Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
December 21, 2010 – 8:30 a.m.
Institute for Extended Learning Lodge
3305 W. Fort George Wright Drive; Spokane, WA

Present: Greg Bever (chair), Ben Cabildo, Don Cox (via ITV), Carol Landa-McVicker, and Bridget Piper. Also present were Christine Johnson, Joe Dunlap, Pam Praeger, Janet Gullickson, Greg Stevens, Anne Tucker, Amy Lopes-Wasson, Maureen McGuire, Brian Briggs, Angela Wizner, Dawn Chavez, Alan Rathbone, Jo Lynne Sherman, Alec Stannard, and Linda Graham (recorder).

Guests: Patty Allen, Tyler Beasley, Brooke Dennis, Dennis Dunham, Patty Faye, Brian Green, Michael Prim, Karol Startzel, and Peter Williams,

CELEBRATING SUCCESS: The Spirit of the Holidays

Ms. Carol Riesenberg, Vice President of Instruction at Spokane Community College (SCC), provided a brief overview of the presentation. A PowerPoint presentation highlighting some of the activities that were sponsored by SCC during the holiday season was shown. Mr. Brian Green, Environmental Science faculty; Mr. Tyler Beasley, Greenhouse Manager; Ms. Karol Startzel, The Greenery Instructional Technician; and Patty Faye, third-year student, reported on student poinsettia crops, the greenhouse industry, and the poinsettia open house at The Greenery.

Chairman Bever questioned the importance of funds to the program. Mr. Beasley stated that funds are used to purchase all supplies and various upgrades to the greenhouse. Mr. Bever stated that suppliers have been very supportive of the program at Community Colleges of Spokane and suggested that Dr. Johnson send letters of appreciation on behalf of the Board. The campus was encouraged to notify the Board of future open house events.

Trustee Landa-McVicker asked about the hours of operation for The Greenery and about the job market in the Spokane area. Ms. Startzel clarified that the Greenery is open September through June. Due to the current economic downturn, people are not purchasing as many plants and flowers. Consequently the demand is not as high as in the past, but graduates are still finding employment – some outside of the Spokane area. It was also clarified that some of the students in the program are seeking personal enrichment rather than employment opportunities.

Dr. Johnson expressed her commendations and appreciation and recognized the staff for their entrepreneurial spirit. Mr. Cox also thanked and congratulated the presenters.

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Ms. Angela Wizner, Student Awareness League faculty advisor, and Ms. Brooke Dennis, club president, shared about the Thanksgiving dinner that was prepared and served at the House of Charity by current and former students, staff and faculty members.

Chairman Bever thanked Ms. Wizner and Ms. Dennis for their presentation. Trustee Ben Cabildo also expressed his appreciation for the commitment to the community and for the touching presentation.

Dr. Peter Williams, Associate Dean of Student Services, reported on the Associated Student Council's tree of sharing. Chairman Bever commented that many CCS students are in financial need; however, many choose to contribute to others.

Mr. Michael Prim, criminal justice department chair, discussed the Criminal Justice Christmas Project and explained how students selected one needy Spokane family in Russian community and provided them with a meal, tree, decorations and gifts. Chairman Bever thanked Mr. Prim for his report.

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, 3305 W. Fort George Wright Drive; Spokane, Washington, on Tuesday, November 16, 2010. Chairman Greg Bever called the meeting to order at 8:40 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 the open microphone.

APPROVAL OF MINUTES

It was moved by Ms. Bridget Piper and seconded that the minutes of the November 16, 2010, regular meeting be approved as presented.

No. 10-39; motion carried.

STATUS REPORTS

<u>Capital Projects in Progress:</u> Mr. Dennis Dunham, District Director of Facilities, provided an update on the major capital and repair projects.

<u>Budget and Expenditures:</u> Mr. Greg Stevens, Chief Administrative Officer, reported that the district is still waiting for some detailed analysis from the Washington State Board for Community and Technical Colleges (SBCTC); however, the reduction target

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for the community college system for this fiscal year appears to be 3.8 percent. Other state level reductions in printing services and retirement supplemental accounts were also mentioned. The district will begin working on the next biennium budget as information becomes available.

<u>Head Start</u>: Ms. Patty Allen, District Director of Head Start/ECEAP/Early Head Start provided an update on the Head Start program and stated that she will be providing the Board with regular reports on such topics as USDA Meal Service, enrollment/ attendance, and In-Kind (non-federal share) per Head Start/Early Head Start requirements. The foster grandparent program and Children's Safety Bureau donations were also discussed.

Trustee Bridget Piper questioned if the drop in attendance in the Head Start/Early Head Start program during November was typical. Ms. Allen stated that the early snow fall in the Spokane area affected attendance.

Administrative Procedures: Copies of CCS Administrative Procedures 1.50.02D (Processing Grants), 1.50.02E (Processing Contracts), 4.40.02A (Academic Standards), 5.05.05E (Performing Arts Scholarships), and 5.30.05J (Correctional Industries Annual Purchases Goal) were distributed per Board Policy. Mr. Greg Stevens stated that the procedures have been vetted through the various deliberating bodies and have been implemented. Mr. Stevens and Dr. Janet Gullickson, Chief Academic Officer, provided background information regarding the procedures.

Trustee Piper questioned what items could be purchased through the Department of Corrections (DOC). Mr. Stevens clarified that furniture and office/cleaning supplies can be obtained through the DOC and that the DOC is required to go through the bidding process. It was also stated that local companies were involved in helping CCS revise its administrative procedure. Trustee Cabildo questioned who was responsible for assembling the furniture purchased through the DOC. Mr. Stevens stated that DOC delivers and assembles/installs the furniture.

Trustee Cox questioned when the academic standards procedure would take affect. Dr. Gullickson stated that the procedure clarifies practices that have been in affect at the college and national level. Trustee Cox also questioned how many students are not allowed to enroll due to poor academic progress. Dr. Gullickson will research the information and report back to the Board.

AHE/WFSE REPORTS

a. Association for Higher Education: A report was not provided.

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b. Washington Federation of State Employees: Ms. Jo Lynne Sherman reported that the negotiation team met in December and will reconvene in January to review several articles. Ms. Sherman also shared about the equipment being purchased/installed in the new and renovated buildings at SCC.

INSTITUION REPORTS

a. <u>Institute for Extended Learning</u>: Mr. Brian Briggs, IEL faculty representative, reported that the Newport Center is very busy and explained that 52 students are currently enrolled. Brian explained that the Center has a 24-seat classroom that is often filled to capacity to the point where the computer lab is used as an overflow room. Credit classes for winter quarter are filling rapidly at the Newport Center.

The Valley Center location and its open house event were discussed. There are currently over 150 students at the Valley Center with 92 students enrolled at this time. A new College Prep class has been established for winter quarter at Spokane Falls Community College. Mr. Briggs also explained that Ms. Michele Cook, GED instructor, has been involved in the Hoodie Drive for several years. This year, 51 hooded sweatshirts were donated to kids in the Crosswalk program. Mr. Briggs also read a letter from Ms. Molly Popchock, English as a Second Language (ESL) coordinator, regarding a Native American presentation by Barry Moses, ABE Instructor.

Ms. Dawn Chavez, IEL classified staff representative, reported that the Hillyard Center recently had 50 students graduate. Employees are helping and encouraging these students to continue their education. The Unchained Brotherhood Motorcycle Chapter provided Hillyard students and their families with a Christmas party and encouraged students to further their education.

Ms. Amy Lopes-Wasson, IEL Dean of Student Services, reported that the Second Harvest Mobile Food Bank delivered 9,000 pounds of food to 153 IEL families during the end of November. The professional clothing drive is currently underway, and people were encouraged to donate. The annual fashion show will be held in February. It was also announced that the IEL now has its own Intranet site.

Trustee Landa-McVicker expressed her excitement for the new Valley Center, and mentioned that signage would be needed. It was clarified that the Center is in the process of obtaining signs.

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> Trustee Cox congratulated the units for their hearts of service and also SCC for the progress they made on the future Aerospace Center. The Center has the potential of creating high-paying jobs in the Spokane and surrounding areas.

Trustee Cox further explained some of the challenges at the Pullman Center and encouraged CCS to provide science labs and pre-nursing programs in the rural communities. In addition, it was stated that a production agriculture program is needed in the area.

Dr. Johnson thanked Trustee Cox and mentioned that the district is looking at ways of better serving the community. To that effort, CCS executives will be reviewing the following areas:

Area of Consideration	$\underline{\mathbf{Executive}}$
Revenue Generation	Scott Morgan
Redesign	Joe Dunlap
Reductions/Cuts	Greg Stevens
Student Achievement	Pam Praeger
Student Services Redesign	Janet Gullickson

b. Spokane Falls Community College: Mr. Alec Stannard, SFCC Student Body President, provided an update on recent student government activities, which included involvement in student orientations, *The Communicator*, video news briefs, event planning, club fundraising, staff realignment, networking, and leadership development. Trustee Cabildo thanked Mr. Stannard and questioned if student government is using any social media. Mr. Stannard reported that the students have a Facebook page and that Mr. Jason Nix, SFCC faculty member and club advisor, will be helping students expand their use of social media.

Mr. Alan Rathbone, SFCC Classified Staff representative, reported that the classified staff luncheon that is scheduled for February 11, in Lounges ABC of the Student Union Building will be more casual than previous years. Ms. Cindy Stevenson has been invited to speak to the group.

Ms. Pam Praeger, SFCC President, reported that:

- ❖ The first results of the Project Degree evaluation show a 20 percent increase in persistence for those students participating in the program compared to the general population match group.
- ❖ An external evaluation on Title III was conducted. The evaluator was very impressed with the CCS business office, its internal process and the Institutional Review Board (IRB).

- ❖ The campus will be working with student government in identifying areas of improvement and/or investment for the Achieving the Dream grant application.
- ❖ The campus is working with the International Educational Exchange Program to bring a scholar from Africa to the college. The proposal will need to be reviewed by the Fulbright Program and federal funds allocated.
- ❖ The college redesigned its developmental math sequence. The first set of data indicates an increase in student success.
- Ms. Christina Turner was nominated and selected for the Presidential Scholarship to participate in the Association for Institutional Research Data and Decision Academy.
- Three additional advisement sessions are scheduled for students with under 30 credits. Student government leaders will be attending and providing motivational speeches.

Ms. Praeger read an article in the Cheers section of *The Pacific Northwest Inlander* regarding the SFCC Testing Center and stated the campus is working on improving its services. Ms. Praeger also thanked the Board and the administration for honoring students during today's student and legislative recognition reception.

- c. <u>Spokane Community College:</u> Ms. Angela Wizner, SCC Faculty representative, reported that:
 - ❖ Dr. Dunlap attends all Student Awareness League events, which Ms. Wizner expressed appreciation.
 - ❖ Ms. Phyllis Andersen, SCC faculty member, has been instrumental in establishing the first rural high school in El Salvador. She continues to help the school in several ways including training teachers during her breaks.
 - ❖ Two faculty members in the English department were awarded a \$30,000 grant from the Bill and Melinda Gates Foundation for curriculum development.
 - Many faculty members research and publish on a consistent basis. Funding for these professional development activities is no longer provided by the district.
 - ❖ Faculty members are paying out-of-pocket expenses for such things as office supplies and photo copies. In an effort to reduce the number of handouts, faculty members are beginning to post information on Angel.

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- ❖ Many SCC classes are full or have wait lists. Consequently, faculty members are encouraging students to attend classes at SFCC and the IEL.
- ❖ SCC has held several affordable holiday celebrations that honored the many different cultures on campus.

Dr. Joe Dunlap, SCC President, thanked the Board for participating in the Livingston Math and Science Building dedication and reported that the Jenkins Wellness Center will be dedicated on February 8. Dr. Dunlap reported that the draft nursing accreditation report indicates that SCC did well. The report will be forwarded to the Board once it is finalized and approved. The nursing faculty is preparing for a National Nursing Accreditation visit in fall 2011. A total of 65 students graduated from the nursing program during fall quarter 2010. SCC has been working with the IEL in putting one of its medical programs online so it can be delivered to the rural areas. Other calendar events were discussed.

BOARD REPORT

Trustee Carol Landa-McVicker discussed some of the meetings and events she attended in November and stated that the Board would not be attending the federal conference this year due to budget reductions but hoped that all members would be able to attend the TACTC winter conference being held at the State Board for Community and Technical Colleges in January.

Trustee Ben Cabildo wished everyone a happy holiday and thanked the trustees for their support while he underwent knee surgery.

Trustee Bridget Piper commented on how nice it was to hear today's presentations and thanked the employees for all the work they do.

Trustee Don Cox wished everyone a merry Christmas.

Chairman Greg Bever discussed some of the events he attended and commented on how much he enjoyed touring the Valley Center and participating in the various work groups and employee gatherings. He thanked everyone and wished them a happy holiday.

BREAK

The meeting recessed at 10:38 a.m. and reconvened at 10:53 a.m.

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CHANCELLOR REPORTS

Dr. Christine Johnson reported that:

- Community Colleges of Spokane received certification that its Board remained in good standing with the Association of Community College Trustees (ACCT).
- ❖ Trustee Bridget Piper was one of the winners in the CCS alumni raffle drawing.
- Students would be recognized this afternoon during the Student and Legislative Recognition Reception.

In addition, a PowerPoint presentation outlining information that was recently shared with editorial boards at *The Spokesman Review* and the *Journal of Business* was shown. Some of the topics highlighted included serving record demands, efficiency/return on investments, relevance to the region and what CCS asks of its community. The Community Colleges of Spokane Centers of Excellence and Star Faculty were also discussed.

In addition, a list of topics was presented to the Board. After some discussion, it was determined that the following reports would be provided to the Board throughout the year:

- ❖ A summary of student completion
- Student success indicators
- * Running Start enrollment and student success rates
- Online education
- * CCS graduates' success rates at colleges and universities
- ❖ Over of recent high school graduates success rates
- Employer/student satisfaction survey

Trustee Piper thanked Dr. Johnson for the presentation and mentioned she would be interested in learning more about online courses since they can often provide a voice for students who do not necessarily feel comfortable speaking in a traditional class setting. Dr. Johnson mentioned that CCS will research the success rates for online students to determine how well they are doing. Trustee Cox recommended that CCS compare online student success rates at other private institutions. Dr. Johnson mentioned that private institutions are not required to share their data; however, CCS can do peer comparisons with similar institutions across the country.

Trustee Bever expressed interest in knowing how graduates in the trades and nursing/medical programs are performing in the workplace – do they have the needed skill set. In addition, it was suggested that math improvement rates be further examined. Dr. Johnson stated that business investments in educational programs (i.e.

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Toyota automotive program) and the nursing licensure exams are both good success indicators; Job placements, however, may not be a good indicator in the current economy.

Trustee Landa-McVicker suggested that historical and current projections be examined and that CCS compare its success with its peers in and out of the state. It was further recommended that the SBCTC mission and student voice be incorporated in the reports. The Board should be informed of the messages being shared with the legislators. Ms. Praeger stated that the units are obtaining student perspectives in different ways such the Center for Community College Student Engagement (CCCSE) student survey that is scheduled to be administered during spring quarter 2011. Dr. Johnson discussed the academy that was held during the last WACTC meeting on student success and that one of the areas of emphasis for the State is how English as a Second Language (ESL)/Adult Learners are doing. State-wide discussions on student success are ongoing.

Trustee Cox recommended that transfer and professional technical students be reported separately. Since CCS has the largest geographically area in the state and serves a larger student population, it was suggested that CCS educate policy makers on needs and to lobby SBCTC and the legislature for additional capital resources. In addition, Running Start enrollment practices may need to be considered.

Dr. Johnson acknowledged that CCS serves a greater area and larger headcount and hopes that the information that was presented with the editorial boards and at today's Board meeting will help familiarize others with the issues. With the current budget situation, capital development will be much more challenging, and Dr. Johnson welcomes the support from the business and legislative community. Trustee Cox's help in this area would also be appreciated. One idea that was generated from the editorial board meetings was getting funding from the capital development budget for technology to expand outreach capabilities.

The State Board plans to launch an enterprise resource planning effort, a new technology information system. The proposal is to obtain funding through course fees/tuition increases that are ear marked for technology. Regarding Running Start, there is a proposal of implementing a partial tuition fee (approximately 25 percent) that students would pay; however, all proposals will require approval.

Trustee Cox questioned if graduates in the nursing program are able to take the state exams even though SCC is not yet nationally accredited. Dr. Dunlap clarified that students are required to take the state licensing exam in order to practice. The only limitation by not having national accreditation is that students cannot work in a VA facility. All SCC students take the licensing certification exam, and all are eligible to

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work in any facility other than a VA hospital. Trustee Cox asked about the passing grades on the licensing exams. Dr. Dunlap did not have the information readily available but will do some research and report back.

Chairman Bever questioned how quickly medical certification requirements change. Dr. Dunlap clarified that the certification exams do not change rapidly; however, technology does. Some examples that were discussed include cardiovascular technology and nursing mannequins. SCC has been able to acquire instructional technology with Perkins funds, student technology fees and goods/services budget. Trustee Cabildo questioned if CCS provides continuing education for medical practitioners. Dr. Dunlap clarified that CCS does provide continuing educational opportunities for practitioners.

Trustee Landa-McVicker asked about the advisory committees. Dr. Dunlap stated that CCS has advisory committees for every career and professional/technical program. Members help identify industry trends, make recommendations on curriculum changes, and help provide donations in equipment and instructional media.

EXECUTIVE SESSION

An executive session was not held.

ADJOURNMENT

Chairman Bever adjourned the meeting at 11:37 a.m. No further action was taken.