

## MINUTES

### WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17 BOARD OF TRUSTEES REGULAR MEETING

**Present:** Helen Malone (chair), 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, Joseph Dunlap, Pam Praeger, Dixie Simmons, Terri McKenzie, Adrienne Tabar, Carla Naccarato-Sinclair, John Hernandez, David Cosby, Cindi Nordby, Chris Jackson and Christine Pearl (recorder)

**Guests:** Greg Plummer, Rich Tucker, Ken Burrus, Peter Williams, Paul Haeder, Bobby Lee, Heather McKenzie, Chris Jackson, Travis Merrigan

**Excused:** Ben Cabildo

### **CELEBRATING SUCCESS: SPOKANE FALLS COMMUNITY COLLEGE THEME—SUSTAINABILITY: PROMOTING A LIVABLE FUTURE**

Spokane Falls Community College (SFCC) Communications Instructor Paul Haeder provided a presentation on the college's year-long theme: Sustainability. He shared that this theme incorporates liberal arts, sciences, economics, sociology, cultural diversity, systems thinking, and the future of life. The three "Es" of Sustainability are: ecology/environment, economy/employment, and equity/equality. An abundance of events surrounding the theme of Sustainability are planned over the course of the academic year.

### **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 Littlefoot Room of the Lair Student Center, Spokane Community College, 1810 N. Greene Street, Spokane, Washington, on Tuesday, September 19, 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**

Chief Operations Officer Scott Morgan introduced Ken Burrus, district director of physical education and recreation and dean of physical education.

Spokane Falls Community College President Mark Palek introduced Student Representative Chris Jackson.

No one requested to speak at open microphone.

### **APPROVAL OF MINUTES**

*Patty Shea moved and Tom Kneeshaw seconded that the minutes of the July 18, 2006, regular meeting be approved as presented.*

*No. 06-25, Vote:*

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

### **REPORT: ALERT OF TENURE FOR FALL QUARTER 2006**

Chief Human Resources Officer Greg Stevens advised the Board the following faculty member is in the eighth quarter of the tenure review process or has previously received an extension, and will be considered for tenure at the November 21, 2006, Board meeting. The tenure file will be placed in the Board office for trustee review.

Bernadette Y. Vielbig                      SFCC                      Art

### **REPORT: UPDATE OF WORKFORCE DEMOGRAPHIC/UTILIZATION FOR FACULTY FOLLOWING 2005/2006 RECRUITMENT**

Chief Human Resources Officer Greg Stevens reminded the Board this report was in follow-up to the annual report originally given at the April 18, 2006, Board of Trustees meeting. At that time the Board was alerted to an area of concern noted by the Governor's Affirmative Action Policy Committee regarding the need to diversify the CCS faculty job groups. Also at that time the Board was advised the human resources department was going to be very busy recruiting faculty during the spring, so there was an interest in coming back to report on progress.

Several strategies were employed during the spring faculty recruitment effort and some progress was made, but CCS still remains below target when comparing our relevant people of color labor market availability with the people of color CCS workforce in the faculty categories.

Mr. Stevens described a California State University recruitment trip planned for January 2007. With California being one of the most diverse states in our region, it

is thought sending a representative team of recruiters to the regional college job fairs and open recruitment forums may aid CCS in achieving the needed results.

Dr. Livingston commented this is a very challenging and frustrating issue—frustrating in that we have not been more successful. The community has been very patient, but the expectation is the faculty will better represent the students in the classroom. He went on to say, “We will have to be prepared to do some things we haven’t done before—the community expects it and deserves it. They have been tolerant, but we can’t expect that to last much longer.”

Trustee Carol Landa-McVicker mentioned retention is also an important consideration—to make people of color feel welcome, assist with community connections, mentorships, etc.

**REPORT: ENROLLMENT REPORTS FOR 2006-2007: SUMMER FINAL, FALL FIRST DAY, AND QUARTERLY TARGETS**

Dr. Livingston introduced this agenda item by reporting higher education enrollments statewide are soft. In fact, a number of schools have not met their biennium targets, but CCS did—just slightly.

Chief Financial Officer Linda McDermott reported total summer quarter 2006 enrollment was 1109.9 FTEs, down slightly from last year. In terms of fall quarter 2006, Mrs. McDermott reported the first-day district total enrollment as 3,496 FTEs. This number and the individual college FTEs will also be measured for the fifth day, tenth day and final enrollment. These enrollment numbers are measured against the funded enrollment target, both for the individual colleges and for the combined district total. First-day fall 2006 numbers, compared to fall 2005 first-day numbers, are down about 50 FTEs.

Discussion took place; question were asked and answered.

**BREAK**

The meeting recessed at 10:00 a.m. and reconvened at 10:12 a.m.

The Board reconvened to honor Trustee Tom Kneeshaw on the occasion of his last meeting as a Board member following ten years of dedicated service. Expressions of appreciation and memories were shared by the Board members, Chancellor Livingston and Carla Naccarato-Sinclair; Board Chair Helen Malone presented Mr. Kneeshaw with a plaque of appreciation.

The meeting recessed at 10:20 a.m. for a short reception and reconvened at 10:33 a.m.

## **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 highlighted areas of interest that are currently taking place with facility projects.

## **REMARKS FROM THE ASSOCIATION FOR HIGHER EDUCATION PRESIDENT**

Carla Naccarato-Sinclair provided the following remarks:

- She has been attending Washington Learns meetings on the west side of the state
- School has started and there are 30 new tenured faculty members and 20 new annualized faculty that have been hired for this year
- She will be traveling to Washington, D.C. for meetings regarding the Higher Education Act, and then on to Boston to plan for the Higher Education Conference
- Expressed appreciation to Tom Kneeshaw for his years of service to CCS

## **REMARKS FROM THE WASHINGTON FEDERATION OF STATE EMPLOYEES REPRESENTATIVE**

Marlene Cortez provided the following remarks:

- Ballots have been mailed for the new classified staff contract; highlights of this agreement were reviewed with the formal document expected near the end of the year

David Cosby provided the following remarks:

- The contracting out discussions are going well; the work conducted over the summer with the bargaining unit and the contractors seemed to work very well; results include the painting of Old Main, the fire tower and the fire station
- Thanked Tom Kneeshaw for his support of classified staff over the years

## **REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING**

Interim Executive Vice President Jim Perez provided the following remarks:

- The I-Best Program, a collaboration of the IEL and SCC, graduated it's first class of 10 on August 14<sup>th</sup>; four of those graduates are now enrolled at SCC in either the welding or CNC program, and others report having better jobs because of the I-Best Program; for the second phase of I-Best there are 22

students enrolled; work is currently being analyzed for a similar I-Best partnership with SFCC

- The Head Start centers worked very hard to meet the federal guidelines for full enrollment
- Airway Heights recently held a graduation ceremony with 47 students receiving their GED and 10 students receiving their one-year certificate
- Thanked Tom Kneeshaw for his ten years of dedicated advocacy to the rural programs and for serving as a representative to the Head Start Board

## **REMARKS FROM SPOKANE COMMUNITY COLLEGE**

Marlene Cortez provided the following remarks on behalf of classified staff:

- The STTACC statewide conference was held in August, and she expressed appreciation to President Hanson, President Palek and Chancellor Livingston for each sending two representatives

President Hanson provided the following remarks:

- A very successful opening was held for the new science building—thanks to Anne Tucker for her work in coordinating the event
- The new Student Health Center is opening on September 19th; this center was made possible because of the support from the Associated Students
- A fundraiser entitled, “A Celtic Celebration” will be held at the Hagan Center for the Humanities on October 20
- The Orlando’s Fall Wine Dinner will be held on the evening of October 27<sup>th</sup>
- Thanked Tom Kneeshaw for the opportunity to work with him and for his contributions to SCC

## **REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE**

John Hernandez provided the following remarks on behalf of faculty:

- The District Fall Conference, followed the next day by the SFCC Fall Orientation, were both excellent events designed to bring everyone together
- This week classes began and students are still registering
- Thanks to Tom Kneeshaw for his service to CCS

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

- Student ambassadors began their duties this morning
- Thanked Dr. Palek for ensuring SFCC had representation at the STTACC statewide conference in August

President Mark Palek provided the following remarks:

- Thanked Tom Kneeshaw for his support over the years
- A Sustainability Expo will be held on October 27<sup>th</sup> with 60 to 80 vendors on campus

- On Saturday, October 7, a Spokane River cleanup will be held and the SFCC Service Learning Club is participating
- Amazing progress is being made on the Social Science Building
- Noted the SFCC cabinet discussed switching from a recruitment mode to a retention mode, which is related to the Foundations of Excellence program

## **REMARKS FROM THE CHANCELLOR**

Public Information Officer Anne Tucker provided the following remarks related to Community Colleges of Spokane's recognition of Constitution Day (September 17, 2006) and Week (September 17-23, 2006):

- The Spokane Community College web site directs visitors to displays on campus in the Main Building and Learning Resources Center celebrating the Constitution and other founding documents. The site also provides a link to the Constitution Week proclamation.
- A display highlighting the Constitution is location in the Spokane Falls Community College Student Union Building near the cafeteria for student, faculty and staff. In addition, the student government president and legislative liaison have made materials about the Constitution available at an information table in the Student Union lobby this first week of classes.
- The Institute for Extended Learning (IEL) Lodge set up a display in the main lobby, and several center sites have decorated with red, white and blue. All IEL staff members have been encouraged to wear our national colors to celebrate our Constitution. In addition, information has been posted on the IEL web site for students and centers to reference.

Anne Tucker also provided a report to the Board regarding marketing and advertising. She provided a packet that contained copies of the outdoor advertising boards that have appeared in 17 locations. She also reported on newsprint and radio ads and the various venues used for that advertising.

Ms. Tucker introduced Travis Merrigan, district recruitment and outreach coordinator. Mr. Merrigan shared that changes will be coming in outreach and admissions, one of which is the use of the word "outreach" in place of "recruitment," and requested and encouraged those in attendance for their support of the outreach and admissions team.

Chancellor Gary Livingston provided the following remarks:

- Thanks to everyone who contributed to a most successful District Fall Conference; each of the colleges also hosted wonderful kickoff events, with different messages and different activities; all of these events got folks off to a great start
- The Washington state senators will be in Spokane on September 25 and 26; President Hanson, Spokane Chamber CEO Rich Hadley and he will be

making a presentation entitled, "Community Colleges of Spokane and Spokane Regional Chamber of Commerce: Partnerships in Spokane Regional Workforce Training"

- SBCTC Executive Director Charlie Earl will meet with the Spokane Economic Development Council on September 27<sup>th</sup>
- CCS did not receive one of the Opportunity Grants and we are very disappointed about that; a couple of local legislators who felt they had spent some political capital to get CCS included were also disappointed and have expressed that
- He and Scott Morgan have met with the Spokane Regional Chamber's Policy Council regarding CCS capital projects and Job Skills Program funding increase; this is the process by which the business community sets its legislative priorities for the next year
- CCS is also working with the CEDS (Comprehensive Economic Development Strategy) process in which the federal government invests in communities, to acquire Magnuson Building matching funds
- Reviewed plans for a possible Transitional Math Project retreat that would include board members and representatives from other local colleges and from K-12
- He, Scott Morgan and Greg Plummer have been meeting with custodial and facilities staff to provide information and answer questions, and intend to do so at least a couple of times a year
- Thanked Tom Kneeshaw for ten years of service on behalf of students and our region

## **REMARKS FROM THE BOARD AND BOARD CHAIR**

Patty Shea reported she attended the Native American Summer Academy graduation ceremony, the TACTC legislative committee meeting, the I-Best graduation ceremony, the Board of Trustees retreat, the Spokane Regional Chamber's Annual Meeting, the SCC New Science Building Dedication, and the District Office barbecue.

Helen Malone reported she attended the Head Start banquet, the Native American Summer Academy graduation ceremony, the I-Best graduation ceremony, the Unity in the Community event, the Board of Trustees retreat, board meeting agenda planning, TACTC meetings, Community Congress on Race Relations, all of the college orientation events including the Colville orientation, and the SCC New Science Building Dedication.

Carol Landa-McVicker reported that as she attends various local events, it becomes so evident what an impact Community Colleges of Spokane has on the community. Some of these events included the Spokane Regional Chamber's Annual Meeting, Community Congress on Race Relations, Unity in the Community, the Native

American Summer Academy graduation ceremony and the Michiko & Hiroshi Takaoka Retirement Reception at Mukogawa.

Tom Kneeshaw shared the story of how he became a Community Colleges of Spokane trustee, beginning with his first contact from the governor's office in 1996, and providing highlights from his ten years of service as a member of the Board of Trustees.

**ADJOURNMENT**

The meeting adjourned at 11:48 a.m. No further action was taken.

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Secretary, Board of Trustees

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Chair, Board of Trustees