

MINUTES

WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17 BOARD OF TRUSTEES REGULAR MEETING

Present: Patty Shea (chair), Greg Bever, Ben Cabildo, Don Cox, and Carol Landa-McVicker. Also present were Gary Livingston, Linda McDermott, Greg Stevens, Anne Tucker, Jim Minkler, Maureen McGuire, Joe Dunlap, Mark Palek, Scott Morgan, Carol Riesenberg, Pam Praeger, Amy Lopes-Wasson, Carla Naccarato-Sinclair, Greg Richards, John Hernandez, Mary Ann Nardecchia, David Cosby, Marlene Cortez, Sharon Kelly, Cheryl Bivens, Nicole Bishop, Ryan Naccarato and Christine Pearl (recorder)

Guests: Greg Plummer, Dan Bly, John Huffstutter, Ken Burrus, Peter Williams, John McCollum, Heather Keast, Sally Nick, Holly Meginniss, Rhonda Lobe

CELEBRATING SUCCESS: SPOKANE FALLS COMMUNITY COLLEGE SUPPLEMENTAL INSTRUCTION—SUPPORTING STUDENT ACHIEVEMENT

Spokane Falls Community College (SFCC) Instructors Heather Keast and Sally Nick explained the supplemental instruction program at their campus. In this program students who have already been successful in a tough course are hired as supplemental instruction leaders to direct out-of-class study sessions for a designated course. The student leaders are extensively trained; assigned to a particular class, which they attend every day; they then lead voluntary group study sessions outside of class two to three times per week. Courses such as pre-Calculus, English and Biology have been offered as this program gets underway.

The objective of the supplemental instruction sessions is to help students master the content in difficult courses, to teach students learning strategies they can use in other courses, and to encourage them to stay in school.

Supplemental instruction leaders Nicole Bishop, Holly Meginniss and Rhonda Lobe also took part in 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 the Falls Conference Room at Spokane Falls Community College, 3410 West Fort George Wright Drive, Spokane, Washington, on Tuesday,

May 20, 2008. Chair Patty Shea called the meeting to order at 8:58 a.m., followed by the Pledge of Allegiance and roll call.

INTRODUCTIONS AND OPEN MICROPHONE

District Director of Facilities introduced Jeff Teal, Facilities Manager at Spokane Community College; no one requested to speak at open microphone.

APPROVAL OF MINUTES

Carol Landa-McVicker moved and Ben Cabildo seconded that the minutes of the April 15, 2008, regular meeting be approved as corrected.

No. 08-12; motion carried.

DISCUSSION/ACTION: CONSIDER APPROVAL OF THE PROPOSED TUITION AND FEES FOR 2008-2009

Chief Financial Officer Linda McDermott reported the State Board for Community and Technical Colleges (SBCTC) received authority from the legislature allowing community college resident tuition to increase, on average, by up to two percent per year in the 2007-2009 biennium. Effective fall quarter 2008, the state board adopted a two percent tuition increase applied across the board for resident students, and the same dollar amount for non-resident students. At Community Colleges of Spokane (CCS) this results in an annual increase of \$54.75 (\$18.25 per quarter) for a full-time resident student enrolled in 15 credits per quarter.

Waivers authorized by the Legislature and the SBCTC are available to many CCS students. The administration reviewed the waivers and recommended a two-percent increase to most waivers for 2008-2009. A detailed waiver list was presented at the Board meeting.

Proposed lab and course fees connected to many of the courses will be brought to the Board of Trustees for consideration of approval at their meeting in July.

Don Cox moved and Greg Bever seconded that the Board of Trustees of Washington State Community College District 17 adopt the Tuition and Waiver Schedules as presented effective fall quarter 2008 through summer quarter 2009.

No. 08-13; motion carried.

DISCUSSION: PROPOSED 2008-2009 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

As explained by CFO Linda McDermott, Services and Activities (S&A) Fees are collected during student registration as a portion of the standard tuition and fee payment. Upon approval of the Board of Trustees, these fees are used to fund various student programs located at each college and the Institute for Extended Learning. S&A Fee committees, on which students hold a majority of the voting membership, have the responsibility of proposing program priorities and budgets that obtain funds from S&A Fees. The State Board for Community and Technical Colleges establishes the maximum allowable S&A Fees; the CCS Board of Trustees has authority to approve fees up to the authorized limit.

The District S&A Fee committee recommends approval of the following fee increase as noted:

	<i>Maximum S&A Fees 08-09</i>	<i>CCS S&A Fees 07-08</i>	<i>Recommended S&A Fees 08-09</i>	<i>CCS Increase</i>
<i>From 1-10 credit hours, per credit</i>	<i>\$7.60</i>	<i>\$7.45</i>	<i>\$7.45</i>	<i>No increase</i>
<i>From 11-18 credit hours, per credit</i>	<i>\$3.00</i>	<i>\$2.50</i>	<i>\$2.85</i>	<i>\$.35 per credit</i>
<i>19+ credit hours</i>	<i>\$No additional</i>	<i>\$No additional</i>	<i>\$No additional</i>	<i>N/A</i>
<i>Quarterly 15 credits</i>	<i>\$91.00</i>	<i>\$87.00</i>	<i>\$88.75</i>	<i>\$1.75 per quarter</i>

The revenue derived from S&A Fees will be disbursed as follows:

- Student activities, clubs, building fund: 60%
- District athletics: 33%
- Financial aid: 7%

Ryan Naccarato, SCC ASC President, advised the Board of the list of student clubs/organizations and the budgets amounts they are approved to receive in 2008-09. SCC Interim Vice President of Learning Carol Riesenbergl described a special project for which \$90,000 of unbudgeted S&A funds were requested: a campus Health and Wellness Clinic for students. The clinic will provide care for minor injuries and illnesses, physicals, pregnancy testing, TB testing, immunizations, as well as other health maintenance services with the care of nurse practitioners.

Peter Williams, SCC Associate Dean of Student Services for Student Development, described a campus-wide recycling program funding request for \$18,000. The program, scheduled to begin fall 2008, would be viewed as a pilot project, distributing 20 large recycling bins throughout the campus.

Spokane Falls Community College ASC President Nicole Bishop spoke to the Board regarding the budget for clubs and organizations, advising the majority of increases are due to travel and fuel increases.

Students Lacey Jenson and Doug Reiber representing the Institute for Extended Learning (IEL) Whitman County Center presented the Associated Student Activities proposed budgets to the Board of Trustees. They also spoke of additional benefits received as a result of S&A fees by providing examples of workshops and special topic speakers that have been made available. Amy Lopes Wasson, IEL Dean of Student Services, reviewed for the Board the Associated Student Activities Special Projects proposed budgets. Projects included expansion of the Newport and Republic Libraries, purchasing printers and supplies for Newport, Colville and Pullman, and additional funding for development and maintenance of the Colville, Newport and Pullman Learning Centers.

District Director of Athletics Ken Burrus reviewed the Athletics S&A Budget request. He advised the Board this budget represents a plan for the coming year; figures regarding insurance costs, officials' fees, and the fact that all the athletic schedules are not yet complete will affect the final budget. The rising cost of travel and fuel will impact 15 of the 23 lines in the budget. There will be \$126,000 in tuition grants available in 2008-09 for the over 300 student athletes expected to participate and represent CCS athletics.

DISCUSSION: PROPOSED 2008-2009 STUDENT TECHNOLOGY FEE BUDGETS FOR SPOKANE COMMUNITY COLLEGE (SCC), SPOKANE FALLS COMMUNITY COLLEGE (SFCC), AND INSTITUTE FOR EXTENDED LEARNING (IEL)

CFO Linda McDermott advised the current technology fee is \$4.00 per credit with a maximum of \$40.00 per quarter. Technology fee committees at SCC, SFCC and the IEL develop technology fee spending plans based on available budget authority.

The total budget authority for 2008-09 is \$1,458,000 allocated as follows:

Spokane Community College	\$ 800,000
Spokane Falls Community College	585,000
Institute for Extended Learning	73,000
Total Technology Fee Budget Authority	\$ 1,458,000

Institution budget authority is based on the technology revenue projected at each of the instructional units for the next fiscal year. The revenue is used for broadly defined technology-related activities in support of the learning environment and the

priorities established at each institution. Questions were asked and answered; limited discussion took place.

BREAK

The meeting recessed at 10:45 a.m. and reconvened at 11:00 a.m.

When the meeting reconvened Dr. Livingston explained there was a slight miscommunication between himself and Chief Financial Officer Linda McDermott regarding Agenda Item No. 5, *Proposed 2008-2009 Services and Activities Fee Budgets*, and Agenda Item No. 6, *Proposed 2008-2009 Student Technology Fee Budgets*. Normally these items are presented to the Board as a Discussion/Action item, and were listed that way on the meeting agenda. Historically these items are brought to the Board in June as Discussion/Action items, seeking approval prior to the July 1 budget deadline.

He advised there is no policy reason why these two items cannot be brought forward today for approval. Therefore, the suggestion would be that, unless the Board has questions regarding Agenda Item No. 5 and 6, that the traditional practice be followed of presenting the information, answering questions, making the recommendation and requesting action by the Board of Trustees so that the administration may proceed with institutional budget development.

Dr. Livingston requested, if it would be the pleasure of the Board that they consider action on these two agenda items at today's meeting.

Carol Landa-McVicker moved and Don Cox seconded that the Board of Trustees of Washington State Community College District 17 adopt the 2008-2009 Services and Activities Fee (S&A) budgets and special projects as presented.

No. 08-14; motion carried.

Carol Landa-McVicker moved and Ben Cabildo seconded that the Board of Trustees of Washington State Community College District 17 adopt the 2008-2009 Student Technology Fee budgets for Spokane Community College, Spokane Falls Community College and the Institute for Extended Learning as presented.

No. 08-15; motion carried.

DISCUSSION/ACTION: CONSIDER APPROVAL OF THE PROPOSED 2008-2009 COMMUNITY COLLEGES OF SPOKANE INITIAL OPERATING BUDGET

CFO Linda McDermott reported information related to the proposed CCS initial operating budget. Highlights of the 2008-2009 fiscal year budget, totaling \$85,690,161, include compensation related adjustments, growth and targeted enrollments, student achievement funds, opportunity grants and tuition replacement funding. The pro-rata distribution model was used for general increases and decreases in operating resources. The remaining budget allocations were made consistent with historical spending patterns, SBCTC allocation methodologies for earmarked monies, and methodologies identified by CCS. The 2008-2009 initial operating allocation was reviewed during the meeting.

The operating units will finalize budget development in the coming weeks. Detailed spending plans will be presented to the Board at their meeting in July.

Don Cox moved and Greg Bever seconded that the Board of Trustees of Washington State Community College District 17 adopt the initial Community Colleges of Spokane Operating Budget for 2008-2009, effective July 1, 2008, as presented and authorizes the administration to accept additional allocations and adjustments during the fiscal year.

No. 08-16; motion carried.

STATUS REPORTS: CAPITAL PROJECTS IN PROGRESS, BUDGET AND EXPENDITURES, AND HEAD START

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 bids have been received for the SCC Lair Deli Coffee House project and the demolition of Buildings 3 and 14 at SFCC; bids will be received on May 21st for roof repairs.

REMARKS FROM THE WASHINGTON FEDERATION OF STATE EMPLOYEES REPRESENTATIVE

David Cosby provided the following report:

- The classified staff training event, *Bloom Where You are Planted*, held on April 25 drew 165 attendees
- Union-Management Communications Committee meetings are taking place; these are a non-binding forum, but are very worthwhile and positive
- When Gonzaga University built a new baseball field last year, they donated all of their used bleachers to the CCS athletic department; under his direction, and with the use of CCS programs such as truck driver training, the bleachers were dismantled, moved and reconstructed at the SFCC athletic field

REMARKS FROM THE ASSOCIATION FOR HIGHER EDUCATION PRESIDENT

Carla Naccarato-Sinclair provided the following report:

- Negotiations will not be completed this spring; they will be continued in the fall
- The Faculty Tenure Reception will be held on May 27th at Orlando's; unfortunately, she will be attending the Faculty Salary Taskforce in Olympia and unable to attend

REMARKS FROM SPOKANE COMMUNITY COLLEGE

Greg Richards, on behalf of faculty, reported the SCC Integrated Business and Entrepreneurship Program Open House will take place on May 22, 4:30—7:00 p.m., in the Lair Student Center.

Sharon Kelly provided the following report on behalf of classified staff:

- The SCC Staff Appreciation Breakfast was held on May 16th and was well attended
- Staff Council is working to coordinate a June 19 social event in the Hagan Center; included will be a presentation regarding present day Vietnam and Cambodia
- Three new members have been recruited

President Joe Dunlap provided the following report:

- Three students were finalists and two finished in the top ten at the National DEC Competition at Atlanta, GA, in April; another team participated in a pilot event involving financial analysis—the CCS team was one of only six in the nation to satisfactorily complete this event and submit their report
- On May 20 and 21 the Pizza, Pop and Power Tools event will be taking place at the Apprenticeship Center, a very successful program to introduce young women from the area high schools to non-traditional career fields
- The President's Speakers Series on Wednesday, May 21, will host Todd Carmichael presenting "Stepping Off the Path: The Road Less (and Best) Traveled by Successful Business People"
- On Friday, May 23, 9:00 a.m.—4:00 p.m., the *Calling All Colors: A Global Leadership Summit* event will take place
- The May 27th Geology Lecture Series will feature Dr. Scott Burns presenting: *Terroir in the Pacific Northwest: Relation of Geology, Soils, and Climate to Great Wines*
- SCC graduation ceremonies will take place on June 16th; Governor Christine Gregoire will be the guest speaker at the 4:00 p.m. ceremony

REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE

John Hernandez, on behalf of faculty, reported interviews are taking place today with three candidates for the position of Vice President of Student and Administrative Services.

Cheryl Bivens provided the following report on behalf of classified staff:

- Thanked Trustee Patty Shea for attending the Classified Staff Quarterly Meeting
- The Classified Staff Breakfast was held on May 9, with 85 attendees
- Nine mini-grants for a total of \$3,100 have been awarded to classified staff for various projects

REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING

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

- A new department chair has been named, Shirley Vines, to replace Pat Lamb who is retiring after nearly 25 years of service with CCS
- On May 7th and 15th Susie Weller presented workshops at IEL Centers on *Thinking Styles and Career Choices: Match or Mismatch*
- The IEL will add a fourth class to its current ESL online offerings, an online speaking course; the pilot class will be taught by ESL Instructor Mary Ann Nardecchia during summer quarter 2008
- SCC's Jenny Houck reports an online college prep class called "College Prep Express" will be ready for its first pilot group Fall Quarter 2008
- Judy Campbell and Jean Gassman taught a workshop entitled *Creating a Universal Design for Learning Classroom* for new faculty on May 9th
- Kathy George and Judy Campbell are continuing to teach the successful class entitled *Overcoming Math Anxiety*

On behalf of Beverlee Witham, Mary Ann Nardecchia also provided the following classified staff report:

- The student baked potato lunch fundraiser at the AEC made over \$400; the U-Center homemade soups fundraiser made \$183.95; the Hillyard Indian taco fundraiser for the Shirley and Betty fund made \$778.06; all of these fundraisers are matched by funds from the CCS Foundation

Chief Executive Officer Scott Morgan provided the following report:

- The PACE Year End Celebration will be Tuesday, June 3rd, 2:00—4:00 p.m., in the SCC Lair Bigfoot/Sasquatch Rooms
- The SEER Program Celebration will take place on Friday, June 6, 1:00 p.m., at the IEL Lodge
- Finalists have been selected for the Head Start director position; forums will be held on Thursday, May 22, 10:00 a.m. to 2:00 p.m., at the IEL Lodge

- A new HVAC vocational program will be started at the Airway Heights Corrections Center

REMARKS FROM THE CHANCELLOR

Chancellor Gary Livingston provided the following report:

- The enrollment target has been surpassed
- He will be making a presentation to the HECB at their Thursday, May 21, breakfast meeting regarding the math consortium project
- He will be accompanying Governor Gregoire's new Higher Education Policy Director Chris Alejano on a tour of the SCC campus on May 21st
- The Faculty Tenure Reception will be held on May 27th, 2:30 to 4:30 p.m., at Orlando's Restaurant
- Reminded everyone the next Board of Trustees meeting will be held in Newport, and van transportation will be available
- Advised the Board an announcement was received that the Re-Hosting Project has been cancelled and the relationship with HP has been negated; a huge challenge now lies before the state system as it relates to bringing forth the technology to support the infrastructure of our system, of which there are a couple of pressing and immediate issues, financial aid being one of them; this is a very significant setback to us as a state system

REMARKS FROM THE BOARD AND BOARD CHAIR

Greg Bever reported he attended the CCS Retirees' Breakfast; the Hispanic Graduation Ceremony; and the Customized Jobs Skills Graduation Ceremony.

Ben Cabildo reported attending the Hispanic and African American Graduation Ceremonies; the Workforce Development Council meeting; the District Equity Council meeting; and the TACTC Spring Convention. Ben also reported planning continues for the Unity in the Community event—he hopes to see SCC and SFCC involvement.

Carol Landa-McVicker attended the Hispanic and African American Graduation Ceremonies; the Customized Jobs Skills Graduation Ceremony; the Awards and Recognition Luncheon at SFCC; and the TACTC Spring Convention. She announced a new web site sponsored by the SBCTC called "checkoutacollege.com" and urged everyone to view it and publicize it.

Don Cox congratulated Dan Bly on a wonderful career and his service to CCS as he prepares to retire. He also congratulated his two colleagues Ben Cabildo and Carol Landa-McVicker; Ben for being named the TACTC 2008 Outstanding Advocate for Equity and Carol for being elected the TACTC president for the next year.

Patty Shea reported she attended the CCS Retirees' Breakfast; the SFCC sn-w'ey'-mn Building dedication; the Athletic Hall of Fame Dinner; the agenda planning meeting; the SFCC Classified Staff Quarterly meeting; the Foundation Board meeting; and the Hispanic and African American Graduation Ceremonies.

ACTION: CONSIDERATION OF THE GRANTING OF TENURE FOR SPRING QUARTER 2008

Carol Landa-McVicker moved that WHEREAS the Board of Trustees is duly authorized and vested by law as the appointing authority for Community Colleges of Spokane; and as the appointing authority has reviewed and given reasonable consideration to the review committee recommendations for tenure, non-renewal or extension of tenure for these probationary faculty; I move that the appointing authority hereby grant an award of tenure to the following probationary academic employees and hereby direct the chancellor to take any and all appropriate action in carrying out this decision.

Tanja Huffman	SFCC	Interior Design
Karen S. Saba	SCC	Medical Secretary & Medical Transcription

Ben Cabildo seconded the motion.

No. 08-17; motion carried.

Carol Landa-McVicker moved that WHEREAS the Board of Trustees is duly authorized and vested by law as the appointing authority for Community Colleges of Spokane; and as the appointing authority has reviewed and given reasonable consideration to the review committee recommendations for tenure, non-renewal or extension of tenure for these probationary faculty; I move that the appointing authority hereby accept the recommendation of the tenure review committee to extend the tenure review period for up to three additional academic quarters for the following probationary academic employee:

Stacia M. Reagan	SCC	Medical Assistant
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Ben Cabildo seconded the motion.

No. 08-18; motion carried.

EXECUTIVE SESSION

At 12:55 p.m. Chair Patty Shea called for an executive session under RCW 42.30.110(1) for the purpose of evaluating the qualifications of an applicant for public employment or to review the performance of a public employee, and to consider the selection of a site or the acquisition of real estate by lease or purchase. Executive session was expected to last until 1:40 p.m.

Chair Patty Shea announced executive session under RCW 42.30.110(1) had ended at 1:42 p.m. with the regular meeting reconvened. No action was taken by the Board during executive session.

ADJOURNMENT

The meeting adjourned at 1:43 p.m. No further action was taken.

Secretary, Board of Trustees

Chair, Board of Trustees