the Head Start program with four additional classrooms, a kitchen, and office space
- Thanked Board members for their extra efforts in attending the graduation ceremonies at the IEL rural centers

REMARKS FROM THE CHANCELLOR

Chancellor Gary Livingston asked Joanne Murcar to provide an update report on JSP funding:

- Applications for 2005-06 funding were submitted for Spokane Industries and Cascade Windows; it has been requested that the original funding proposal of \$562,000 be reduced by 20%
- Funding for 2006-07 has been submitted for Kaiser; it is expected this project will be funded, but not at what level

Dr. Livingston asked Linda McDermott to provide an enrollment update:

- For AY 2005-06 CCS exceed its annual target by 122 FTE

Chancellor Livingston provided the following report:

- Janice Eatherton was selected to receive the 2006 Staff Training for Technical and Community Colleges (STTACC) Region D Exemplary Staff Award
- The administration is moving forward with filling the athletic director position
- At its last meeting the State Board for Community and Technical Colleges approved the capital budgets as recommended by the Capital Budget Task force; action on athletic waivers was postponed until the September meeting
- A review of the Spokane Falls Community College strategic plan will be presented at the July Board of Trustees meeting
- It is planned that there will not be an August Board of Trustees meeting

REMARKS FROM THE BOARD AND BOARD CHAIR

Tom Kneeshaw reported:

- It is very exhilarating for him to witness the growth taking place in Whitman County
- He was happy to provide the greeting at the IEL's Whitman County graduation ceremony

Carol Landa-McVicker reported she attended the West Central Community Center rededication, the CCS Foundation dinner, the PRIDE parade, the Leadership Spokane graduation, the CCS faculty tenure reception, the Maury Ray retirement event, the District Equity Committee meeting, the IEL ABE and Newport Center graduations, the SCC Arts & Sciences graduation, the Chamber's Diversity Board meeting, and she participated in the CCS Foundation Golf Outing.

Patty Shea reported she attended the CCS Foundation Touch the Future House Reception, the Foundation Annual Board Dinner, the Maury Ray retirement event and five graduation ceremonies.

Ben Cabildo reported he attended many of the same events that had already been mentioned. He was especially moved by the graduation ceremony he attended at which the speaker recognized the plight of the immigrant or foreign-born student. For him, being an immigrant, it meant a lot to him.

Helen Malone reported she attended the SCC Years of Service Awards event, the CCS Foundation Touch the Future House Reception, the Maury Ray retirement event, the faculty tenure reception, the Foundation Ice Cream Social, the Board meeting agenda planning meeting, the TACTC Spring Conference, the IEL ABE,

Colville Center and Whitman County Center graduations, and the SCC Health and Environmental Sciences graduation. In addition, she served as the escort for Governor Gregoire's Special Assistant for Boards and Commissions Gayatri Eassey when she visited SCC.

EXECUTIVE SESSION

Chair Helen Malone called for an executive session at 1:00 p.m. for the purposes of reviewing the performance of public employees. Executive session was expected to last until 1:45 p.m.

At 1:40 p.m. the Board of Trustees returned to open session.

ACTION:

Carol Landa-McVicker moved and Tom Kneeshaw seconded that the Board of Trustees of Washington State Community College District 17 extend the contract of Chancellor/CEO Gary Livingston for one additional year.

No. 06-21, Vote:

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

ADJOURNMENT

The meeting adjourned at 1:44 p.m. No further action was taken.

Secretary, Board of Trustees

Chair, Board of Trustees