MINUTES

WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17 BOARD OF TRUSTEES REGULAR MEETING

Present: Ben Cabildo, Don Cox, and Helen Malone. Also present were Gary Livingston, Linda McDermott, Scott Morgan, Greg Stevens, Anne Tucker, Maureen McGuire, Steve Hanson, S. James Perez, Joe Dunlap, Pam Praeger, Dixie Simmons, Carla Naccarato-Sinclair, John Hernandez, David Cosby, Cindi Nordby, Denise McKinnon, Ryan Naccarato, and Christine Pearl (recorder)

Guests: Greg Plummer, David Murley, Peter Williams, Kris Miller, Gail Stevenson, John Huffstutter, Greg Bever, Rick Street

Excused: Carol Landa-McVicker, Patty Shea

CELEBRATING SUCCESS: INSTITUTE FOR EXTENDED LEARNING CORRECTIONS EDUCATION

Dean of Corrections Education David Murley explained IEL education services are provided at Airway Heights Corrections Center and Pine Lodge Corrections Center for Women. Offenders are offered ABE/GED/ESL programs and vocational skills programs in electronics, information technology certificate, upholstery and interactive media. Also presented was information regarding implementation of the "Offender Re-Entry Plan" that focuses on reducing recidivism by increasing vocational education programs and chemical dependency treatment programs.

Jennifer Deymonaz provided information regarding the American Correctional Association's national accreditation for the Airway Heights Corrections Center this past year—a major success for the program.

Student success stories were also part of the presentation, as told by gentlemen who graduated from classes offered by the program and went on to obtain employment in the community.

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

The Board of Trustees of Washington State Community College District 17 held a regular meeting in Room 101 P of the Esmeralda Center North, Institute for Extended Learning, 3939 N. Freya Street, Spokane, Washington, on Tuesday, June 19, 2007. Trustee Helen Malone called the meeting to order at 8:55 a.m., followed by the Pledge of Allegiance and roll call.

INTRODUCTIONS AND OPEN MICROPHONE

Trustee Helen Malone introduced Greg Bever, who was recently notified by Governor Gregoire that he has been appointed to the Community Colleges of Spokane Board of Trustees, effective October 1, 2007. No other introductions were made and no one requested to speak at open microphone.

APPROVAL OF MINUTES

Don Cox moved and Ben Cabildo seconded that the minutes of the May 15, 2007, regular meeting and May 23, 2007, special meeting be approved as presented.

No. 07-14, Vote:

Yes: Ben Cabildo Yes: Don Cox Yes: Helen Malone

DISCUSSION/ACTION: CONSIDER AUTHORIZATION TO GRANT EXCEPTIONAL FACULTY AWARDS

The Exceptional Faculty Awards are granted via a nomination process to a district-wide committee; the committee develops the nomination criteria and elects a committee chair. Spokane Community College Accounting Instructor Rick Street was the committee chair again this year, and advised the Board 150 exceptional faculty award nominations were received. This year's theme, *Best Practices: Selfless Influence*, was the measure against which each nomination was evaluated. From all of the nominations received, the following twelve faculty will each receive a \$1,000 Exceptional Faculty Award and will be recognized during the fall conferences:

- Pam Austin
- Kellie Fischer
- Pam Meyers
- Judy Noel
- Andy Buddington
- Dennie Carlson
- Ginny Powers
- Lisa Wolfe
- Nina Beegle
- Susan Coffee
- Karen Snell
- Lisa Williams

Ben Cabildo moved and Don Cox seconded that the Board of Trustees of Washington State Community College District 17 approve the granting of Exceptional Faculty Awards for the 2007-2008 academic year as recommended by the committee.

No. 07-15, Vote:

Yes: Ben Cabildo Yes: Don Cox Yes: Helen Malone

DISCUSSION/ACTION: CONSIDER APPROVAL OF THE EARLY CHILDHOOD EDUCATION AND ASSISTANCE PROGRAM (ECEAP) INTERIM FUNDING APPLICATION FOR THE INSTITUTE FOR EXTENDED LEARNING HEAD START/EARLY HEAD START PROGRAM FOR THE 2007-2009 BIENNIUM IN THE AMOUNT OF \$5,006,672

The Institute for Extended Learning's Head Start/ECEAP/Early Head Start program provides services to preschool-age children in collaboration with various Spokane County agencies. The Department of Early Learning (DEL) funds the state ECEAP program and issues biennium contracts for vendors to provide preschool services to low-income children and families. District Director of Head Start/ECEAP/Early Head Start Programs Kris Miller explained the application presented today is for interim funding of ECEAP and covers the period beginning July 1, 2007, through June 30, 2009, pending service level expansion and vendor increases to be announced by DEL in the next few months.

Ben Cabildo moved and Don Cox seconded that the Board of Trustees of Washington State Community College District 17 approve the interim ECEAP 2007-2009 biennium funding application for the Institute for Extended Learning Head Start/ECEAP/Early Head Start program in the amount of \$5,006,672 from the Department of Early Learning.

No. 07-16, Vote:

Yes: Ben Cabildo Yes: Don Cox Yes: Helen Malone

DISCUSSION/ACTION: APPROVAL OF EXEMPT SALARY SCHEDULE EFFECTIVE JULY 1, 2007

Chief Human Resources Officer Greg Stevens explained the 2005-07 Appropriations Act provided a one-time 1.6% COLA increase for exempt, administrative and executive staff for the period September 1, 2006, through June 30, 2007. Unless extended through action taken during the 2007 legislative session, this salary increase would end for these employees on June 30, 2007. In accordance with this action, the Board of

Trustees approved the Exempt/Administrator Salary Schedule, which reflected the 1.6% increase effective September 1, 2006, and provisions for terminating the COLA increase should the legislature fail to support it beyond June 30, 2007.

Mr. Stevens advised the 2007-09 Appropriations Act makes the 1.6% COLA increase permanent for these staff; for CCS, this will require specific action by the Board of Trustees.

Don Cox moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 extend the 2006-07 exempt, administrator and executive salary schedule through August 31, 2007, making permanent the 2006-07 1.6% general salary increase, as legislatively provided, to be effective July 1, 2007.

No. 07-17, Vote:

Yes: Ben Cabildo Yes: Don Cox Yes: Helen Malone

DISCUSSION/ACTION: MEMORANDUM OF UNDERSTANDING—SALARY SCHEDULE FOR CUSTOMIZED TRAINING

Greg Stevens provided the background information that explained the necessity for bringing this Memorandum of Understanding forward for consideration of approval by the Board. CCS's has experienced accelerated growth in the area of customized job skills training; customized training has previously been compensated under terms of the CCS and AHE Master Contract. It became evident the contract rate was not a competitive market rate for this specialized instruction, and that the current Master Contract does not adequately compensate this work. Based on these conclusions the parties met and a tentative agreement was reached that would provide for an hourly Customized Training salary schedule. The specific rate would be determined by the appropriate administrator after considering the private vendor rate for that training skill focus; that rate would be also be offered to CCS faculty interested and qualified to conduct the specialized training.

Ben Cabildo moved and Don Cox seconded that the Board of Trustees of Washington State Community College District 17 approve for use, effective immediately and for the term of the current Master Contract, the attached Memorandum of Understanding for a customized training salary schedule, and direct the Chancellor to take the appropriate actions necessary to implement the schedule.

No. 07-18, Vote:

Yes: Ben Cabildo Yes: Don Cox Yes: Helen Malone DISCUSSION/ACTION: CONSIDER APPROVAL OF PROPOSED 2007-2008 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 this agenda item was presented for first reading to the Board at their May 15, 2007, meeting; none of the information has changed since that time. The only issue that remained for discussion was that of the SCC smoking shelters, which were deemed a good first step. The Board of Trustees would like to see a district-wide smoking policy developed during the next academic year by student government working collaboratively with campus administration.

Don Cox moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 adopt the 2007-2008 Services and Activities Fee (S&A) budgets and special projects as presented.

No. 07-19, Vote:

Yes: Ben Cabildo Yes: Don Cox Yes: Helen Malone

DISCUSSION/ACTION: CONSIDER APPROVAL OF PROPOSED 2007-2008 STUDENT TECHNOLOGY FEE BUDGETS FOR SPOKANE COMMUNITY COLLEGE (SCC), SPOKANE FALLS COMMUNITY COLLEGE (SFCC), AND THE INSTITUTE FOR EXTENDED LEARNING (IEL)

Linda McDermott advised this agenda item also was presented for first reading to the Board at their May 15, 2007, meeting. There was one change since that time to the line item budget at SFCC, but the total budget authority for 2007-08 of \$1,370,000 and the following allocation of: \$735,000 for SCC; \$557,000 for SFCC; and \$78,000 for the IEL remains the same.

Don Cox moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 adopt the 2007-2008 budgets for Spokane Community College, Spokane Falls Community College and the Institute for Extended Learning, as presented.

No. 07-20, Vote:

Yes: Ben Cabildo Yes: Don Cox Yes: Helen Malone

DISCUSSION/ACTION: PROPOSED TUITION AND FEES FOR 2007-2008

As explained by Linda McDermott, the Washington State Legislature's budget to the state board included a tuition increase no greater than two percent. The state board's implementation strategy would apply the increase to full-time resident students only. At CCS this results in an average increase of \$29.80 per quarter for full-time students (15 credits per quarter).

Also presented for Board review were waivers authorized by the legislature and state board and available to CCS students. New waivers include 1) a 100% waiver to a child and the spouse or surviving spouse of a deceased or disabled eligible veteran or National Guard member, and 2) a twenty-five percent tuition waiver for eligible student athletes. In accordance with the twenty-five percent tuition waiver for eligible student athletes, the Board of Trustees approved and adopted Resolution 07-21, a copy of which will be attached with the official minutes.

The Board was provided a copy of the 2007-2008 Tuition, Fees and Waiver Schedules, a booklet giving a thorough explanation of each category.

Ben Cabildo moved and Don Cox seconded that the Board of Trustees of Washington State Community College District 17 adopt the Tuition, Fees and Waiver Schedule and the Athletic Tuition Waiver Resolution 07-21 as presented effective fall quarter 2007 through summer quarter 2008.

No. 07-21, Vote:

Yes: Ben Cabildo Yes: Don Cox Yes: Helen Malone

DISCUSSION/ACTION: CONSIDER APPROVAL OF THE PROPOSED 2007-2008 COMMUNITY COLLEGES OF SPOKANE INITIAL OPERATING BUDGET

An overview of the development of the CCS initial operating budget was presented by Linda McDermott. Revenue sources include: State General Fund, Worker Retraining, Tuition, Capital/Maintenance, and Operating budget support. From these sources a total of \$84,506,713 is expected to be generated.

It is proposed these funds be allocated as follows:

Spokane Community College	\$ 30,492,907
Spokane Falls Community College	21,458,550
Institute for Extended Learning	10,683,796
Administrative Services	7,006,763
Facilities	5,696,831
Rents/Utilities/Other	5,054,746
Undistributed	4,113,120

Total Initial Operating Budget \$ 84,506,713

Detailed spending plans will be presented to the Board at their July 2007 meeting.

Don Cox moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 adopt the initial CCS Operating budget for 2007-2008, effective July 1, 2007, as presented and authorizes the administration to accept additional allocations and adjustments during the fiscal year.

No. 07-22, Vote:

Yes: Ben Cabildo Yes: Don Cox Yes: Helen Malone

DISCUSSION/ACTION: CONSIDER APPROVAL OF SPOKANE COMMUNITY COLLEGE ASC REVISED CONSTITUTION

Spokane Community College (SCC) Associated Student Council (ASC) President Gavin Tucker reviewed the changes made to the Constitution and Bylaws of the Association Student of Spokane Community College. A request was made for approval of these changes by the Board.

Don Cox moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 approve the revised Spokane Community College Associated Student Council Constitution as presented.

No. 07-23, Vote:

Yes: Ben Cabildo Yes: Don Cox Yes: Helen Malone

It was recommended this constitution be brought back in the future to revise the language that requires Board approval for revisions to the document; this authority should be passed on to the college presidents.

EXECUTIVE SESSION

Acting Chair Helen Malone called for an executive session at 10:27 a.m. for the purposes of discussing litigation or potential litigation. Executive session was expected to last until 10:40 a.m.

The Board returned to Open Session at 10:40 a.m.

Don Cox moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 adopt Resolution No. 07-24 Authorizing Indemnification of Rebecca A. Crow, Mark Connolley and Kimberly Connolley.

No. 07-24, Vote:

Yes: Ben Cabildo Yes: Don Cox 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.

REMARKS FROM THE WASHINGTON FEDERATION OF STATE EMPLOYEES REPRESENTATIVE

David Cosby reported Local 1221 held their post-legislative dinner with representatives from the third, the sixth, and the ninth districts, as well as the local representatives in attendance.

REMARKS FROM THE ASSOCIATION FOR HIGHER EDUCATION PRESIDENT

Carla Naccarato Sinclair provided the following report:

- the year ended well
- OSPI is currently on the SCC campus
- she will be attending the SBCTC meeting on June 21

REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING

Denise McKinnon provided the following report on behalf of classified staff:

- Anne Zaro, family service coordinator with Early Head Start, has been elected the incoming president-elect of the Spokane Prevention of Child Abuse Council
- many IEL staff and students participated in the June 12th Habitat for Humanity Blitz Build, and received an award for having the greatest number of volunteers in attendance
- the Displaced Homemakers Program has been awarded a grant to continue the program for 2007-2009

Interim Executive Vice President Jim Perez provided the following report:

- thanked the Board of Trustees for their participation in graduation ceremonies
- announced adjunct faculty member Susie Weller has published a book: Solving the Parenting Puzzle: Four Thinking Styles to Unlock the Secret of Family Harmony
- acknowledged that this is his last Board of Trustees meeting and expressed his appreciation to the Board for their continued support over the past five years

REMARKS FROM SPOKANE COMMUNITY COLLEGE

President Steve Hanson provided the following report:

- the state superintendent's office is conducting a four-day institute on the SCC campus, a repeat of the same event held last year
- a recognition dinner for student ambassadors was held on June 18
- expressed appreciation to the Board for their participation in the graduation events

REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE

John Hernandez, on behalf of faculty, expressed congratulations to President Hanson and Dr. Perez as they retire, and wished everyone a safe summer.

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

- announced this would be her last meeting; Rosie Johnson has been elected president and Lisa Antonietti has been elected vice-president of the classified staff organization at SFCC
- thanked the Board for the opportunity to represent the classified staff at their meetings

Vice President Pam Praeger provided the following report on behalf of President Mark Palek:

- Dean Jim Minkler has been meeting with EWU to make sure their system, advising sheets, etc. will reflect the CCS/WA state common course number system for transfer equivalency
- a barbecue will be held today at the East Central Community Center to celebrate the awards recently bestowed upon the collaborative effort of the Community Development/Neighborhood Revitalization Project
- work continues on the Northwest Commission on Colleges and Universities accreditation letter, which will be due at the end of summer
- thanked Helen Malone for attending the graduation ceremony
- SFCC has been awarded the Title III Grant

REMARKS FROM THE CHANCELLOR

Chancellor Gary Livingston provided the following report:

- at the last meeting of the Student Achievement Incentives Taskforce the entire policy group did sign off on the matrix and benchmarks; SBCTC staff Jan Yoshiwara and Dave Prince have agreed to come to Spokane to make a presentation on this information in the fall
- Security staff from the individual units have been meeting together to continue the conversation as to how to improve security
- As of Monday afternoon, June 18th, CCS has achieved over enrollment of target by 1.2 FTE
- Thanked Jim Perez and Steve Hanson for their leadership of this district

REMARKS FROM THE BOARD AND BOARD CHAIR

Don Cox shared he was so impressed by the number of SCC graduating students that took a second during the ceremony to seek a personal moment with the president. He was equally impressed by the Pullman graduation in how the entire staff pulled together to make graduation a memorable event for the students.

Helen Malone provided the following report:

- advised graduation ceremonies are the trustees' reward for overseeing the colleges during the previous year; she thanked everyone that made the events possible
- shared with Jim Perez that his quiet leadership will be missed
- announced the Unity in the Community event will be held on August 18th at Riverfront Park
- there will be no August CCS Board of Trustees meeting

ADJOURNMENT

The meeting adjourned at 11:15 a.n	n. No further action was taken.	
Secretary, Board of Trustees	Chair, Board of Trustees	