

## MINUTES

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

**Present:** Greg Bever (chair), Ben Cabildo, Don Cox, Carol Landa- McVicker and Patty Shea. Also present were Gary Livingston, Joe Dunlap, Mark Palek, Scott Morgan, Linda McDermott, Greg Stevens, Anne Tucker, Jim Minkler, Maureen McGuire, Carol Riesenber, Pam Praeger, Geri Swope, Terri McKenzie, Alex Roberts, Amy Lopes-Wasson, Carla Naccarato-Sinclair, John Hernandez, David Cosby, Dawn Chavez, and Cheryl Churchill (recorder)

**Guests:** Greg Plummer, Mark Mattke, Tom Patterson, Oscar Ocana, Gail Stevenson, Patsy Ryan, John Huffstutter, Patty Allen, Dennis Dunham, Dan Whye, Karen Johnson, Bill Sackville-West, Jim Brady, Glen Cosby

#### **CELEBRATING SUCCESS: SPOKANE COMMUNITY COLLEGE INTERNATIONAL PROGRAM PRESENTING EXCHANGE STUDENTS FROM EGYPT**

The Northwest Colleges Egypt Initiative is a collaborative program among Edmonds, Spokane, and Whatcom Community Colleges. It is funded by a grant from the U.S. State Department's Community College Initiative for Egypt (CCIE). Thirty-five Egyptian students arrived at these three colleges nine months ago; seven of them are studying in the Network Design and Administrative program at SCC. This initiative has two main goals. The first is to strengthen Egyptian society by developing a group of capable young Egyptian professionals to acquire technical and professional skills; an understanding of American society, democracy and culture; and leadership abilities. The second is to create a bridge of understanding between American and Egyptian culture through presentations and workshops to the Spokane community. Today with three months remaining before their departure, we celebrate their academic accomplishments, and their success learning about American culture and sharing of their own.

Tom Patterson, Dean of International Programs, stated that this is the type of program that community colleges represent, a broad-based collaboration to provide quality education. The grant that was received, in conjunction with Whatcom and Edmonds (lead institution) Community Colleges and brought seven Egyptian students to Spokane was a joint grant out of a Fulbright Scholarship and the state department. The goal is to bring Egyptians and Americans closer together through individual contacts. The seven students have been in Spokane since last August. Mr. Patterson said that this could not have been done without the kind of

collaboration that CCS does so well through its various departments, including budget, counseling, IT, admissions, cashiers student activities and outside relationships with Gonzaga and the International trade alliance.

Oscar Ocana, former president of the associated student body and graduate of SFCC, has been hired through a grant as a program advisor in the International Programs Office. Mr. Ocana gave an overview of the international program developed to promote better understanding and strengthening through forming the NW Egypt initiative. There are 400 Egyptian students in the U.S., including New York, California and the northwest. The objectives of the program are to increase the students' knowledge of American society and culture through living with host families, receiving academic training, obtaining work experience, and increasing cultural, social, and volunteer skills through an advising component. This is accomplished through creating a learning plan, setting goals, and reviewing goals throughout the year in bi-weekly meetings. One of the programs in network administration emphasizes special qualities to help the students succeed in a job: decision making, integrity, effective communications, flexibility, reliability, and helps the students learn time management skills. Mr. Ocana gave some examples of the cultural activities in which the student participate during International Week: Cultural Monopoly and The World of Music; presentations and panels, and Islam and Human Rights Panels. This not only benefits the students but the faculty and staff as well. The students also participate in volunteer work by fixing computers at the St. Margaret's shelter (part of Catholic Charities).

Trustee Don Cox asked if they had discovered any 'bumps in the road' and things could be changed to better enrich the program. Mr. Ocana stated that the cultural part has been some challenge, and the students learned they needed to be more flexible. The students came to America not knowing any English, so they needed to learn a new language. He also stated that developing time management and being able to meet the deadlines in the program was somewhat challenging. Oscar mentioned that if the student is allowed to ask questions and is able to have a dialogue with the counselor and the faculty, they are able to learn more easily.

Trustee Ben Cabildo asked how we could address issues to be more pro-active, and use what we have learned for programs in the future. Mr. Ocana said that the students meet with the faculty face to face. The program is working to teach students to be more independent, approach instructors in the appropriate manner, and encourage them to talk with the faculty to gain a better understanding of what is happening. He mentioned that there was a tremendous amount of support for the program through volunteers via the home stay program, and peer integration program.

Trustee Greg Bever asked what programs are interactive with other area universities, and if there are cultural interactions with the other universities. Tom

Patterson stated that there is cooperation with the other universities and the students have the ability to ask for the schools they would like to attend and know where they are going in terms of their goals. There is a group in Spokane that gets together to talk about the safety, experiences, and cooperation between the institutions.

Don Cox asked if any of the students had taken an on-line class. Mr. Patterson stated that so far all classes have been in the classroom, but two of them will be taking English 101 on-line this summer.

Dr. Livingston asked that the formal evaluation report completed at the end of the programs be shared with the Board of Trustees. Tom Patterson stated that he would get a copy of the final report to the Board members.

### **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 Institute for Extended Learning Lodge Building, 3305 W. Fort George Wright Drive, Spokane, Washington, on Tuesday, June 15, 2010. Chair Greg Bever called the meeting to order at 8:30 a.m., followed by the Pledge of Allegiance and roll call.

### **INTRODUCTIONS AND OPEN MICROPHONE**

CCS Board of Trustees Chair Greg Bever introduced Dr. Christine Johnson who will begin serving as the new Chancellor as of August 1, 2010. Dr. Johnson is in town for a couple of days. Mr. Bever asked that people take the opportunity to introduce themselves when they see her and say hello.

Chancellor Gary Livingston stated that there would be a need for an Executive Session under RCW 42.30.110(1) at the end of the regular meeting to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee and to discuss with legal counsel representing the agency matters relating to agency enforcement actions or, litigation or potential litigation.

Dr. Livingston also introduced Mr. Mark Mattke, Workforce Strategy & Planning Director at the Spokane Area Workforce Development Council, and thanked him for his close working relationship with Community Colleges of Spokane.

Dr. Joe Dunlap introduced Jorje Garero, who a student is in the Aviation Sciences Program at Spokane Community College and will be serving as the student president for the next year (2010-2011).

Mr. Greg Stevens, Chief Human Resources Officer, announced that this would be the last Board of Trustees meeting for Mr. Greg Plummer, District Director of Facilities, as he is retiring at the end of June. Mr. Stevens made comments regarding Greg's employment which began September 1988. He stated that Mr. Plummer's personnel file is one of the largest, being full of letters of commendations, and training certificates, as a life-long learner. Mr. Plummer first started with SCC as a part-time worker, and has been a great steward of public trust, a dedicated public servant, and he is a 'systems' master. Chair Greg Bever thanked Greg Plummer for his hard work and dedication to CCS and a round of applause was given.

No other introductions were made and no one requested to speak at open microphone.

### **APPROVAL OF MINUTES**

*Trustee Carol McVicker moved and Trustee Ben Cabildo seconded that the minutes of the May 18, 2010, regular meeting be approved as presented.*

*No.10-12 ; motion carried.*

### **DISCUSSION/ACTION: CONSIDER AUTHORIZATION TO GRANT THE STCU/CCS EXCEPTIONAL FACULTY AWARDS**

Community Colleges of Spokane (CCS) Foundation established the Spokane Teachers Credit Union (STCU) and CCS Foundation Exceptional Faculty Award Endowment Fund in 1997. The endowment has been funded with matching dollars from the Washington State Legislature, Foundation contributions and contributions from the STCU. The funds are endowed, enabling the Foundation to use interest earned to make the annual awards. A district-wide review committee is appointed to develop criteria for nomination and a timeline for the nomination process. This year more than 100 nominations were received.

Ms. Gail Stevenson, District Development Officer for the CCS Foundation, thanked the Board of Trustees for everything they do for CCS and the support they have given to the Foundation. Ms. Stevenson thanked Patci Ryan, CCS Foundation Grants Coordinator, for all of the work she has done on the establishing and administration of the Exceptional Faculty Award. Patci Ryan then introduced the STCU/CCS awards, which were established in 1996-97, with state matching funds, contributions from donors, and occasional additional matching funds to grow to \$25,000. Ms. Ryan stated that the fund is currently well over \$350,000. Exceptional faculty members are nominated by members of CCS faculty, staff, trustees, former employees and students, and this year 110 applications were

received. This year the reviewing committee was split by campus in order to accommodate the review of all of the applications received. Ms. Ryan commented on the continued excellence of the faculty at CCS. This year twelve faculty awards, in the amount of \$1,000 each, will be given. The twelve recipients of the 2009-2010 Faculty Excellence Awards are:

Institute for Extended Learning:

- Shirley Vines, Department Chair, Adult Education Center
- Richard Mudd, Computer Applications Instructor, Airway Heights Correction Center
- Leah Schaeffer, Rural Programs, Newport Center
- Ronda Hain, SEER Instructor

Spokane Falls Community College:

- Ben Webinger, Counselor, Disabilities Support Services
- Jason Nix, Journalism Instructor and Communicator Advisor
- Bonnie Brunt, Spanish Instructor, Communications & Modern Languages
- LeighAnna Drake, Early Childhood Education Instructor

Spokane Community College:

- Nicole Duvernay, Mathematics Instructor
- Doug Fisher, Culinary Arts Instructor
- Rick Villalobos, Counselor and Study Skills Instructor
- Stasia Reagan, Medical Assistant Program Director

*Trustee Don Cox moved and Trustee Carol McVicker seconded that the Board of Trustees of Washington State Community College District 17 approve the granting of STCU and CCSF Exceptional Faculty Awards for the 2009-2010 academic year as recommended by the review committee.*

*No. 10-13, motion carried.*

Dr. Gary Livingston mentioned that Mr. Tony Higley has been hired to replace Gail Stevenson as the Executive Director of the Foundation, when she retires in October 2010. Dr. Livingston stated that at the Foundation Annual Dinner Ms. Stevenson was commended for her achievements and that a room in the new planetarium (currently under construction) will be named in her honor.

**DISCUSSION/ACTION: APPROVAL OF FACULTY INCREMENT  
MOVEMENT FOR ACADEMIC YEAR 2009-2010**

Mr. Greg Stevens, Chief Human Resources Officer presented information to the Board of Trustees for consideration of approval of the faculty increment movement for academic year 2009-2010. Article 27 of the Master Contract between the Association for Higher Education (AHE) and Community Colleges of Spokane stipulates, in Section 2, that, "...all expenditures for salaries and/or fringe benefits required by this contract are subject to the availability of legislatively appropriated funds. Such subjects shall be reopened in the event the Legislature provides additional funds for such specific purposes or in the event of inadequate funding."

Normally the legislative authorization occurs in the summer and we make expenditure a meet and confer issue during the next fall quarter. The 2009-11 biennium appropriations act, however, initially indicated the legislature and not provided increment funding and also did not authorize the use of local turnover savings for faculty salary increments. On this basis, the district informed AHE in October 2009 that there was no legislatively authorized funding for increment movement. Promotional increases were allowed, however, and the Board considered and approved tenure increment step movement in November 2009.

AHE notified CCS in December 2009 that it believed the district's interpretation of the appropriations act was in error and, accordingly, was filing a grievance to resolve the matter. That grievance was subsequently denied by CCS and the dispute currently is pending arbitration.

This spring (2010), the supplemental operating budget (appropriations act) was passed by the legislature and signed by the governor. That budget's appropriate act specifically provided use of salary/benefit savings generated from local turnover for increment and associated benefit costs for both the 2010 and 2011 fiscal years.

The parties met in May and tentatively agreed on 2009-10 salary increment movement for eligible annually contracted faculty. The tentative agreement is included in the Board meeting materials, and, if approved by the Board of Trustees, will be implemented retroactive to September 16, 2009.

Mr. Greg Stevens stated that in the past biennium budget increment was not funded and local turnover savings were not able to be used for faculty turnover. Previously there had been money for increment movement and this could be used to meet the increment obligations. Process has been established to get this moving again. Local turnover savings were available this spring and the decision was retroactive to this academic year. This will help complete the bargaining that was done in the fall.

Carla Naccarato-Sinclair, AHE President, gave an overview on the process for determining how the back increments would be established. Everyone received a half step this year, then in the following year they will be put back to a whole step.

During the next year, depending on money availability, the earned increments will be paid at half value with the following year returning to full step, thus allowing a savings to cover the return to the full step increases. Addressing retirement and return for the next year, and the fact that legislative funding was not given, it was looked at as a way to finance two-years of incremental movement until the economy increases and the budget amounts. It will need to look at how the half step will be implemented. Faculty union voted on this process and approach.

Greg Stevens mentioned that eligible faculty will receive 50% of the annual value, so that next year additional faculty will be able to receive 50%. They will receive half of the value of their increment the first year and then receive the full value of the increment in the following year. In fall 2010, the increment that is due will be paid in January and then will receive the full increment the following year. It is a continuation of a conservative approach to allow the district to meet salary step obligations. Mr. Stevens mentioned that CCS is one of the few districts in the state to do this. The hope is that the legislature will be able to return to getting a permanent increment for faculty members. The Trustees Association (TACTC), the Presidents Association (WACTC) and the colleges all supported this approach. Trustee Carol Landa-McVicker mentioned that TACTC fully supported this approach to the increment issue.

*Trustee Ben Cabildo moved and Trustee Don Cox seconded that the Board of Trustees of Washington State Community College District 17 approve the tentative agreement implementing Article 27(2) of the Master Contract between Community Colleges of Spokane and the CCS Association for Higher Education, effective June 15, 2010, and retroactive to the beginning of fall quarter 2009-2010, authorizing the Board chair to sign the tentative agreement on behalf of CCS and directing the Chancellor to take the actions necessary to implement the agreement.*

*No. 10-13, motion carried.*

**DISCUSSION/ACTION: CONSIDER APPROVAL OF THE PROPOSED TUITION AND FEES FOR 2010-2011**

Ms. Linda McDermott, Chief Finance Officer, presented the information regarding the proposed tuition and fees. The State Board for Community and Technical Colleges (SBCTC) received a delegation of tuition rate increase authority from the legislature allowing community college resident tuition to increase, on average, by up to seven percent per year in the 2009-2010 biennium. The State Board adopts tuition rates for the community colleges consistent with the provisions in the operating budget bill. In addition to the authority granted to set resident tuition, the Board was authorized to increase nonresident tuition by “amounts judged reasonable and necessary by the Board.”

Effective fall quarter 2010, the State Board adopted a seven percent tuition increase for all credits for resident students and the same dollar amount of increase for nonresident students. At CCS this results in an annual increase of \$205.80 (\$68.60 per quarter) for a full-time resident student enrolled in 15 credits per quarter. This increase is inclusive of the CCS recommended S&A fee increase.

The information presented reflects the recommended tuition implementation for resident students. The nonresident student (international) increase is approximately the same dollar amount as the resident tuition increase.

Waivers authorized by the legislature and the SBCTC are available to many CCS students. Administration reviewed the financial considerations of waivers and is recommending a seven-percent increase to most waivers for the 2010-2011 academic year. The base budget authority for the Needy waiver will remain at \$803,000; the coordination of this fund source will continue with other sources of financial aid. The legislature also expanded the 100% waiver of tuition and fees for resident children of deceased or disabled law enforcement officers and firefighters to include their spouses, and the waiver was made mandatory instead of optional.

Additionally, after reviewing the State Board administrative rules for ungraded courses, it was determined that the Emergency Medical Technician (EMT) and Paramedic certificate and degree programs do not meet the criteria as ungraded courses. Therefore, regular tuition and fees will be charged to students enrolled in the degree or certificate program effective fall quarter 2010. The waiver continues for students enrolled in the continuing education programs.

The Legislature provides the Board of Trustees the authority to increase such fees as lab and course fees and administrative fees. In light of the state's economic status, the Legislature suspended Initiative 960. The 2010-11 supplemental operating budget bill authorizes Boards to increase fees by amounts "judged reasonable and necessary." CCS used the state's fiscal growth factor of 5% as a guideline for "reasonableness" in setting fees. Further, fees are intended to support quality of instruction and provide benefits to students. Fee adjustments exceeding 5% have been subject to additional scrutiny to ensure they provide proportional benefit to students.

Ms. McDermott introduced John Huffstutter who presented some additional information taken from the Tuition, Fees and Waiver Schedules 2010-2011. At the May 2010 Board of Trustees meeting, action was taken and the tuition schedule given reflects the state board approved increase, as well approval at the local level. The S&A fees portion of Tuition Committee is recommending a 6% average across the board increase which allows for more than the state-allowed maximum. Students are active in making recommendations, considering impact but being fiscally conservative. Increase in tuition is just under \$70, which is just under \$206

per quarter beginning fall 2010. Ongoing waivers are also requested, and that information is listed in the detail of the material given to the Board. Linda McDermott state that wages for firefighters is now a mandatory waiver (full) for all beginning June 10; legislators made it mandatory for summer quarter instead of the usual fall quarter. Ms. McDermott also gave the average cost of attendance based on a sample of students enrolled in selected programs. The students have been tracked through the program, with their required courses, through the number of years of the cost study with the purposeful sample of 25 programs. From fall 2009 to fall 2010, the students will on average see a 6.6% increase in cost of attendance – SFCC is 6.5%, due to lab and course fees based on needs of the programs. Cost of attendance at SCC is higher because of the more expensive tech courses and students also take more credits.

John Huffstutter gave a summary of the fees geared toward instructional value. The fees directly benefit the students in the classroom. The Legislature suspended caps for growth of fees, any increases above 5% were well documented. This year, the increases amount to a 2% increase overall.

Mr. Huffstutter stated that SCC technical education and health and sciences programs are following the fee schedule as presented in the meeting materials given. The hospitality program capped their increase at 5%. He stated that at SFCC programs are being restructured to accommodate students and pointed out the cost increases per program. The handouts are the comprehensive course fees of current fees, proposed fees, and recommended changes and occasional decreases, and some remain the same.

Discussion continued regarding specific program fees and lab fees in particular. Trustee Ben Cabildo asked about new fees that were added to vascular technology (p. 7, bottom). John Huffstutter stated that the lab fee is set at \$25/hr with each hour of the lab and fits with the existing schedule set for the lab – this is a new class, not an addition. The nursing program is restructuring fees to add in the first quarter and charging the fee up front. It is added to one class and reduced from others. Trustee Greg Bever asked about the increases in fees throughout. Terri Armstrong, Dean of Health and Environmental Sciences at SCC, gave a breakdown of the \$5 fee for use of the simulator lab; instead of buying many kinds of software, the simulation lab provides realistic charges without giving names and honoring HPPA and FERPA rules. The simulation lab access is new this year.

Trustee Don Cox asked about the student request for nursing accessibility for rural students. He asked if this would give availability to the students in the rural settings. Terri Armstrong stated that the more we can develop simulation labs it will increase offerings to rural sites.

Chancellor Livingston stated that the early discussion was primarily for LPN students, who after the first year decided they wanted the RN and an additional cohort was accommodated. With a federal grant this was offered, but with decrease in funding. Carol Riesenberg, Vice President for Learning at SCC, gave some background regarding the nursing student handling of prerequisite courses. The state nursing commission doesn't find the clinical facilities available for training in the rural sites adequate. Ms. Riesenberg stated that another community college was offering an on-line program for nursing. An online program has not been developed as they have been working on the on-campus programs to allow access on campus to all students. Dr. Livingston stated that it comes down to finances. There is a waiting list, and with the labs and other things in the program, it is an expensive program. Resources have been put towards developing the program for on campus in order to serve the needs. There has not been the funding available to develop an on-line program. President Joe Dunlap stated that there were a couple of models available, apprenticeship and on-line, and determination needs to be made as to the quality of the program and where resources are best placed. Currently, as the program is moving forward, the resources are being placed toward the on-campus program. Dr. Dunlap mentioned that it was not unusual to have relationships with other community colleges and the programs are offered through our community colleges. Dr. Livingston mentioned that it is important to develop programs that are cost effective and meeting the needs of the student requirements. Dr. Livingston asked that the board continue to be the voice for the quality of the program that we have. Chair Greg Bever asked that this be revisited at some time in the future and address societal needs and the pressure that it puts on the programs. Trustee Don Cox will serve as a liaison to get a group together to discuss this issue.

Linda McDermott stated that there had been great scrutiny over the fee requests. The changes relate to some changes in the teaching modality and new resources that are available, which weren't previously. The list of fees was approached with regard to the legislatively authorized increases and these are reflected in the 7% increase.

Chair Greg Bever thanked Linda McDermott for the time taken to diligently look at the student fees, and Ms. McDermott thanked the board for being equally as diligent in going for student support. Dr. Livingston mentioned that these fees have been reduced down from the initial conversation, based on 7% tuition increase and 6% S&A fees. The staff has been sensitive and tried to make the changes without adversely impacting the students. Trustee Ben Cabildo asked about being able to do the increments in stages rather than all at once. Ms. McDermott mentioned that it was possible, but the departments would need to reassess the revenue available for next year (consumables), and identify sources and reprioritize their expenditures for the programs for next year. The faculty have gone through these and looked at the fees that are needed for the experience for the quarter per

program, and this is reflected in the fee structure that is being proposed to the Board.

Trustee Carol Landa-McVicker asked about the picture of financial aid availability for the students. There was recently a \$300 increase for Pell Grants, but the state need has no increases provided by the legislature. A Pell Grant is the most accessible. More students can become eligible due to the lowering of the level of eligibility.

Trustee Don Cox asked how the budget operating dollars are available to help support the program. Dr. Livingston stated that they have asked that this not be increased at a greater level. Dr. Dunlap stated that consumables were previously supported by goods and services, but those dollars not being available, the reduction has been phased in for technical education over a period of three years, which is reflected in the structure being reviewed. Pam Praeger, Vice President of Learning at SFCC, spoke to the increase in costs, such as programs requiring background checks, so fees were taken off of capstone classes and other class fees were increased. Operating fees are specific and usually used for expendables.

*Trustee Patty Shea moved that the Board of Trustees of Washington State Community College District 17 adopt the Tuition, Fees and Waiver Schedule as presented, effective fall quarter 2010 through summer quarter 2011. Trustee Carol Landa-McVicker seconded the motion.*

*No. 10-15, motion carried.*

**DISCUSSION/ACTION: CONSIDER APPROVAL OF THE PROPOSED 2010-2011 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**

Services and Activities (S&A) Fees are collected during registration as a portion of the normal tuition and fee payment. S&A Fees and related revenues are subject to the applicable policies, regulations and procedures of CCs and the Budget and Accounting Act, Chapter 43.88 RCW.

Upon approval of the Board of Trustees, these fees are used to fund the various student programs located at each college and the Institute for Extended Learning, which include, but are not limited to, the major budget categories of the Associated Student Activities (ASA), Instructionally Related Programs (IRP), Athletics, Student Building Funds and Student Financial Aid.

The responsibility for proposing program priorities and budgets that derive funds from S&A Fees resides with the appropriate S&A fee committees on which students hold a majority of the voting membership. The State Board for Community and Technical Colleges establishes the maximum allowable S&A Fees. The CCS Board of Trustees has authority to establish a rate up to the authorized limit. The District S&A fee committee recommends approval of the fee increase as noted below. The recommended rates reflect a 6% increase and keep CCS fees below the maximum allowed by the SBCTC. S&A fees are included in the total tuition paid by students.

The District S&A Fee Committee also recommends the following allocation of S&A fee revenue: Student activities, clubs, building fund – 60%; District Athletics – 33%; and Local Financial Aid – 7%. These allocations were used to determine budget allocations for 2010-11.

Funding for the recommended budgets is derived from the collection of current revenue and fund balance. Chapter 28B.15.045 RCW requires that student representatives from the S&A fee committees and the college administration have an opportunity to submit budget recommendations to the governing Board for consideration. The expenditures proposed in the S&A budgets will be made in accordance with CCS procedures and state policy, and as such, will be used to support school-related activities and events where food and/or light refreshments may be served.

Linda McDermott stated that part of the tuition students pay goes to the S&A fund in order to supplement student experience out of the classroom. A 20-member committee meets several times a year to overview legislation dealing with tuition and then they meet to discuss. Students were given options as to rate increase and what budgets those increases would produce. The IEL students listening to 7% tuition increase didn't have the same needs as the other two institutions. The representative units made a compromise of the 6% recommendation by unanimous vote of those present. SCC fees primarily go to S&A fees to club accounts and they also presented some special projects they would like the Board to consider. Ms. McDermott stated that once the budget is accepted they do have some flexibility but in the long run must be dependent of the amount provided.

Trustee Patty Shea asked about the student involvement on the committee. Linda McDermott stated that the representatives are from student government and Associate Student officers. The entire student government uses bylaws, along with administrative guidance, to determine the fee increases in order to meet needs. Previously the institutions have always remained below 1%-2%, the authorized maximum. Trustee Greg Bever asked why the increase, considering inflation right now. Linda McDermott said that they were considering the budgets being accommodated by these funds; i.e., travel, competing in national competitions, etc., where students would not be able to participate in the clubs without these fees. Dr.

Gary Livingston commented that this is where the students made the decision to pay more or not.

*Trustee Ben Cabildo moved that the Board of Trustees of Washington State Community College District 17 adopt the 2010-2011 Services and Activities Fee (S&A) budgets and special projects, as presented. Trustee Don Cox seconded the motion.*

*No. 10-17, motion carried.*

**DISCUSSION/ACTION: CONSIDER APPROVAL OF THE PROPOSED 2010-2011 STUDENT TECHNOLOGY FEE BUDGETS FOR SPOKANE COMMUNITY COLLEGE (SCC), SPOKANE FALLS COMMUNITY COLLEGE (SFCC), AND INSTITUTE FOR EXTENDED LEARNING (IEL)**

The student technology fee is a voluntary student fee implemented in accordance with CCS administrative Procedure 5.05.01-E. The current fee is \$4.00 per credit with a maximum of \$40.00 per quarter.

Each year the technology fee committees at SCC, SFCC and the IEL develop technology fee spending plans based on available budget authority. The CCS Board of Trustees has final authority to approve the technology fee budgets.

Institution budget authority is based on the technology revenue projected at each of the instructional units for 2010-2011. The revenue is used for broadly defined technology-related activities used in support of the learning environment and the priorities established at each institution.

Linda McDermott stated that administrative procedures guide the technology fee process. The Business Office forecasts revenue for the year and, with colleges, take the forecast to determine the allocations. Ms. McDermott gave the breakdowns of the amounts per college: SCC, \$900,000; SFCC, \$780,000; and the IEL, \$130,000 for a total technology fee budget authority of \$1,810,000. Ms. McDermott pointed out that the detailed budgets and the technology fee are intended towards a broad interpretation of technology and mostly about enhancing the environment with equipment; i.e., computer rotations, etc. The \$1.8 million dollar recommendation is to keep up with technology that students will see in the workplace.

Dr. Livingston stated that the Board has been very sensitive in advocating for the students. It is a dilemma in looking at the over enrollment, budget decreases, and quality of programs. There will be some hard decisions that need to be made about who is responsible for supporting higher education, and they will soon have to say that no more costs can be passed on to the students. He gave credit to the faculty,

department chairs, and deans in going back through the fees to make sure that they were providing for realistic costs.

*Trustee Don Cox moved that the Board of Trustees of Washington State Community College District 17 adopt the 2010-2011 student technology fee budgets for Spokane Community College, Spokane Falls Community College and the Institute for Extended Learning as presented. Trustee Patty Shea seconded the motion.*

*No. 10-18, motion carried.*

## **BREAK**

The meeting recessed at 10:15 a.m. and reconvened at 10:30 a.m.

## **DISCUSSION/ACTION: CONSIDER APPROVAL OF THE PROPOSED 2010-2011 COMMUNITY COLLEGES OF SPOKANE INITIAL OPERATING BUDGET**

CCS has received its 2010-2011 initial operating allocation from the State Board for Community and Technical Colleges (SBCTC). The operating allocation reflects legislative funding for the second year of the 2009-2011 biennium (FY 2011). The CCS initial operating budget was developed using the initial allocation and other planning information from the SBCTC. Tuition and other local revenue sources are added to the state resources to derive the initial CCS operating budget.

This year's budget is a result of the state's on-going fiscal challenges. As a result of the state budget shortfall, the FY 2011 appropriation to the community and technical college system includes a \$44.8 million base funding reduction, of which \$7.1 million is a one-time reduction associated with ESSB 6503, the "furlough bill." The remaining \$37.7 million budget reduction is considered permanent. In addition, the budget includes a one-time shift of funding for maintenance and operations from the capital to the operating budget in the amount of \$11.4 million. At CCS the budget reductions total \$4,250,245 and the maintenance and operations from capital adjustment is \$1,124,000. The funding reductions are offset by an estimated increase in tuition revenue of \$1,622,000, thus resulting in net reductions of \$2,628,245, or approximately 4.5% off the adjusted base allocation plus the capital maintenance and operations allocation. The budget was increased for one-time worker retraining funds (\$806,925) and for the increased cost of employer provided benefits (\$1,990,871).

Discussions about the budget situation and potential reduction strategies have been broadly shared throughout CCS since the release of the Governor's budget last

December. A long-term, multi-year approach has been the key strategy for this year's budget development. In light of our strong enrollment environment, it has been critically important for CCS to use budget development principles that combine permanent budget reductions, strategic use of reserves, and spending freezes. These principles and goals were identified early in the process and have underscored all budget discussions and decisions. Further, the budget reduction strategies are intended to protect access opportunities for students and to save jobs to the extent possible.

The proposed initial operating budget reflects the on-going use of the pro-rata distribution model 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. Each operating unit was responsible for balancing their spending to available appropriations and local revenue sources.

Operating budget sources include general fund state, worker retraining, and local tuition. To this allocation, CCS adds operating budget support from local revenue sources. Operating budget support is generated from running start, indirect cost recoveries, excess enrollment, and fund balance. The operating budget support contribution is adjusted throughout the year as institutional needs change.

Enrollment allocations are adjusted in FY 2011 for the one-time worker retraining allocation; no allocation changes were made to the state general and targeted enrollment categories. Enrollments generated above the funded target are eligible for excess enrollment revenue transfers.

Chancellor Gary Livingston gave a reflection on the budget. This year the budget was developed late and the legislative information was not available until later. Information was provided in a Board Retreat to give information for the Board to be able to review, predicated on the September revenue and expenditure assumptions. Dr. Livingston stated that what was faulty was the cuts that were required when the final budgets came out. However, not a lot has changed since the April discussion and the budget presented is reflective of that information.

A three-year plan was taken into consideration when developing the budget and using a responsible attitude, the next biennium is projected to be even worse than the current. Knowing that, we need to prepare the budget with reserve dollars and use a three-year plan of reserves and not deplete the reserves for the future. The cuts prescribed by the legislature and the offices will look at 50% of the budget which will come from attrition and the other 50% will be from the reserves. The strategic plan from six years ago used a reserve of 5%. The current reserve is gaining by about \$5 million each year, but the projection for the next three years is that employment will decline and revenues will go down before the increase. We

managed to limit layoffs over the past three years due to the money in reserves. The current enrollment as projected for 2013 will probably show a decrease and in the not too distant future it may get difficult to make the target enrollment. Utilizing the reserves that we have been saving, we need to develop a plan of expenditures for this over the next few years and proceed without making deep budget cuts.

Linda McDermott shared information using comparison of enrollment to target. Professional technical and retraining for dislocated workers is driven by the unemployment rate. The years where we have been above target, the unemployment rate was high and as the unemployment rate decreases so does our enrollment. If unemployment continues, we will see significant enrollment for the next couple of years, but 2013 is when we need to pay attention because revenue will decrease with tuition; and state funds may not be there.

Ms. McDermott stated that from the allocation received from the State Board the budget determinations were based on pro-rata to the institutions in the district. The units approach budgets independently with set goals, but the administration determines the budgets. Each unit uses differing strategies to meet their benchmarks. Allocation reconciliation starts with the base allocation; legislative activity removes money from the budget that is considered one-time or changing from year to year. Ms. McDermott provided the process for consideration of program costs. Monies allocated to financial aid were increased due to change in the supportive software program; all colleges were charged to help support SBCTC IT system. Student achievement initiatives must now be funded in the colleges own dollar instead of being funded by SBCTC. We may receive monies in the fall based on points earned, or there may be a decrease depending on momentum of earning from achievement points. State support is declining and student costs (fees) are increasing. Linda McDermott gave a comparison of per FTE costs over the past several years, and thus the expectation of increasing tuition to offset the costs. While state funds have decreased, we are still very dependent for operating budget funds even though the proportion is changing with cuts from legislature. The budget this year was not significantly different from last year due to changing revenue streams; i.e., increase in cost of health care costs for employees.

SCC Budget Development: Dr. Joe Dunlap led a discussion on the development of SCC's budget strategies. Dr. Dunlap explained the levels of involvement utilized in the budget development with administrative meetings, faculty forums, staff forums, all college meetings, etc. The goals for budget development were directly related to SCC's strategic plan. He stated that they are looking at a goal of a \$1 million decrease, utilizing 56% permanent cuts this year and then phased in over the next two years to avoid layoffs. The tenants used were: 1) minimize layoffs and furloughs; 2) allowing unlimited over enrollment with decreased resources is not sustainable; and 3) maintain quality of programs and the manner of working with

students. Reductions that were put in place were approximately \$510,000 in permanent reductions. This was accomplished through: delayed start of some programs, suspended the auto machinists program; summer offerings are similar to last year resulting in savings, the apprenticeship program demand is down so there were decreased programs, reduced goods and services for divisions; student services decreased, and there were attrition savings. Don Cox commented on access vs. quality – not offering as many sections or closing enrollments on a first come, first served basis rather than individual qualifications. Dr. Dunlap spoke to the effect that this has had on the students and the outcomes which result in additional work for student services staff. Students receiving financial aid must meet criteria to benefit, or must work with the IEL in basic adult education courses to increase their skills to make them ready to enter the programs on the campus. This creates a feeder stream of better-prepared students. An open door policy is not sustainable and they must meet the needs of the students with the best chances of succeeding.

Trustee Greg Bever asked how reductions to each institution are assigned; is it proportionate on total budget? Linda McDermott answered that the calculation of each unit's proportion of budget comes from the total of all five budgetary units. Base budgets are reflective of meeting FTE targets. Dr. Livingston stated that it doesn't take into consideration student mix depending on the costs/needs of the particular programs. Current budget reflection is based on student mix rather than on particular (high cost) programs. FTE distribution is also based on a pro-rata for those students who pay tuition and those who do not pay tuition. Dr. Livingston stated that he thinks the pro-rata model works because the presidents sit down and look at the distributions and make the decisions based on benefits of the institutions that may need support of the other institutions. Linda McDermott stated that we are modeling how the state board allocates to balance out the needs.

SFCC Budget Development: President Mark Palek and Vice President of Learning Pam Praeger gave an overview of the SFCC budget development by the Fiscal Committee. Dr. Palek stated that in gathering information they make sure that everything in the budget reflects the mission of the college. This year they developed a three-year plan for the budget. They initially developed revenue budget assumptions to develop a plan and explain their rationale for doing it that way. They are investing in student initiatives; looking at student programs geared toward strategy of stabilizing enrollment; consciously trying to get to 50% of budget costs and allocate funds accordingly to programs bringing in money; looking at different resources and making people justify their budget requests based on mission. Pam Praeger said that the budget approach is an overall picture looking at initial budget allocations, operating budget allocations and how they differed over the last two years, and projecting forth into the next biennium and the changing enrollment pattern. A conscious effort was made to change their reliance pattern. They have been strategic in the current year allocations and invested fund balances saved 50% through attrition; reduced operations saved 22%, furloughs brought 13%

toward reductions, and actual personnel reductions was 15%. The accumulated fund balances were saved through hiring delays (cuts depending on current need with a look to the future to return a position, if there is a need), realistically looking at cost savings in travel, goods & services, marketing, etc., to match the needs; work furloughs and attrition through retirements, while still keeping quality in programs. In addition they are meeting budget reductions by aggressively seeking outside funding, investing in student success (title III, student achievement), scrutinizing high cost programs, and working on articulations to keep enrollment and FTE's up.

Trustee Don Cox again asked the question of access vs. quality for SFCC. Pam Praeger stated that they believe in investing in and providing as many quality classes as possible, deciding which programs aren't growing but already have grown, reinvesting tuition where needed but especially in student success and preparing students to succeed through counseling them to take the appropriate courses and help them to complete a program while at the same time sustaining enrollment. Ms. Praeger also spoke to some remediation of students and helping them through the relationship with the IEL. Funding was recently received from Gateway to put students with special needs in learning environments, looking at them on a student-by-student basis, utilizing available resources and looking for additional resources.

IEL Budget Development: Scott Morgan, Chief Executive Officer of the IEL stated that there have been deep budget cuts over the past two years, and they will be unable to make any more cuts without cutting programs. They took advantage in looking at ways to make all budgets a little leaner and scooped up those budget savings to use for the general budget. There has been reduction in staff through attrition, classes with low enrollment that do not justify keeping have been discontinued, two manager positions and two staff positions have been cut. They have worked to restore the state workstudy program 100%, putting money back into career builder course to help maintain FTEs going to the campuses, and have mirrored the same type of program in Pullman.

Linda McDermott spoke to the administrative and campus support/institutional support between the district office & campuses. The focus is to preserve services to the campuses and the students by looking at efficiency of operations, and approached a benchmark of identifying permanent reductions as a result of position vacancies that will not be filled. They are trying to identify other revenue streams, and fully utilize those currently being generated. Other administrative / campus support services savings were identified through reductions due to the spending and travel freeze, reallocation of funding sources, change of management of night computer operations oversight to the state board, loss of one-time costs that were used for this year only, significantly reduced international travel (recruiting),

increased operating support to handle one-time costs, and are looking at investing in better software products to increase functionality and efficiency.

Mr. Greg Stevens spoke to the philosophies utilized by the Facilities Department in budget decisions while maintaining critical mission functions, making sure any cuts didn't impact safety, and no longer having specialists but utilizing generalists. Reductions in facilities budgets came from cutting positions that were vacant, and transferring equipment and travel to one-time funds.

Therefore, the administration recommends that the Board adopt the 2010-2011 initial operating allocations as presented. An update will be given at the December Board meeting to see where the budget stands.

*Trustee Don Cox moved that The Board of Trustees of Washington State Community College District 17 adopts ;the initial CCS Operating Budget for 2010-2011, effective July 1, 2010, as presented and authorizes the administration to accept additional allocations and adjustments during the fiscal year. Trustee Carol Landa-McVicker seconded.*

*No. 10-19, motion carried.*

Dr. Livingston announced that Linda McDermott moves to her new position with Spokane Public Schools July 1, but she will be working with CCS for the month of July and overseeing budget year end close-out. Chief Finance Officer candidates will be identified with the appropriate qualifications in the state system to make a quick search. He commended the budget presentation by Linda McDermott and the budget office staff for top quality budget preparations.

## **DISCUSSION; COMMITTEE RECOMMENDATION REGARDING EARLY TENURE STATUS**

Greg Stevens, Chief Human Resources Officer, stated that two recommendations have been forwarded to Human Resources for tenure consideration. Currently the timeline is to introduce the information at the June meeting and then bring it back as an action item at the July 20, 2010 meeting. The faculty tenure files will be available on June 18, 2010 and ready for review after that time.

## **DISCUSSION/ACTION: BOARD OF TRUSTEES COMMITTEE ASSIGNMENTS FOR ACADEMIC YEAR 2010-2011**

Each year the Board of Trustees considers the list of committee assignments for the following year. A Trustee representative is assigned, and in some cases an alternate also, for each committee and that information is distributed to each

organization noted on the list. The following committee assignments were determined for the 2010-2011 academic year.

CCS District Equity Council	<i>Primary:</i> Ben Cabildo <i>Alternate:</i> Carol Landa-McVicker
CCS District Finance and Legislative Advisory Committee Representative(s)	<i>Primary:</i> Greg Bever <i>Alternate:</i> Don Cox / Patty Shea
CCS Foundation Board Representative(s)	<i>Primary:</i> Patty Shea <i>Alternate:</i> Ben Cabildo
CCS Head Start Policy Council Representative(s)	<i>Primary:</i> Carol Landa-McVicker <i>Alternate:</i> Ben Cabildo
CCS Tenure Review Subcommittee	<i>Primary:</i> Don Cox <i>Alternate:</i> Board, as needed
CCS Trustee Scholarship Selection Subcommittee	<i>Primary:</i> Carol Landa-McVicker <i>Alternate:</i> Patty Shea
TACTC Board of Directors Representatives	<i>Primary:</i> Carol Landa-McVicker
TACTC Legislative Steering Committee Representatives	<i>Primary:</i> Greg Bever

**DISCUSSION/ACTION: CONSIDER APPROVAL OF BUILDING NAME CHANGE AT SPOKANE FALLS COMMUNITY COLLEGE**

President Mark Palek gave the recommendation for change of building name to for the Communications/Playhouse Building (#5) to the Humanities Building, which is more representative of the classes which meet in the building. The request is being made now in order to produce signage for the campus prior to the next academic year. Signage on the outside of the building would retain a separate reference to the Spartan Theatre.

*Trustee Patty Shea moved that the Board of Trustees of Washington State Community College district 17 approve the renaming of the Communications/Playhouse Building (#5) to the Humanities Building to be more*

*representative of the classes that meet there and the use of the building. Trustee Carol Landa-McVicker seconded.*

*No. 10-20, motion carried.*

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

The following standing reports are provided for the information of the Board. District personnel were available to answer questions and/or provide details. Board Chair Greg Bever thanked Greg Plummer for the new lighting systems in the Lodge, and for the equipment that has been set up and arranged for the meeting.

CAPITAL PROJECTS: Greg Plummer, District Director of Facilities stated that this would be his last report at a Board meeting due to his impending retirement at the end of June after 22 years with CCS. Greg was thanked for all of his contributions to CCS.

- Dennis Dunham and his crew have edited a new Construction Zone Newsletter which will be available on the CCSnet.
- the four capital projects are on schedule and still on budget
- the Technical Education Building is 42% complete
- the renovation to Building #7 is 75% complete
- the Music Building renovation is 75% complete, and
- the Science Building is 70% complete.

BUDGET & EXPENDITURES: John Huffstutter, District Director of Budget and Administrative Services stated that the most current information had been prepared in the tab brief, and there was nothing further to discuss.

HEAD START: Patty Allen, District Director of HS/ECEAP/EHS provided an update for the Board packet materials. Ms. Allen also stated that they would be bringing the Head Start continuation grant to the July Board of Trustees meeting for discussion and approval. This grant is in its third year of the grant funding cycle.

Ms. Allen drew the Board's attention to bullet #5 in the report materials regarding the Spokane County Community Services, Housing and Community Development Department Grant. This \$42,000 grant funding is mandated to serve 10% children with special needs. The number of children with special needs currently enrolled is 19% in early head start and the numbers are stabilized and climbing slightly. Ms. Allen stated that the recent review of services went well and the reviewer attended a home visit and a socialization with children and families in the home visiting site on west Boone, which included viewing in classrooms. She stated that the one word

to describe this program is “passion”. Ms. Allen read to the Board the commendation given by the reviewer. She stated that any recommendations by the viewer were minor, so recommendation for continued funding has been made.

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

Dave Cosby announced that the furloughs that were done voluntarily last year has resulted in not having to do the furloughs this year and not suffering through the same anxiety, thanks to great a administrative team and thanked them for their use of a transparent process.

John Hernandez reported that students are still registering for fall. He commented that feels honored and blessed to have worked with the students and will miss them after the last 33 years. He will continue to work with Fairchild AFB volunteering as a disabled veteran. Board Chair Greg Bever thanked John for everything that he has done.

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

Carla Naccarato-Sinclair welcomed Dr. Christine Johnson as the new Chancellor for CCS. Ms. Naccarato-Sinclair announced that John Hernandez is retiring at the end of this academic year. She commented on how busy the past year has been and that everyone is glad the school year is ending and looking forward to some much needed rest.

**REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE**

President Mark Palek also welcomed Dr. Johnson.

Dr. Palek stated that they have instituted some new programs:

- Early learning with the students at the Emmanuel Learning Center taking precollege while completing high school. They have students from Central, East and West Valley and Shadle high schools participating.
- Gateway to College has awarded SFCC one of four grants nationwide. This Project DEgree grant provides funding for high school graduates or GED holders who don't pass placement exams and require extra services to be successful.

**REMARKS FROM SPOKANE COMMUNITY COLLEGE**

Dr. Joe Dunlap also welcomed Dr. Christine Johnson and her husband Carl to Spokane.

**Announcements:**

- There will be two graduations at the INB Performing Arts Center on June 21<sup>st</sup>: 4:00 p.m. is the Health & Environmental Sciences and Arts & Sciences graduation, and at 6:00 p.m. is the Business, Hospitality & Information Technology and the Technical Education graduation.
- They currently have two instructional dean searches underway and are hoping to make a hiring decision next week.
- Four allied health faculty members graduated from EWU with a masters in adult education.
- The Aviation Program will be relocated to Geiger on a five-acre parcel of land given to SCC by the Military Department. Dennis Dunham and Greg Plummer are currently working with General Administration to get the land conveyed, and the design and construction will be done concurrently. Then the land will be swapped with a green-field plot of land at the Spokane International Airport. In July Greg Bever, Joe Dunlap, Lisa Brown and others will go back to Washington, DC to meet with representatives for a federal grant funding ask and then they will come back to the Board to get approval on the land swap.

**REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING**

Scott Morgan, CEO, introduced Dawn Chavez, Family Service Coordinator, from the IEL Hillyard Center. He stated that they were having an international potluck that day and also getting ready for graduation. He announced that the many individual IEL rural center graduations begin tomorrow for the next week.

**REMARKS FROM THE CHANCELLOR**

Chancellor Gary Livingston announced that there were several Administrative Procedures to present to the Board from the handouts that were distributed to them:

- Greg Stevens presented information on Administrative Procedure 5.05.05-C CCS Employee Tuition Waiver;
- Dr. Jim Minkler presented information on Administrative Procedure 7.40.0-A Research Involving the Use of Human Subjects, stating the need to establish an Institutional Review Board.
- Dr. Jim Minkler presented information on Administrative Procedure 3.20.0-A Accommodations for Students with Disabilities

Dr. Gary Livingston also welcomed Dr. Christine Johnson who will assume the position as Chancellor of CCS on August 1, 2010. Dr. Christine Johnson commented that she was very honored by the Board's decision to hire her, particularly after the past two days that she has spent with the outstanding team at CCS. She is impressed with the solid teamwork, tough minded questions for every decision, and commended them for closely following the current strategic plan. Dr. Johnson will be back in Spokane at the end of July to move here and is looking forward to beginning the new position as of August 1 and working with entire CCS team. She stated that she is very impressed by the Board's focus on students, and appreciates the in-depth questions on their behalf.

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

Trustee Don Cox acknowledged the contributions of Greg Plummer, Linda McDermott and John Hernandez and stated that the institution couldn't be what it is without them and their hearts for students and their ability to make decisions on the basis of student interest.

Trustee Carol Landa-McVicker stated that she has also worked with all three people for the last 10 years, and wishes them well. She stated that there are many transitions and new people coming on board, and thought we hate to see friends leave, things will be different but better. She said that the Board is preparing for next legislative session, and that the Trustees Association for Community and Technical colleges (TACTC) is going to be looking at major policy changes, particularly access, and how to move forward as a state organization. They will also be looking at funding models for alternatives and examine what are other states doing. She said that she has always been proud that CCS is considered a successful model and is the envy of other institutions as to how the budget has been set up with the reserves. She commended Gary Livingston and Linda McDermott for their diligence and stewardship of the CCS budget. She stated that the Board will set a conversation for the fall and relook at the Strategic Plan and begin preparing for next legislative session.

Trustee Patty Shea said that she would like to echo the thank you to all of the people who have so much passion for serving students and have touched the lives of the students and their families, and commends everyone at CCS for giving so much extra. She also wanted to welcome Dr. Johnson and stated that it is a great time to be here with a full body of people to help with leadership.

Trustee Ben Cabildo said that he just wanted to repeat what everyone else has said and thank you for your dedication, CCS stands tall because of all of you. He said welcome to Dr. Johnson and he looks forward to meeting with you.

Chair Greg Bever said that he had recently accompanied Dr. Livingston to a public radio interview regarding getting the community ready for transition. He stated that they talked about transition plans and about Dr. Livingston's future, and how good he felt that the community is involved and engaged. Mr. Bever said that the faculty tenure reception was outstanding, the Foundation annual dinner was outstanding, and was moved by the scholarships given and how excited the students were.

### EXECUTIVE SESSION

At 12:35 noon. Chair Greg Bever called for an executive session under RCW 42.30.110(1) for the purposes of reviewing the performance of public employees, considering the selection of a site or the acquisition of real estate by lease or purchase, discussing litigation or potential litigation, reviewing or discussing collective bargaining issues, and other matters within the scope of RCW 42.30.110. Executive session was expected to last until 1:15 P.M. No action will be taken.

Attendees included: Greg Bever, Patty Shea, Ben Cabildo, Don Cox, Carol Landa-McVicker, Gary Livingston, Christine Johnson, Greg Stevens, Donna Stambaugh, Joe Dunlap and Linda McDermott.

Chair Greg Bever announced that the executive session under RCW 42.30.110(1) had ended at 1:00 p.m. with the regular meeting reconvened. No action was taken by the Board during executive session.

### ADJOURNMENT

*Trustee Patty Shea moved that the meeting be adjourned at 1:05 p.m. Trustee Carol Landa-McVicker seconded the motion and the meeting was adjourned with no further action taken.*

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Secretary, Board of Trustees

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Chair, Board of Trustees