

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, Mark Palek, S. James Perez, Pam Praeger, Dixie Simmons, Terri McKenzie, Carol Green, Adrienne Tabar, David Cosby, Jeff Gander, Cindi Nordby, Marie Goetz, Gavin Tucker and Christine Pearl (recorder)

Guests: Greg Plummer, Joanne Murcar, Katherine Proff, Rhosetta Rhodes, Dan Wenger, Jim Brady, Peter Williams, Kris Miller, Linda Graham, Shanda Diehl

CELEBRATING SUCCESS:

Dr. Joanne Murcar, Dean of Instruction for Business and Community Training at the Institute for Extended Learning, provided an activities update for her division. Included were reports in the following four topic areas: 1) reinventing and stabilizing strategies for the TECH program; 2) community and regional marketplace trends; 3) internal and external partnerships; and 4) “what’s making us excited.”

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, July 18, 2006. Chair Helen Malone called the meeting to order at 8:58 a.m., followed by the Pledge of Allegiance and roll call.

INTRODUCTIONS AND OPEN MICROPHONE

Spokane Falls Community College President Mark Palek introduced two new deans:

- Dean of Fine Arts and Humanities Dan Wenger, and
- Dean of Instruction for Computing, Math and Science Jim Brady.

Board Chair Helen Malone introduced Spokane Community College Associate Student Council President Gavin Tucker.

No one requested to speak at open microphone.

APPROVAL OF MINUTES

Carol Landa-McVicker moved and Patty Shea seconded that the minutes of the June 20, 2006, regular meeting be approved as presented.

No. 06-22, Vote:

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

DISCUSSION/ACTION: CONSIDER APPROVAL OF THE REAUTHORIZATION OF FUNDING FOR THE INSTITUTE FOR EXTENDED LEARNING HEAD START/EARLY HEAD START PROGRAM FOR FISCAL YEAR 2007

District Director of Head Start, ECEAP and Early Head Start Programs Kris Miller provided the Board with background information regarding this agenda item. The funding application covers the period November 1, 2006, through October 31, 2007, and is in the amount of \$8,025,116. Ms. Miller explained that although the programs received a 1% funding cut, the full number of children will still be served. The cuts will be absorbed in programmatic changes made to clerical staff and absorbed in other creative ways.

Chancellor Gary Livingston commented that a 1% cut in funding to such incredibly important programs is inexcusable. Experiencing cuts on top of inflation places these Head Start programs in crisis and woefully under funded; the Board and administration will be working with legislators to seek relief.

Tom Kneeshaw moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 approve continuation of funding for the Institute for Extended Learning Head Start/Early Head Start program in the amount of \$8,025,116 from the Department of Health and Human Services Administration for Children and Families for fiscal year 2007 (11/01/06—10/21/07).

No. 06-23, Vote:

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

Kris Miller, on behalf of the Head Start Policy Council, presented tokens of appreciation to Trustees Helen Malone and Tom Kneeshaw for their work as Board liaisons to the council.

DISCUSSION/ACTION: APPROVAL OF EXEMPT SALARY SCHEDULE FOR 09/01/06 THROUGH 06/30/07

Chancellor Livingston advised the Board faculty salary schedules are negotiated each fall, and the classified salary schedule is currently being negotiated at the state level. That leaves the remaining schedule for exempt and executive staff, which was presented to the Board for consideration. Dr. Livingston advised that per the 2005-2007 Appropriations Act a one-time 1.6% cost-of-living adjustment is available for exempt staff effective September 1, 2006, through June 30, 2007. Unless re-appropriated by the legislature, this amount will terminate on June 30, 2007.

Carol Landa-McVicker moved and Patty Shea seconded that the Board of Trustees of Washington State Community College District 17 approve the September 1, 2006, to June 30, 2007, exempt and executive salary schedule, as presented, with the stipulation that the included 1.6% one-time cost-of-living allocation provided by the legislature will expire effective June 30, 2007.

No. 06-24, Vote:

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

REPORT: SPRING QUARTER 2006 AND ACADEMIC YEAR 2005-2006 ENROLLMENT REPORT

Chief Financial Officer Linda McDermott reported Community Colleges of Spokane's final 2005-2006 state supported full-time equivalent students (FTEs) was 13,239. This total placed CCS at 123 FTEs above the funded enrollment allocation (targeted enrollment) of 13,115 FTEs, which qualifies CCS for enrollment growth dollars.

Dr. Livingston spoke to the additional efforts being taken regarding recruitment with the addition of a recruitment position at each college and additional funds targeted towards recruitment. He noted the job of garnering FTEs will be even more challenging next year.

BREAK

The meeting recessed at 9:35 a.m. and reconvened at 9:55 a.m.

**REPORT: REVIEW OF PUBLIC EMPLOYMENT RELATIONS
COMMISSION DECISION NO. 9379**

Greg Stevens, chief human resources officer, brought this issue to the attention of the Board. In 2005 a disagreement regarding the subcontracting of various projects within the CCS Facilities Department was advanced as an unfair labor practice complaint by the Washington Federation of State Employees; included was disagreement regarding the process used by CCS for responding to information requests. The complaint was adjudicated by the Public Employment Relations Commission (PERC) that issued decision number 9379, which, in summary, held that:

- CCS had appropriately complied with statute and had not committed an unfair labor practice in five of the disputed projects.
- CCS had not complied with statute and had committed an unfair labor practice in three of the disputed projects.
- CCS' process for responding to records requests and information was inappropriate.

Directives within PERC decision number 9379 require CCS:

- Give reasonable notice to, and bargain upon request, with WFSE on:
 - subcontracting work ordinarily and regularly performed by employees of the trades unit, and
 - transfer of work to employees outside of the trades unit, and
 - the method for requests for collective bargaining information.
- Post copies of the notice (attached) in conspicuous places on CCS premises where notices to the trades bargaining unit are usually posted.
- Read the notice attached (and incorporated by reference) into the record at a regular Board meeting and append a copy to the official minutes of the meeting.
- Notify WFSE and PERC, in writing within 20 days of the order, of the steps taken to comply with the order.

At this time Mr. Stevens read the attached copy of the Public Employment Relations Commission Notice.

PUBLIC EMPLOYMENT RELATIONS COMMISSION

NOTICE

THE WASHINGTON PUBLIC EMPLOYMENT RELATIONS COMMISSION CONDUCTED A LEGAL PROCEEDING IN WHICH ALL PARTIES HAD THE OPPORTUNITY TO PRESENT EVIDENCE AND ARGUMENT. THE COMMISSION RULED THAT WE COMMITTED UNFAIR LABOR PRACTICES IN VIOLATION OF STATE COLLECTIVE BARGAINING LAWS, AND ORDERED US TO POST THIS NOTICE TO EMPLOYEES:

We did not give notice to, and so failed to bargain with, the Washington Federation of State Employees over subcontracting of bargaining unit work of the custodial, grounds, trades and crafts bargaining unit, involving grease trap maintenance, repair of door hinges, construction of storage racks and a mezzanine in the drama storage building, and repair and maintenance of heating, ventilation, and air-conditioning systems in Spokane Community College buildings 1, 9, 15, 16, and 19, and heating, ventilation, and air-conditioning systems in the newer greenhouse at Spokane Falls Community College.

We did not give notice to, and so failed to bargain with, the Washington Federation of State Employees over the transfer of bargaining unit work of the custodial, grounds, trades and crafts bargaining unit to our employees not within the bargaining unit, of heating, ventilation, and air-conditioning work at the newer greenhouse at Spokane Falls Community College.

We did not give notice to, and so failed to bargain with, the Washington Federation of State Employees over the method for requesting collective bargaining information. This information is necessary to fulfill the union's collective bargaining responsibilities to its members in the custodial, grounds, trades and crafts bargaining unit, the 'office, clerical, and food service bargaining unit, and the Head Start bargaining unit.

TO REMEDY OUR UNFAIR LABOR PRACTICES:

WE WILL NOT fail to give notice to, and bargain upon request, with the Washington Federation of State Employees over subcontracting of work ordinarily and regularly performed by employees in the custodial, grounds, trades and crafts bargaining unit.

WE WILL NOT fail to give notice to, and bargain upon request, with the Washington Federation of State Employees over the transfer of work ordinarily and regularly performed by employees in the custodial, grounds, trades and crafts bargaining unit

WE WILL NOT fail to give notice to, and bargain upon request, with the Washington Federation of State Employees over the method for requesting collective bargaining information.

WE WILL NOT interfere with employee collective bargaining rights by obstructing requests by the Washington Federation of State Employees for collective bargaining information.

WE WILL NOT in any like or related manner interfere with, restrain, or coerce employees in the exercise of rights guaranteed under Chapter 41.80 RCW.

WE WILL immediately cease using subcontractors for repair and maintenance work on the chiller in Spokane Community College building 1; energy systems in Spokane Community College buildings 9 and 16; the echelon router in Spokane Community College building 15; the radiant heating pipe in Spokane Community College building 19; and heating, ventilation, and air-conditioning work in the newer greenhouse at Spokane Falls Community College. We will immediately restore that work to employees of the custodial, grounds, trades and crafts bargaining unit.

WE WILL immediately cease using our employees not within a the custodial, grounds, trades and crafts bargaining unit to maintain the heating, ventilation, and air-conditioning system in the newer greenhouse at Spokane Falls Community College. We will immediately restore that work to employees of the custodial, grounds, trades and crafts bargaining unit.

WE WILL immediately cease requiring the Washington Federation of State Employees to submit collective bargaining information requests through Chapter 42.17 RCW, the Public Disclosure Act.

WE WILL notify the Washington Federation of State Employees in writing within 20 days following the date of this order, as to what steps have been taken to comply with this order.

WE WILL notify the Compliance Officer of the Public Employment Relations Commission in writing within 20 days following the date of this order, as to what steps have been taken to comply with this order, and at the same time provide the Compliance Officer with a signed copy of the notice required by this order.

DATED: 7-7-06

COMMUNITY COLLEGE DISTRICT 17 (SPOKANE)

BY: *Greg Stevens*
Authorized Representative

THIS IS AN OFFICIAL NOTICE AND MUST NOT BE DEFACED BY ANYONE

This notice must remain posted for 60 consecutive days, and must not be altered or covered by any other material. Questions about this notice or compliance with the Commission's order may be directed to the Public Employment Relations Commission (PERC), 112 Henry Street NE, Suite 300, P0 Box 40919, Olympia, Washington 98504-09 19. Telephone: (360) 570-7300. The full decision will be published on PERC's web site, www.perc.wa.gov

REPORT: SPOKANE FALLS COMMUNITY COLLEGE STRATEGIC PLAN REVIEW

Spokane Falls Community College Vice President of Student and Administrative Services Carol Green introduced the presentation of the most recent assessment of the SFCC Strategic Plan. The college mission statement served as the basis for the development of core values and college goals. Shanda Diehl, college manager of institutional research, described the 2003-2004 Campus Scorecard that was used to measure where SFCC stood in the achievement these goals. From this research the following campus priorities for 2005-2006 were developed:

- 1) Enhance student success for all first year students with special emphasis on those who are also students of color, single parents, economically disadvantaged, and persons with disabilities.
- 2) Expand institutional research specific to student progression in meeting educational goals.
- 3) Improve student access to classes (enrollment caps, class offerings, night school, alternative delivery, and quantity/quality issue).
- 4) Enhance program completion and progression rates.

One of these priorities was to “enhance student success for all first year students with special emphasis on those who are also students of color, single parents, economically disadvantaged, and persons with disabilities.” To that end SFCC began participation in the Foundations of Excellence—First Year Experience Program in fall 2005; Vice President of Learning Pam Praeger provided an overview of the program and of the final report/task force summary.

Dean of Instruction for Computing, Math and Science Jim Brady described developments taking place in the SFCC Math Department that will assist with student progression and completion. A component of this undertaking is the Transition Math Project and its goal to help students make a successful transition from secondary to postsecondary education in mathematics courses. Mr. Brady also presented information regarding SFCC’s Title III grant application for approximately \$2 million. The college will learn in September if the grant will be awarded.

SFCC services provided to students were reviewed by Dr. Carol Green. She reviewed various events that are conducted for the recruiting and retention of students, explained the steps being taken toward a seamless admissions process between CCS institutions, and advised financial aid is now available for CCS dual-enrolled students. In the new Student Entry Center assessment testing hours have been expanded and walk-ins are now able to be accommodated.

Director of Service Learning, Continuing Education and Community Engagement Rhosetta Rhodes stated it is known that the students of color retention rate, graduation rate and academic achievement at SFCC tends to be low—what is not known is why. In an effort to improve academic success for students of color, SFCC would like to develop a culture of evidence to address critical issues—base programming and services to students on the data as to what issues SFCC students of color are facing, recognizing “one size does not fit all.” The goal is that by the end of next year there will be an understanding of those issues critical to each population of color and then work to offer what is needed to ensure their success.

Dr. Green stated to the Board that what has been presented are some of the initiatives SFCC has implemented to address college priorities for 2005-2006. Another campus assessment was done, the 2004-2005 Campus Scorecard. As a result of this assessment, for 2006-07 a fifth campus priority was added to the previous four:

- 5) Improve success of student transfer rate at Washington state baccalaureates at junior level standing and increase the academic success rate of transfer students at Eastern Washington University.

President Mark Palek concluded the presentation by advising the Board SFCC will begin the school year at their fall conference with each department revising their

strategic plan for the next year. The strategic planning process at SFCC is now a fairly mature process that involves virtually every constituency on campus; this will prove most beneficial in 2008 when the college receives its fifth-year interim visit by the accrediting body.

Questions were asked and answered and some discussion followed the presentation.

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 updated the Board regarding current projects on the campuses and bids to be received and opened.

Dr. Livingston advised detailed capital project documents would be available in the Board of Trustees' office.

REMARKS FROM THE WASHINGTON FEDERATION OF STATE EMPLOYEES REPRESENTATIVE

David Cosby provided the following report:

- Regarding the 1.6% salary issue, he stated it was not listed as COLA, but as a "one time bonus" in the original contract and has become a "kind of political football"; assurances have been given, though, that the 1.6% would be a permanent salary increase
- Contract negotiations are not occurring in the month of July
- With regard to the contracting out issue, proper notification has been taking place from CCS to the Federation

REMARKS FROM THE ASSOCIATION FOR HIGHER EDUCATION PRESIDENT

No report was given.

REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE

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

- Under Dr. Palek's direction classified staff member Lisa Antonietti has received a scholarship to attend the STTACC conference at Bellevue Community College

President Mark Palek provided the following report:

- The campus recently hosted the 2nd Annual “It’s All About You” event
- The Title II grant proposal has been submitted; the foundation for the program is the SFCC strategic plan

REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING

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

- Classified staff are pleased to see FTE numbers are up where they belong; a lot of work contributed to this, in particular marketing
- In the area of marketing, brochures are now being designed to provide a more polished look, “an IEL look”

Executive Vice President Jim Perez provided the following report:

- The new online GED program is going well this summer; this fall a computer program, Nova-Net, will be added to supplement the high school completion program, allowing those students to also work at home—online
- A day-long labor market focus group was held in Whitman County on June 22 at which 38 community, business, government and higher education leaders came together to hopefully develop an action plan for a presence in Colfax
- The IEL administrative team and program coordinators met on July 17 to hold a half-day retreat with the public information staff (Anne Tucker and Mary Harnetiaux) for training on the subject of responding to media

REMARKS FROM SPOKANE COMMUNITY COLLEGE

President Steve Hanson provided the following report:

- The new science building is in operation with classes now being taught; an opening celebration will be held in the fall
- The OSPI summer institute was held on the SCC campus June 19-22 with 850 Washington state teachers, principals and counselors in attendance; State Superintendent of Public Instruction Terry Bergeson’s office sent a letter stating the evaluation results were overwhelmingly positive, and particularly thanked Sherry Lynn Dow, Carol Anderson, John Trent, Michael Pidding, Barry Hayes, Bob Pebles, Jo Lynne Sherman, and Don Johnson for a very successful conference
- SCC has applied for another high demand grant—40 FTEs for sonography
- Announced he has been appointed to the board of the Spokane Valley Chamber of Commerce

REMARKS FROM THE CHANCELLOR

Dr. Gary Livingston provided the following report:

- Thanked Tom Kneeshaw for his advance work that resulted in the Colfax higher education meeting
- He received a call from Dr. Terry Bergeson thanking SCC for what she considered one of the best retreats OSPI has hosted—she felt the accommodations supported a most successful event
- Announced IEL Executive Vice President Jim Perez would be retiring at the end of July and Vice President of Learning Dixie Simmons would be the acting executive vice president during the month of August while strategies are discussed for going forward with an interim
- Thanked Dr. Perez for his leadership in these past years and wished him well in his retirement
- Advised the Board CFO Linda McDermott briefed him on the budget closeout for 2005-06, which is going well
- To date, the human resources department has gone from nearly 100 vacancies in early spring to 40 currently
- The WACTC committee assignments have been made; President Hanson will be serving on human resources, President Palek on education and strategic planning, and Dr. Livingston will be on legislative
- A dinner meeting sponsored by George Schillinger will be held next week with members of the Gates Foundation to provide an update on CCS efforts over the past three years in terms of early learning; the governor recently announced a partnership with the Gates Foundation and their intention to invest approximately \$80 million over the next decade in early learning, identifying two communities with which to partner—one being Seattle and the other an eastern Washington community; it's an exciting opportunity and Dr. Livingston expressed appreciation to CCS foundation member George Schillinger for the opportunity to meet with the Gates Foundation members
- Advised this board meeting concludes his fourth year as chancellor/CEO, stating it's been an exciting four years and thanked the Board for their support

REMARKS FROM THE BOARD AND BOARD CHAIR

Tom Kneeshaw wished Dr. Jim Perez well in his retirement and thanked him for a job well done in leading the Institute for Extended Learning.

Patty Shea reported she attended the Umbdenstock Reception and threw out the first pitch at the CCS Foundation Alumni Association night at the Spokane Indians game. Ms. Shea took the opportunity to compliment the CCS Marketing and Publications Department and Public Information Officer Anne Tucker for CCS billboards and marketing efforts. She has received much positive feedback regarding the unified message and the personal touch of student success stories.

Ben Cabildo reported he attended the IEL advisory council meeting, Governor Gregoire's luncheon regarding the Spokane region, and he continues his organizing duties for the Unity in the Community event.

Helen Malone reported she attended the CCS Foundation Bigfoot Golf Classic and the University District update meeting

Carol Landa-McVicker reported she attended the CCS Foundation Bigfoot Golf Classic, the agenda planning meeting, the Creating Opportunities meeting and the Bridges for Opportunity conference in Cincinnati.

EXECUTIVE SESSION

Chair Helen Malone called for an executive session at 12:18 p.m. for the purposes of reviewing the performance of public employees. 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