

## MINUTES

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

**Present:** Patty Shea (chair), Ben Cabildo, Don Cox, and Carol Landa- McVicker. Also present were Gary Livingston, Joe Dunlap, Mark Palek, Scott Morgan, Linda McDermott, Greg Stevens, Anne Tucker, Jim Minkler, Maureen McGuire, Carol Riesenberg, Pam Praeger, Terri McKenzie, Alex Roberts, Carla Naccarato-Sinclair, Camey Anderson, Oscar Ocaña and Christine Pearl (recorder)

**Guests:** Greg Plummer, Don Brunner, John Huffstutter, Bill Sackville-West, Karen Johnson, Dan Whye, Judy Jenkinson, Peter Williams, Greg Roberts, Linda Ward, Heather McKenzie

**Excused:** Greg Bever

#### CALL TO ORDER

The Board of Trustees of Washington State Community College District 17 held a special meeting in the West Board Rooms of the Max M. Snyder Building, 2000 N. Greene Street, Spokane, Washington, on Tuesday, June 8, 2009. Chair Patty Shea called the meeting to order at 1:36 p.m.

Chancellor Gary Livingston opened by presenting an overview of the meeting.

#### DISCUSSION/ACTION: CONSIDERATION OF FACULTY TENURE

*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's recommendation for tenure for this probationary faculty; I move that the appointing authority hereby grant an award of tenure to the following probationary academic employee and hereby direct the chancellor to take any and all appropriate action in carrying out this decision.*

Erlene Pickett

SCC

Nursing

*Don Cox seconded the motion; Ben Cabildo abstained from voting.*

*No. 09-09; motion carried.*

At 1:40 p.m. Chair Patty Shea called for an executive session under RCW 42.30.110(1) for the purposes of discussing litigation or potential litigation. Executive session was expected to last until 2:25 p.m.

At 2:30 p.m. an announcement was made that executive session would be extended to 2:40 p.m.

Attendees included: Patty Shea, Carol Landa-McVicker, Ben Cabildo, Don Cox, Gary Livingston, Maureen McGuire, Greg Stevens, Linda McDermott, Mark Palek, Joe Dunlap, Scott Morgan, and Anne Tucker.

Chair Patty Shea announced executive session under RCW 42.30.110(1) had ended at 2:40 p.m.; the regular meeting reconvened at 2:44 p.m.

### **TRUSTEE WORK SESSION REGARDING 2009-2010 COMMUNITY COLLEGES OF SPOKANE OPERATING BUDGET**

Dr. Livingston provided a review of the actions taken by the Governor, the legislature and the state board to meet the challenges of a \$9 billion state revenue shortfall. As CCS planned for budget cuts and developed various strategies to address reductions it was acknowledged that systemic interventions would be necessary should budget reductions be implemented at a percentage higher than seven percent. At the conclusion of the legislative session the budget cuts for the 2009-2010 biennium were announced at approximately 8.6% for the first year and 7.6% for the biennium.

To be presented today, Dr. Livingston advised, is a spending plan for fiscal year 2009-2010 that is based on the administration's understanding of the biennium budget that was passed by the legislature. That is that the majority of the cuts are in the first year, with a significantly reduced set of reductions proposed for the second year. Given that, CCS was more comfortable institutionally with the use of one-time funds and some reserves because of what appeared to be a second year that didn't require the same level of cuts. Should the legislature do something different that creates a larger deficit in the second year, then some of the assumptions CCS has been working with are in jeopardy.

Dr. Livingston stated the administration believes a good spending plan based on the information at hand and the direction given by the legislature would be presented today, one that meets the goals for 1) responsibly balancing the budget; 2) protecting student access; and 3) protecting jobs.

**PROPOSED 2009-2010 SERVICES AND ACTIVITIES (S&A) FEE BUDGETS FOR SPOKANE COMMUNITY COLLEGE (SCC), SPOKANE FALLS COMMUNITY COLLEGE (SFCC), INSTITUTE FOR EXTENDED LEARNING (IEL) AND DISTRICT ALTHLETICS**

Chief Financial Officer Linda McDermott explained Services and Activities Fees (S&A) are collected from students at the time of registration. These fees are used to fund various student programs in areas such as student activities, athletics, student building funds and student financial aid. Budgets for the funds derived from S&A Fees are developed by S&A Fee Committees; students hold the majority voting membership on these committees.

The State Board for Community and Technical Colleges (SBCTC) has established a maximum allowable S&A Fee of \$8.00 for 2009-2010. The District S&A Fee Committee recommends approval of a 4% increase, which will keep the CCS fees below the maximum allowed by the SBCTC. It is also recommended by the District S&A Fee Committee that the funds be allocated as follows:

- student activities, clubs, building fund 60%
- athletics 33%
- local financial aid 7%

SCC Associated Student Council President Camey Anderson presented an explanation of the special project funding request. The project calls for blue-light emergency phones, with the initial emphasis on parking lots with high utilization by evening students. The budget allocation is \$100,000.

Oscar Ocaña, SFCC Associated Student Council President, explained the use of carryover funds would assist with providing for the following special projects requested for the campus to be allocated from S&A fees:

- planetarium \$200,000
- SUB remodel, phase 1 200,000
- student media lab 125,000
- security project 40,000
- athletics 50,000
- Total funding request \$615,000

IEL Chief Executive Officer Scott Morgan reported the following special projects are put before the Board for consideration of funding:

- student support centers \$ 20,000
- Colville reader board sign 30,000
- student lounges at credit centers 45,000
- student lounge in Magnuson Building 7,000
- Total funding request \$102,000

SFCC Director of Student Activities Heather McKenzie advised the Board they would notice a line item on the SFCC S&A Fee Budget Recommendations for part-time hourly salaries. She explained the funds would be used to help support two part-time staff positions – in the Student Union and in Student Programs. The funds were allocated with the stipulation that in two years the subject would be revisited to see if this item can be removed from the S&A budget and placed on the state operating budget. At this time this funding solution seemed the only way to maintain these services to the students.

**Financial Aid Budgets**

CFO Linda McDermott presented the following Financial Aid Budgets, advising that these budgets are also traditionally presented to the Board for approval. All of these funds will be used for need-based aid.

	<b>SCC</b>	<b>SFCC</b>	<b>IEL</b>	<b>TOTAL</b>
S&A Financial Aid	\$84,000	\$46,000		\$130,000
Needy/Non-needy Waiver	\$408,000	\$340,000	\$55,000	\$803,000
Institutional FA Fund	\$870,000	\$590,000		\$1,460,000

**PROPOSED 2009-2010 STUDENT TECHNOLOGY FEE BUDGETS FOR SPOKANE COMMUNITY COLLEGE (SCC), SPOKANE FALLS COMMUNITY COLLEGE (SFCC) AND INSTITUTE FOR EXTENDED LEARNING (IEL)**

Linda McDermott reported the current technology fee is \$4.00 per credit with a maximum of \$40.00 per quarter. Student Technology Fee Committees at SCC, SFCC and the IEL met to develop spending plans based on available budget authority.

The total budget authority for 2009-2010 is \$1,642,000 and is allocated as follows:

- Spokane Community College           \$979,000
- Spokane Falls Community College   \$590,000
- Institute for Extended Learning     \$ 73,000

The revenue is used for broadly defined technology-related activities used in support of the learning environment and the priorities established at each institution.

## PROPOSED TUITION AND FEES FOR 2009-2010

The Board was advised that the fee review was similar to that of the previous two years in design and content, with the focus remaining on quality of instruction and the benefit to students.

CFO Linda McDermott reported that effective fall quarter 2009 the SBCTC adopted a seven percent tuition increase for resident students and an increase of the same dollar amount for non-resident students. At CCS this will result in an annual increase of \$178.65 (\$59.55 per quarter) for a full-time resident student enrolled in 15 credits per quarter.

### SCC Student Health Center Fee Proposal

Camey Anderson and Interim Dean Peter Williams described a new student fee to be implemented in fall 2009 that will also require approval by the Board. This fee will be \$6 per student per quarter and will be used to pay for the SCC on-campus Health Center. The funding would allow for the offering of free or minimal cost health services to SCC students; the fee would only be collected during the quarters that the Health Center would be open (fall, winter, spring).

## PROPOSED 2009-2010 COMMUNITY COLLEGES OF SPOKANE INITIAL OPERATING BUDGET

CFO Linda McDermott provided detailed information to the Board regarding the CCS initial operating budget process and the methods used to develop a balanced budget. Inherent in that process were the budget reduction strategies implemented at each of the CCS units, and systemically across the district. A comprehensive handout listing the various budget reductions taken at each unit was provided and representatives reviewed these with the Board. This was followed by a presentation of the proposed budget.

### COMMUNITY COLLEGES OF SPOKANE 2009-2010 INITIAL BUDGET ALLOCATION

Spokane Community College	\$33,335,518
Spokane Falls Community College	24,757,847
Institute for Extended Learning	11,724,198
Administrative Services	7,021,071
Campus Support Services	1,559,368
Facilities	6,093,475
Utilities / Rent / Miscellaneous	5,164,106
Undistributed / contingency	340,613
Total	\$89,996,196

In closing, Dr. Livingston advised that even though reserves have been used to supplement the budget that was presented, the reserves that remain still represent the integrity of the Board's expectations as set forth through the strategic plan. This budget was developed taking the biennium into consideration, making decisions for this year with the second year in mind. He stressed that it would be incumbent upon the Board and administration to have a strategy over this biennium, going into the next biennium, to operate with revenues that are predictable, that do not rely on one-time funds.

**ADJOURNMENT**

The meeting adjourned at 5:23 p.m. No further action was taken.

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Secretary, Board of Trustees

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Chair, Board of Trustees