

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, Pam Praeger, Geri Swope, Amy Lopes-Wasson, Carla Naccarato-Sinclair, Greg Richards, Kassie Silvas, David Cosby, Brenda Martinson-Smith, Kathie Forney and Cheryl Churchill (recorder)

Guests: Patty Allen, Joan Baune, Jim Brady, Glen Cosby, Chrissy Davis, Martha Dimitrovich, Janee Dudley, Pam Engbar, Nancy Ferre, MaryAnn Goodwin, Dick Hol, Lynn Holmes, Heather Keast, Jody Lawrence-Turner, Jenni Martin, Mark Mattke, Greg Plummer, Rod Ramer, Lora Senf, Laura Sjolund, Jamie Stacie, Jocelyn Stott, Jim Waller,

CELEBRATING SUCCESS: ACADEMIC ADVISEMENT: ONE OF THE MOST IMPORTANT ELEMENTS FOR STUDENT SUCCESS

Vice President for Learning at SFCC, Pam Praeger, introduced Heather Keast, an English Instructor in the Humanities Division, and Chrissy Davis, Director of Advising and Early Intervention, who gave a PowerPoint presentation regarding Student Success. Ms. Davis spoke to the theoretical framework of the program, specifically addressing persistence and success. She emphasized that higher education institutions are working develop ways to better assist students to succeed. Currently, the national attrition rate between the freshman and sophomore year of college is 25%. There is a need to establish an integrated infrastructure and target energies to better redefine and develop student success.

They are currently working to develop a door to success beginning with a student success plan. Ms. Davis gave an overview of the First Year Experience Program, which has helped students feel more connected, making sure that their 'great expectations' include correct placement, and finding additional means of connectivity for the students. They are striving to assure that the faculty and counselors are working together to help develop the appropriate program of study for the student. Each new student is assigned to an academic advisor/counselor and is also paired with a mentor.

Ms. Keast spoke regarding the Advisor Certification Program and the Outcomes Advising 101 Training Workshop for Advisors, which is an 11-hour workshop, including 10 hours of homework, a final project to demonstrate proficiency, and a final exam. This training program has resulted in some very positive outcomes and helps to determine the advisor's comfort level in advising students, as well as determine their knowledge of advising.

A question was raised regarding the determination for resource allocation on the most critical factors. Currently they are harnessing best practices and putting them all under one branch to make academic advising an intentional system. They hold the person in the advising role and students both accountable, and are working diligently to bring down the attrition rate. When Trustee Don Cox asked how attrition was tracked, to account for the numbers, Pam Praeger stated she would talk with Institutional Research to determine the tracking process. It is easier to track those students who transfer to another institution, as a coding system is used for the prerequisite courses. This is an "intent" code that identifies the prerequisites for transfer.

Mr. Bever thanked them for their personal commitment to helping students. It was noted that SFCC has retained the First Year Student class even during budget reductions.

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, May 18, 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

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

ANNOUNCEMENT/ACTION: EXECUTIVE ADMINISTRATIVE APPOINTMENT AND CONTRACT

Chair Greg Bever gave an overview of the screening/recruiting process used in the search for the new Chancellor of Community Colleges of Spokane, District 17. A committee was formed and charged with producing five candidates capable of meeting the criteria for the position and forwarding those candidates to the Board of Trustees for consideration. Mr. Earl Hale, former Executive Director of the State Board of Community and Technical Colleges (SBCTC), acted as an unbiased third party to conduct background checks on the candidates. Five candidates were

identified to be brought to Spokane for in-person interviews. The Board of Trustees interviewed each candidate, the CCS Chancellor's Cabinet (Presidents, Vice Presidents and institutional academic leaders), and the leadership of both the faculty and classified staff all met with the candidates. Public forums were held at each of the campuses for all interested parties to participate. Additionally, Board Trustees met with them individually during the evening. The Board of Trustees identified the candidates that met all qualifications, continued discussions, more research was done, the screening committee met again to discuss information, and in Executive Session a unanimous decision was made. Mr. Bever stated that the candidate that was selected to be the new Chancellor of Community Colleges of Spokane District 17 was identified for possessing the ability to put students first, handle fiscal oversight, be the face of CCS, work with institutions having different missions and urban campuses, grasp transfer, workforce development and serving community industries, take on the challenges of students for campuses, and build consensus as a problem solver. Chair Greg Bever announced that Dr. Christine Johnson was selected as the new Chancellor and will begin serving in the position as of August 1, 2010.

Mr. Bever gave overview of personal recommendations that had been received, including former EWU President Steve Jordan, who said that Dr. Johnson was the most student focused person he has known, and has a great pool of colleagues to draw upon. Mr. Bever thanked Dr. Livingston for the way he has led, and is leaving, the CCS District. Dr. Livingston will be personally introducing Dr. Johnson to business, community, and legislative individuals.

Trustee Bever introduced Greg Stevens, Chief Human Resource Officer, and thanked him for his help with the process. Mr. Stevens read the official Board Policy for hiring of the Chancellor: Per Board Policy 2.10.01-Designation of Appointing Authority, the Board of Trustees shall appoint a President of the District whose title will be Chancellor. Per Board Policy 2.40.03 – Employment Contracts, executive staff shall be employed under the terms and conditions of an employment contract that stipulates dates of employment, salary for the employment period and any other terms and conditions applicable to that individual's employment. That contract shall be executed by signature of the employee and the applicable appointing authority. Attached for Board consideration and action is an employment contract with Dr. Christine Johnson, providing for her appointment as Chancellor.

Don Cox moved and Patty Shea seconded that per Board Policy 2.10.01 – Designation of Appointing Authority, the Board of Trustees of Washington State Community College District 17 approve the hiring of Dr. Christine Johnson; and, per Board Policy 2.40.03 – Employment Contracts the Board of Trustees of Washington State Community College District 17 approve the provided employment contract for Dr. Christine Johnson as Chancellor of Washington State Community College

District 17, and that it be executed by signature of the employee and the applicable appointing authority, as introduced by Mr. Greg Stevens, Chief Human Resources Officer.

The motion carried.

APPROVAL OF MINUTES

Don Cox moved and Ben Cabildo seconded that the minutes of the March 16, 2010, regular meeting be approved as presented.

Since there were a number of special meetings held for the purposes of conducting the Chancellor search, it was moved by Carol Landa-McVicker and seconded by Ben Cabildo that the minutes of the special meetings held on April 14, 2010; April 15, 2010; April 16, 2010; April 19, 2010; April 20, 2010; April 21, 2010; and April 26, 2010, be approved as presented.

No.10-09 ; motion carried.

REPORT: NATIONAL VOLUNTEER MONTH

Patty Allen, District Director of HS/ECEAP/EHS at the IEL, gave background information regarding month of May as National Volunteer Month, and stated that the annual award was always given during the month. This year recognition was given to a long time IEL volunteer in the Head Start Program, Martha Dimitrovich.

Ms. Dimitrovich began as a volunteer with the IEL in 2008, and with all of her hard work \$28,170.96 of in-kind contribution was received by March 2010. She has also served community youth through a number of organizations. Ms. Allen mentioned the numerous ways and contributions that Ms. Dimitrovich has given of herself, her personal time and her family during the last several years.

Trustee Greg Bever presented Martha Dimitrovich with sincere congratulations and a plaque for 2010 Volunteer of the Year. Trustee Patty Shea presented her with a bouquet of flowers, and Trustees Carol Landa-McVicker, Don Cox and Ben Cabildo shook hands and posed for a picture with Ms. Dimitrovich.

Janelle Dudley, Head Start Policy Council Advisor and Jamie Stacie were also introduced. All commended Martha Dimitrovich for her energy and the tireless service she has given to Community Colleges of Spokane through the Institute for Extended Learning and to the community through her contributions to numerous community organizations.

**DISCUSSION/ACTION: CONSIDERATION OF APPROVAL FOR
COMMUNITY COLLEGES OF SPOKANE TO PARTICIPATE IN
PURCHASING PROGRAM**

Ms. Linda McDermott, Chief Finance Officer, and Mr. Rod Ramer, Manager of Purchasing presented a resolution to enable Community Colleges of Spokane to participate in the state purchasing program. Ms. McDermott gave background information regarding the current purchasing policy. Mr. Ramer gave information on the location of authorized purchasing entities. There is a database of purchasing contracts available for the state, however, there has been added stress on goods and services budgets due to the current budget shortfalls. Trustee Ben Cabildo inquired as to SMART Program which was introduced by Governor Gregoire and inquired if we are locked into that particular contract? Mr. Ramer stated that current legislation marks a 180-degree shift from SMART buying and the requirement to participate cooperatively. Four year institutions introduced legislation to better fiscal responsibility by using larger contracts. The University of Washington led this charge and Washington State University supported it, as well. This does not restrict us, but now opens it up to new contracts which will save time and money.

Trustee Don Cox moved that the Board of Trustees adopt Resolution 10-10 authorizing Washington State Community Colleges of Spokane District 17 to engage in the cooperative buying agreement as presented by Ms. Linda McDermott and Mr. Rod Ramer. Trustee Patty Shea seconded the motion, Chair Greg Bever called for discussion.

No. 10-10; motion carried.

Dr. Gary Livingston mentioned that there had previously been communication from the legislature that state agencies be required to set a goal of two percent (2%) of agency purchases being made from the Department of Corrections. Discussion continued regarding the law of the 2% purchasing requirements introduced by the legislature. Discussion continued regarding the services that are offered by the Department of Corrections. It was stated that the Department of Corrections has a very diversified operation, are located in 17 different institutions, and is a self-sustaining program, except for administrative salaries. The inmates at the correctional facilities are paid for work they do, and there is a mandatory 10% set aside for inmates when they leave incarceration. There is new legislation on procurement, and two new laws are going to be taking effect in June 2010. A white paper will be developed for the Board of Trustees to use as a response to any approaches and/or questions.

TENURE RECOMMENDATION:

Chair Greg Bever asked that if anyone has any comment regarding the issue of tenure recommendation, they please give it to Greg Stevens, CHRO, for discussion in Executive Session.

DISCUSSION: LEGISLATIVE PRIORITIES FOR 2011-2013

Trustee Carol Landa-McVicker stated that the Board of Trustees will be working to development legislative priorities, and that all Boards of Trustees are intentionally trying to represent their Districts for the betterment of the colleges and the state-wide system. The legislators are required to have open access to meetings, and high level policy discussions need to be happening now so that established priorities can be taken to the State Board for Community and Technical Colleges (SBCTC) for discussion. Ms. Landa-McVicker shared a handout of the draft of discussion questions that are going to be addressed at the Trustees Association for Community and Technical Colleges (TACTC) meetings being held at Big Bend Community College in Moses Lake on May 20-21, 2010.

There will be a retreat planned for late summer with Board of Trustees and the new Chancellor to update the Mission and Goals. Board members stated some of the issues that should be discussed. Trustee Ben Cabildo said that an automatic discussion in terms of innovating a system should be to address the questions of cost, efficiency and student success.

Trustee Don Cox stated that the issue of infrastructure that cuts across all community colleges in the state is positive in affecting the budgets of all institutions. Mr. Cox mentioned our community colleges are not doing as well as private or for-profit institutions in making on-line courses as available and convenient for students to take and receive credit. He stated that these two issues to be addressed.

Chair Greg Bever stated that two conversations are really important: 1) the high dropout rate from high school, and 2) having access to getting students back into an education environment. This means students who left high school and are currently in the workforce have limited time to attend a structured classroom setting, and need to have multiple ways to access education. Discussion continued on rural students and opportunity to access for education.

Trustee Carol Landa-McVicker stated that another important issue is financial aid and financial access for students. Trustee Patty Shea stated that she felt it was not a question of one versus another, but how to keep the legislative messages flowing in most efficient way possible. She stated that it will be a real balancing act as to how to do this.

Chancellor Gary Livingston stated that it is inevitable that the need for on-line access is going to expand, and if it is inevitable for our colleges to compete with other programs being offered in the community, then the discussion needs to happen to identify the alternative of types of e-learning provided. There is a need for studied opinions moving forward and that means that faculty and students need to be involved in the discussion. There are many questions that need to be explored regarding the types of offerings we provide to meet the needs of students. It was stated that there is a need to make sure that each institution gets to drive their e-learning for student success.

The Board of Trustees will come back and look at issues from discussion held at the May TACTC meeting and relook at all issues, including student access, current state funding, providing access with declining funds, workforce training issues, enrollment issues when unemployment changes with economic changes, student performance and achievement initiatives, sustainability, efficiencies, how to balance recent capital budget success with other budget needs, and the fact that a new list of priorities must be developed for each successive legislative session since the legislature can commit for only one budget session and not for future sessions.

Ms. Landa-McVicker stated that this was a great start to the conversation and that the Board of Trustees would like to hear from everyone and continue the conversation to see if there are other topics that are not addressed. If anyone has any comments/questions, please send them to the Chancellor's Office to forward to the Board. She urged everyone to also talk to their legislative candidates, since this is an election year, and see where they stand. We are all advocates and need to be talking to candidates and making the needs known.

BREAK

The meeting recessed at 10:05 a.m. and reconvened at 10:20 a.m.

REPORT: REVIEW OF WORKFORCE DEMOGRAPHIC AND UTILIZATION FOR THE PERIOD JANUARY 1, 2009, THROUGH DECEMBER 31, 2009.

Greg Stevens, Chief Human Resource Officer, gave an update on the Board of Trustees Policy 2.00.05 – Diversity [handout]. Mr. Stevens presented tables of statistics regarding: people of color employed in Eastern Washington public agencies, people of color by CCS organizational unit, comparison of numbers of people of color over the last decade, people of color by job group, people of color by job group compared to the total workforce, how the CCS workforce will be changing with the retiring of Baby Boomers and Vietnam-era veterans, outcomes of the GAAPCom Review of the CCS 2005 Affirmative Action Plan, and faculty of color

comparison by institution. It was noted that in the region, Community Colleges of Spokane led in employment of people of color in the last five years. It was noted that the retention of employees staying in the employ of Community Colleges of Spokane is very high. Trustee Don Cox stated that we need to take time to celebrate the retention of employees at CCS and it is to be commended. Mr. Stevens said that statements of employee retention was also owing to board policies, connection to community and other programs that are offered to diverse populations and connectivity to their events.

Chair Greg Bever asked what could be done to enhance recruitment of people of color? Mr. Stevens stated that we do what we can to increase the percentage of applications as a whole, compare people of color from recruitment through the full hiring process, the District Office has started assigning an Equity Advocate to all recruitment for district positions, and there is a district-wide Equity Council that has a task force working on how to address retention of people of color. Dr. Livingston stated that previously the focus has been on recruitment, not retention, but that is changing.

Trustee Ben Cabildo asked if the makeup of the Equity Committee has changed? Greg Stevens stated that the demographic data has been shared since 2007, and the units all have active equity advocacy. Recruitment efforts have changed since the early 2000's. This year we have made a specific effort in the recruitment of people of color in all areas of recruitment, and established a faculty of color mentorship program. Carla Naccarato-Sinclair, AHE Faculty President, said that there are faculty not willing to apply for annualized positions, as they are not willing to move here for a one-year position; and recruiting for persons of color in specific areas (i.e., nursing, tech trades) is very difficult. It was also mentioned that since tenure does not move with faculty from another institution, so to come here from another institution, you must go through the tenure review process.

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.

Greg Bever thanked Greg Plummer for the new lighting systems in the lodge for the meeting, and for the equipment that has been set up and arranged for the meeting.

District Director of Facilities, Greg Plummer, provided the following report:

- all projects remain on schedule,
- several repair and minor projects scheduled with completion anticipated by fall quarter
- Math/Science Building at SFCC

- a permanent support facility at SCC in the athletics area to replace some smaller buildings and portables
- an obstacle course is being built for law enforcement training
- campus emergency phone systems on the campuses are being started for the summer
- it was suggested that for any facility evacuation reasons, the safe distance from the building was suggested to be at the blue security post as the distance to be away from the building when need to evacuate, or the use of a main landmark for people to judge distance.

District Chief Finance Officer Linda McDermott reported that nearing the fiscal year end, we right on target for expenditures. Expenditure summary sheets were provided with the Board materials.

Director of Head Start/ECEAP/Early Head Start, Patty Allen, provided the following report:

- **Head Start/Early Head Start Funding Increase:** letter was received from the Office of Head Start stating the program instructions for applying for the 1.84% COLA funds for Head Start and Early Head Start. Funding will be utilized for increased staff benefit costs.
- **Our Kids Our Business Updates:** April was Child Abuse Prevention Month. A Kick-Off Breakfast was held at the SCC Lair on March 26. Thanks were given to the parents and SCC Bigfoot children attending the annual “planting” of nearly 1,600 pinwheels at SCC.
- **West Boone Center** was chosen to display their art projects in downtown Spokane during the First Friday Art Walk.
- **Risk Management Meeting:** Scheduled for May 21 via conference call with Region X personnel in Seattle. Meetings are held prior to sending out grantee refunding notices.
- **ARRA Quality Improvement Funds:** Currently in negotiations with Region X regarding reprogramming unexpended dollars prior to the cutoff of September 30, 2010. The dollar amount will be known soon.
- **Summer Sessions:** Part-day Head Start sessions will be offered at Hillyard and AEC from June 21 through July 30 to support families participating in adult basic education.
- **State Budget Outcome for Early Learning:** Early learning went virtually untouched through budget cuts; funding for child care subsidies was maintained.
- **ECEAP Status:** the state legislature cut 29 ECEAP slots statewide. It was learned this week that our ECEAP program will have one slot cut.

EXECUTIVE SESSION: CONSIDERATION OF THE GRANTING OF TENURE FOR SPRING QUARTER 2010

It was determined that there was no need for an executive session. Greg Stevens, Chief Human Resource Officer stated that as the appointing authority, the Board of Trustees is responsible for the granting tenure to faculty members. By the end of a probationer's eighth quarter of employment, or when otherwise recommended prior to the eighth quarter (summers excluded) the board may a) grant tenure; b) deny tenure; c) extend the probationary period for one, two or three quarters, excluding summer quarter (where recommended by the applicable tenure review committee); or d) take no action, thereby granting de facto tenure. The following probationary faculty members are appropriately before the Board of Trustees and await action as outlined.

Currently those two faculty members are:

- Gail Ekins, SCC Business Technology, and
- Tina Jones, SCC Surgical Technology

ACTION: CONSIDERATION FOR THE GRANTING OF TENURE FOR SPRING QUARTER 2010

Carol Landa-McVicker moved that the Board of Trustees of Washington State Community Colleges District 17, as appointing authority, hereby grants award of tenure to probationary employees Gail Ekins, SCC Business Technology, and Tina Jones, SCC Surgical Technology. Ben Cabildo seconded the motion.

No. 10-11; motion carried.

REMARKS FROM THE ASSOCIATION FOR HIGHER EDUCATION PRESIDENT

Carla Naccarato-Sinclair provided the following report:

- she has been reelected as President
- Greg Richardson will become recording secretary
- reception for newly tenured faculty for 2009-2010 will be held Thursday, June 10, 2010 at Orlando's.
- planning is beginning for budget, summer school, fall quarter, ordering books
- students still clamoring for admission to programs.
- there will be one more Senate meeting.

REMARKS FROM THE WASHINGTON FEDERATION OF STATE EMPLOYEES REPRESENTATIVE

David Cosby provided the following report:

- working on budget processes,
- information coming from the administration has been good to keep anxiety levels low,
- it was appreciated that people were able to be involved in the forums for the new chancellor.

REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE

President Mark Palek provided the following report:

- Tammy Messing and Penny Butters worked with the Volunteers of America and received a certificate for financial planning, financial resources, and reported it was a good positive event to participate in.
- established Stop the Hate program on campus.
- now on board offering program and training for state employees who need assistance through the Employee Assistants Services.
- Awards received: graphic and web design seven gold and 15 silver medals, Communicator Award, and the film festival at the Garland Theatre.
- construction site for the new planetarium is taking shape; now within \$65,000 of having this completed through CCS Foundation contributions, and there have been a lot of internal contributions toward planetarium.
- art faculty are involved with students doing artwork for the new planetarium, to be placed as regular installations.
- There was a celebration of student writing, where students from English 102 class presented to other students and faculty for feedback – successful programs for several years, reaching out to community.

REMARKS FROM SPOKANE COMMUNITY COLLEGE

Brenda Martinson, Classified Staff Representative gave the following report:

- dedicating tree and bench as memorial for Ren McCoury
- next classified staff meeting is Thursday 5/20
- students looking forward to graduation
- classified staff are grateful to President Dunlap for keeping them involved in process for budgets, etc.
- great turnout for staff appreciation breakfast.

Greg Richards provided the following report on behalf of faculty:

- this will be his last report at a Board meeting, due to his new position

- bad news, have car thefts still occurring at campus – primarily in P1 parking area.
- received grant through the Entrepreneurship Program which put 25 students in the classroom with free tuition. Christy Doyle helped them obtain a grant. The program is now on its third year and have 15 students in application process. Two students qualified in competition for entrepreneurship with local four-year institutions and came away with cash rewards.
- May 26 program will be having Entrepreneurial Expo at Riverpark Square at the Lakes Area in the main lobby, students will be showing their businesses that they have worked on during yr. 3-7 pm.
- they have one of the higher graduating classes of the three years of the program.

President Joe Dunlap provided the following report:

- two weeks ago WA military department signed over property near the Spokane International Airport and gave money to support the Aviation Program in the move to Spokane International Airport. Relocation will put the program in the middle of emerging programs in aerospace industry.
- Christy Doyle heads up a grant-writing team, that has been very successful – aviation programs will take lead in submitting grant in state; \$90,000 grant for aerospace equipment received that must be spent by June. The students walked away with \$4500 in equipment prizes.
- NWACC visit ended up with two commendations and no follow-up.
- Respiratory care program had team that won first out of nine competing in the Septum Bowl
- faculty and students placed in sugar artists cake competition – the entrees are on display outside Orlandos.
- faculty member wrote a book that has won awards and being used in curriculum of institutions.

Trustee Don Cox asked for update on the nursing program. Progress has been made since Terri Armstrong was hired as Dean and she is in the process of conducting a search to hire a new nursing administrator, which should conclude in next week. They will then go to Olympia to meet with administrator of the visit for nursing program accreditation. Other nursing programs have received nursing visits with issues to meet their specific agendas. Students who are in the program currently will see no change, they can continue to take state nursing certification tests and the NCLEX.

Dr. Dunlap also reported that they are working with a new concept around registration and deadlines. Increased enrollment, lower budget, and student achievement has caused backlog of students seeing counselors, and behavioral issues have developed with students not being prepared for college work. New initiatives have been established to better allow working with the students. The

registration deadline for fall quarter is two weeks before classes start (9/6) and then they will cut off applications for new students. Then in a two-week window there will be late registration for already registered students to add/change/withdraw courses, but that will not apply to new applications for students that are late applying. The two-week window provides more orderly flow of work and puts responsibility of paperwork on students. They are trying to better serve students and make sure the students are in right classes.

REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING

Kassie Silvas provided the following report on behalf of faculty:

- faculty would like to thank Scott Morgan for his transparency in the budget process to keep anxiety down.
- Center for Entrepreneurship National I-BEST graduate was a winner.

Dawn Chavez provided the following report on behalf of classified staff:

- Classified staff are working on reporting efficiently, accounting for participation, especially for WorkFirst program, and refining reporting procedure
- they are working on neighborhoods that matter, evaluating needs in IEL areas and looking at needs in neighborhoods, to make others aware of the needs of families in order to provide services and care
- some agencies are able to provide services and products to stabilize homes and atmosphere for kids in Hillyard.

Scott Morgan, Chief Executive Officer of the IEL provided the following report:

- Mr. Morgan gave a big thanks for the award for Martha Dimitrovich who has helped in so many different way, especially in the Crosswalk Program and helped kids transition with some really difficult issues and always handled everything very professionally.
- Wade Scholarships were awarded in a reception at Spokane Country Club. Lisa Darling, Colville nursing student, was winner of a full tuition scholarship for two years, and that can also be applied to a four-year institution transfer.
- budget as is expected and dealing with lower funding.

REMARKS FROM THE CHANCELLOR

Dr. Gary Livingston commended the Board of Trustees on the recently conducted Chancellor search. The June meeting will be focused on the budget. The goal is to have a budget manuscript the second week of June, prior to the June Board meeting

for any questions. He asked that people let him know if they feel there is anything that is not representative of the April Budget Retreat conversation.

- Linda McDermott is currently working on all of the fees that need to be applied.
- Tradition has been not to have a Board of Trustees meeting in August. An announcement will be made regarding no meeting in August.
- All business that needs to be handled will be prepared in July for the September Board meeting.
- Dr. Livingston announced that like himself, Trustee Carol Landa-McVicker will be retiring from her position in Human Resources at Spokane County.
- An Executive Session will need to be held to consult with legal counsel, Maureen McGuire, Attorney General's Office Representative, for review of public employee – approximately 40 minute executive session.
- Finalizing review of procedures, getting close to finalizing: The following Procedure changes are as below:
 - ❖ **Administrative Procedure 2.20.01-F, VEBA** – clerical change, VEBA Trust hired a new third-party administrator, process of notifying employees has been updated to reflect p 3.
 - ❖ **Administrative Procedure 2.30.05-A, Employee Uniforms and Work Clothes** – clothing and uniforms of students in all programs meeting statutes for uniforms have been incorporated into this procedure with categories of when uniforms are required to be purchased.
 - ❖ **Administrative Procedure 2.40.01-C, Exempt and Administrative Employee Leave Administration** – implementing practice into administrative procedure: when hired exempt employees are given one year sick leave as advance accrual, don't get accruals until reach one year of employment then start accruing, addresses state employees bringing leave with them
 - ❖ **Administrative Procedure 5.30.01-A, Travel Approval** – now reflect use of credit cards to be used with other state agencies, cost higher for processing check than credit card, must still meet internal accounting procedures for using cards.
 - ❖ **Administrative Procedure 5.30.01-D, Registration and Membership Fees** reflected in credit card use.
 - ❖ **Administrative Procedure 5.30.01-F, Travel Advance**
 - ❖ **Administrative Procedure 5.30.01-G, Travel Reimbursement** now give reimbursement through payroll as efficiency measure, implemented this year
 - ❖ **Administrative Procedure 5.30.01-H, Vicinity Travel** – same as for travel reimbursement

REMARKS FROM THE BOARD AND BOARD CHAIR

Trustee Patty Shea would like to thank Trustees Greg Bever and Carol Landa-McVicker for the process of Chancellor recruitment and accepting input from all sources. Ms. Shea reported there were lots of events going on: TACTC Awards Committee will be honoring people at 5/20-21/10 Spring TACTC Conference; Legislative Advisory Committee; SCC staff appreciation; Partners for Veteran's Support signed an agreement for both institutions; POWOW was this weekend, plus NWACC tennis championships. Patty reported lots of positive feedback from the community.

Trustee Ben Cabildo reported that it has been a busy month, hiring new chancellor. He thanked Greg Bever and Carol Landa-McVicker for leading, and said that the way the Board operated through process was impressive all the way through selection and he is proud of the Board for working together. Activities he attended were: Chancellor selection committees, African American events, Foundation events, Head Start Policy Meeting. He stated that there are lots of opportunities for the community to interface with CCS. He said that the Board members were all very active in meetings.

Trustee Don Cox said that he wanted to give sincere compliments for the effort that the tenure review committees make to help candidates in completing student evaluations, setting goals, outlining in-service training, and they help candidates struggling with online teaching versus classroom, effort that doesn't have to be made but is done just helps to increase the quality of staff/faculty. He stated that they learned a lot of things from the Chancellor forums including: lots of challenges, most often a comment/question was about challenges of system – difficulty of students taking class from one institution to another and not being treated as a system student, but as a separate institution student and difficulty that people have in helping students during difficult times when classes open at one campus, the effort in getting students into classes were cumbersome and students would give up. He is hoping that in advance of new chancellor, we will be working on this issue to find out why structurally this is happening and find a way to resolve this.

Trustee Carol Land-McVicker said that she would like to thank Don for taking the lead on the tenure process and doing such a thorough job to point out what to look at. She feels that the tenure review process and the panel with the other trustees works very well. She announced that she attended: County Career Fair, and Community Colleges of Spokane was well represented (business and outreach to students); students took a survey to address career areas, addressed employers as to what that job entails, then what programs were offered at community colleges to get them into the career which makes them think early in high school of opportunities. She also attended the Hispanic graduations, honoring young

scholars as well as graduates (3.0+ GPA) and would challenge them to higher education and being on stage at their graduation. She stated that Greater Spokane Incorporated was losing two wonderful leaders in Gary Livingston and Bill Robinson, and she appreciated the presentations that they gave around town. She feels that it is because of Gary Livingston that CCS is well respected throughout the business community. She appreciated the Budget retreat process to do as retreat and be able to answer questions and then be informed for the budget process in June. She also congratulated Martha Dimitrovich on her award and on how she handled the hardships on the boards she worked with.

Chair Greg Bever wanted to say congratulations at year end and well-done. He said it is marvelous and rewarding as a trustee to see the end product at the graduations with students and families. Greg praised the Board for all of the effort throughout the whole recruitment/selection process. He praised the screening committee for bringing five great candidates and for the contribution to the selection, and he was glad they stayed involved. He stated that he was going to miss Gary Livingston and that he is irreplaceable and hopes for more celebrations with Livingston/Robinson. He also thanked Greg Stevens and Anne Tucker saying they couldn't have done search process without them, and also thanked Anne for dealing with end of process in making all of the announcements. To all he says, thanks for everything this year.

EXECUTIVE SESSION

At 12:05 p.m. 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 12:40 p.m. No action was taken by the Board during executive session.

ADJOURNMENT

The meeting adjourned at 12:05 p.m. No further action was taken.

Secretary, Board of Trustees

Chair, Board of Trustees