

Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
October 19, 2010 – 8:30 a.m.
Pullman Gladish Community-Cultural Center
115 NW State Street, Pullman WA

Present: Greg Bever (chair), Ben Cabildo, Don Cox, Carol Landa-McVicker, and Patty Shea. Also present were Christine Johnson, Joe Dunlap, Scott Morgan, Pam Praeger, Greg Stevens, Anne Tucker, Janet Gullickson, Maureen McGuire, Amy Lopes-Wasson, Rebecca Rhodes, Carla Naccarato-Sinclair, Dawn Chavez, JoLynne Sherman, Alec Stannard, and Linda Graham (recorder).

Guests: Dennis Dunham, John Huffstutter

CELEBRATING SUCCESS: Student Transitions in Pullman

Ms. Rebecca Rhodes welcomed the Board to the Pullman Center and introduced Mr. Joal Lee, Department Chair and Film Club Academic Advisor, and Ms. Dyan Bledsoe, ABE Instructor and Workfirst Manager.

Mr. Lee provided a brief overview of the Pullman Center student population and explained that many are transfer students taking classes at both the Pullman Center and Washington State University (WSU). Mr. Lee further explained how student clubs and organizations provide students a sense of community and serve as a transition point between adult basic education (ABE) and credit-earning students. A sample of student films produced by the film club was shown. In addition, copies of the *Bigfoot Review*, an annually published creative arts magazine exhibiting student poetry, creative writing, photography and short stories, were made available for viewing.

The Pullman Center teaches traditional lecture- and lab-based courses; however, other modalities for engaging students and delivering curriculum are being used. An example of an online lecture series was provided. It was stated that expanded curriculum offerings provide students with a meaningful experience and also help transition ABE students to credit.

Ms. Bledsoe introduced Mindy Nobles and Troy Kopp, two former ABE students, and led them in a student-panel discussion. The topics of conversation included why they enrolled in the ABE program and the barriers and successes they experienced while in the program.

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 Pullman Center, 115 NW State Street, Pullman, Washington, on Tuesday, October 19, 2010. Chairman Greg Bever

called the meeting to order at 8:45 a.m., followed by the Pledge of Allegiance and roll call.

INTRODUCTIONS AND OPEN MICROPHONE

Dr. Christine Johnson introduced Linda Graham, new executive assistant to the chancellor, and acknowledged the service that Cheryl Churchill provided during the transition.

APPROVAL OF MINUTES

It was moved by Ms. Patty Shea and seconded that the minutes of the September 21, 2010, regular meeting be approved as presented.

No. 10-32; motion carried.

REPORT: FALL QUARTER 2010 TENTH DAY ENROLLMENT STATUS REPORT; SUMMER QUARTER 2010 FINAL ENROLLMENT REPORT

Mr. Greg Stevens, Chief Administrative Officer, introduced Mr. John Huffstutter, District Director of Budget, and showed a PowerPoint presentation denoting summer and fall enrollment figures. Mr. Stevens reported that summer enrollment for Community Colleges of Spokane (CCS) increased a total of 109 FTEs from last year. It was noted that both the Institute for Extended Learning (IEL) and Spokane Falls Community College (SFCC) experienced an increase in summer enrollment; however, Spokane Community College (SCC) experienced a slight decrease. Ms. Pam Praeger, SFCC President, explained some of the class offering strategies that were implemented at SFCC to better serve university transfer students.

Fall 2010 enrollment was also reviewed. Mr. Stevens reported that enrollment at SFCC is currently up 10.4 percent. Enrollment at SCC is down 5.1 percent; however, apprenticeship programs are expected to add approximately 100 FTEs. Enrollment at the IEL is down 9.6 percent; however, IEL registration is still ongoing. Consequently, the IEL, and subsequently the district, are expected to meet or exceed its enrollment target.

Dr. Joe Dunlap, SCC President, explained that a higher percentage of students at SCC were dropped from classes fall quarter due to non-payment. Dr. Dunlap further explained some of the strategies that were implemented to get students back into classes. SCC will be evaluating admission/registration and financial aid processes and cutoff dates.

Mr. Roger Hayes, Whitman County Program Manager, reported that enrollment at the Pullman Center is currently up 30 percent from last fall. The Center's FTE target is

135 for the year. Presently, the Center is at 58.9 FTEs not including students participating in the WSU state-support noncredit program, which generates an additional 100 FTEs. It is anticipated the Pullman Center will have 150-160 FTEs by the end of the year. Mr. Hayes briefly explained the articulation agreement between WSU and SFCC. He also clarified that University of Idaho (U of I) students pay less at CCS as out-of-state students than they do in Idaho as in-state students.

Mr. Stevens reported that the Institutional Research Department provides daily enrollment reports through the tenth day so the campuses can measure and implement corrective strategies as needed. After reviewing historical trends, it is anticipated that with some corrections this fall, CCS enrollment will be in good shape for the year.

Trustee Cox questioned how enrollment has affected financial aid processing. Mr. Stevens shared that while enrollment has increased significantly, staffing levels have remained stable. This increase in volume has caused lines, frustration, and delays. Dr. Dunlap noted that SCC processed \$35 million dollars in financial aid two years ago. Last year, SCC processed \$53 million dollars worth of financial aid. Dr. Christine Johnson stated that the units are working hard to address the needs of students. In addition, the district, through the strategic planning process, will identify ways in which students can be served more uniformly. Ms. Pam Praeger shared some of the strategies implemented at SFCC to help students with financial aid paperwork.

Trustee Cox questioned if the quarterly schedule prevented university students from attending classes at CCS. Mr. Hayes shared that university students on financial aid who want to take classes at the Pullman Center often have to wait a quarter for their aid to be processed. Students who self pay can often be placed in classes right away.

Chairman Bever stated that the Board is very interested in CCS becoming more customer service oriented. Finding ways to improve admission, registration, financial aid processes should be a goal.

REPORT: STRATEGIC PLANNING TEAM UPDATE

Dr. Christine Johnson, Chancellor, reported that the strategic planning team has been formed, and a budget funded from salary savings has been established. Dr. Rick Voorhees, a hired consultant, spent three days in October reviewing strategic planning and conducting Strength, Weakness, Opportunities and Threat (SWOT) exercises with various CCS constituent groups. A portion of Dr. Voorhees' PowerPoint presentation was shown and discussed.

Trustee Landa-McVicker shared that this is an opportune time for CCS to be looking at the strategic plan and stated that planning should be done continuously – not just every five to ten years.

Mr. Alec Stannard, SFCC Associate Student Body President, expressed his interest in voicing the student perspective on the strategic planning team. The SFCC student government plans to develop a strategic plan that fits within the guidelines of the district plan.

Dr. Johnson reviewed the strategic planning timeline and stated that the plan will be presented to the Board for approval in May 2011, with an implementation date of July 1, 2011. Trustee Ben Cabildo questioned if individuals had been identified to conduct marketing research. Dr. Johnson shared that a formal bidding process will be followed and that the Board will receive information as it becomes available.

REPORT: BUDGET PLANNING UPDATE

Mr. Greg Stevens provided an overview of the 2010-11 operating budget. Copies of the PowerPoint presentation will be posted on the CCS website and distributed to the Board. Trustee Landa-McVicker asked about budget reductions and how they will be managed. Mr. Stevens mentioned that CCS has not received any additional information since the survey request that came from the Governor's office. CCS has instructed the units to begin implementing 4 percent of the 6.3 percent reduction plan. Details will be discussed at the November Board meeting.

BREAK

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

CONSIDERATION OF APPROVAL OF THE 2010-2013 BUDGET DEVELOPMENT VALUES AND GOAL

Copies of the 2010-13 Budget Development Values and Goals document were distributed and reviewed. Dr. Johnson reported that "operating as a district" has been identified and defined as a goal. Trustee Shea moved and it was seconded that the Board of Trustees of Washington State Community College District 17 approve the changes to the 2010-2013 Budget Development Values and Goals as presented by Chancellor Christine Johnson.

No. 10-33; motion carried.

CONSIDERATION OF APPROVAL OF 2010 CCS RESOLUTION 10-34 DELEGATION OF AUTHORITY

Revised copies of Resolution No. 10-34 were distributed and reviewed. Dr. Johnson reported that the Resolution Number had been changed from 02-50 to 10-34. Trustee Landa-McVicker moved and it was seconded that the motion to approve Resolution No 10-34, Procedure for Delegation of Authority, as presented.

No. 10-34; motioned carried

STATUS REPORTS

Capital Projects: Mr. Dennis Dunham, District Director of Facilities, provided an update on the major capital and summer repair projects. A dedication ceremony will be scheduled for Building 7, the newly renovated Jenkins Wellness Center.

Head Start: In addition to the material included in the Board packet, Mr. Scott Morgan, CEO of the IEL, provided a status report on the recent Head Start/Early Head Start investigation. The police, Child Protective Services and Department of Early Learning are in the process of completing their investigations. When these investigations are completed, CCS will also do its own investigation from a human resources point of view. As a result of the incident at the SCC Bigfoot Childcare Center, the Department of Licensing has pulled the Center's full license and issued a six-month probationary license. Parents have been informed of the licensing change. The Region 10 Head Start Program has been kept up-to-date, and they seem to be satisfied with CCS' response to the issue.

Trustee Landa-McVicker, Board liaison to the Head Start program, met with Ms. Patty Allen, District Director of Head Start/ECEAP/Early Head Start, and Mr. Morgan to review the report. The information has also been shared with the Head Start Policy Council.

Trustee Cabildo asked about the impact the investigation may have on the upcoming accreditation. Mr. Morgan and Ms. Praeger discussed some possible outcomes including the need to re-compete for the program and the loss of DSHS license/funding.

Dr. Johnson acknowledged that Ms. Allen is recognized as a strong, competent and able manager and that she has run the Center very effectively. The outcome of the probationary license will be known in six months.

REMARKS FROM THE WASHINGTON FEDERATION OF STATE EMPLOYEES REPRESENTATIVE

Ms. Jolynne Sherman reported that:

- Divisions are working on the budget planning process;
- There is a lot of anxiety regarding budget reductions; and
- Classified staff have a lot of good ideas about how to be more efficient and are happy to provide input.

REMARKS FROM THE ASSOCIATION FOR HIGHER EDUCATION PRESIDENT

Ms. Carla Naccarato-Sinclair reported that:

- Employees are discussing budget reductions. The 6.3 percent reduction level is more commonly known than the implementation of the 4 percent reduction;

- Federal money is expected to become available in the form of grants;
- The role community colleges play in economic recovery and the workforce is becoming more nationally recognized; and
- The calendar committee will begin planning for 2017.

REMARKS FROM SPOKANE COMMUNITY COLLEGE

Dr. Joe Dunlap reported that:

- An architectural firm has been hired to design the SCC Aerospace Training Center. The cost for design is being funded by \$400,000 from the legislature, the balance of the Governor's discretionary budget, and the commitment of \$275,000 from the Aerospace Joint Apprenticeship Training Council (AJATK);
- SCC has been invited to make a presentation at the Governor's Aerospace Conference in the Seattle area on October 20-21;
- SCC will be asking the Greater Spokane Incorporated to make the Aerospace Training Center a federal priority in next year's budget;
- SCC is working with Green River Community College, which has the Certified Training Institute (CTI) approval from the FAA, to offer a satellite Air Traffic Control program as part of the Aerospace Training Center. SCC has made contact with FAA administrators and the tower chief at Spokane International Airport;
- Department of Labor, through the Trade Adjustment Act, will be awarding \$500 million dollars in grants to community colleges. Of that, \$130 million dollars is already earmarked for states, but the remaining \$370 million is uncommitted. SCC will be taking the initiative to develop an aerospace consortium in the state in order to apply for funds that would help advance the Aerospace Training Center;
- Ms. Linda Wilson and Mr. Seth Meir, SCC Veteran Coordinators, attended the WACTC President's Academy for a panel presentation; and
- The nursing commission from Washington State will be conducting their accreditation visit on November 22-23. Immediately following the visit, the campus will prepare for the national NLNAC accreditation.

REMARKS FROM SPOKANE FALLS COMMUNITY COLLEGE

Mr. Alec Stannard, ASB President, reported that:

- Student government has created a strategic plan that includes a mission statement, which clearly defines the purpose of the organization, and a new system of operation. Student employees will identify their values, establish their goals and create action plans that lead to the achievement of their goals. Student government will be documenting the strategic planning progress throughout the year and creating a packet of information that will be passed to next year's student body government. Methods of evaluation and corrective measures have

been established so student government staff can constantly correct their course. The mission statement, slogan and guiding principles were read;

- Pilot programs have been established to create a community focus with athletic programs, to collaborate with the SCC campus, and to familiarize students with student government;
- Marketing initiatives were implemented to promote events and student resources;
- A peer-to-peer recognition program for value modeling is being created;
- Student government is promoting fundraising on campus to expand and protect student dollars; is improving spending advocacy; and is looking at ways of securing grant money;
- Student committee assignments are being better streamlined; and
- Student government is increasing the awareness and participation of legislative processes on campus.

Ms. Praeger reported that:

- SFCC's new student process will be starting winter quarter. Heather McKenzie and Gregory Roberts are serving on a subcommittee designed to get students involved in the process;
- Mr. Paul Ticker, faculty member, will be providing stress management training;
- Most IEL programs are transcribed through SFCC. Mr. Joal Lee has been attending SFCC's Teaching and Learning Improvement Committee (ITALIC) meetings. SFCC also offers mini grants to the IEL to improve teaching/learning and educational assessment. Mr. Lee and other IEL personnel have helped improve the IEL/SFCC working relationship;
- Personnel from SFCC's Humanities and Math/Science divisions are traveling to Pullman to coordinate student learning outcomes;
- Two all-college learning communities have been held;
- Classified staff meetings with the president have been re-established;
- George Suttle will be serving as SFCC's faculty representative to the board of trustees; and
- Training on Angel and Integrity systems will be provided.

REMARKS FROM THE INSTITUTE FOR EXTENDED LEARNING

Mr. Scott Morgan reported that:

- Kassi Silvas has been hired as an Interim Dean at Spokane Community College; consequently, a new faculty representative will be appointed to the Board;
- Family Service Coordinators are assigned to each of the larger IEL centers to work primarily with Workfirst students;
- Professional development opportunities focusing on safety and behavioral intervention are being offered to IEL personnel. A section on gangs and gang activity has been held;

- The IEL is one-third funded from the state general fund and two-thirds funded from other sources such as contracts. The IEL has been notified that corrections will be reduced 12 percent. The Living in English Pathways (LEP) grant from DSHS will be reduced 15 percent. Workfirst has already been reduced 10 percent, but more reductions are expected; and
- The IEL is preparing a report that will examine their student population, programs of interest and student progress from the last three years. The report should be ready for distribution at the next Board meeting.

Ms. Dawn Chavez, IEL Classified Representative, reported that:

- Employees at the Valley Center are very pleased with the remodel that has been completed and the difference it has made in the learning environment; and
- IEL staff have been busy maintaining open enrollment, bringing in new students and families and preparing them to transition into employment and higher education.

REMARKS FROM THE CHANCELLOR

Dr. Johnson expressed her appreciation to the employee groups assisting with strategic planning and the budget process. She also thanked Trustee Shea for her service to CCS and her leadership in the community.

REMARKS FROM THE BOARD AND BOARD CHAIR

- Chairman Greg Bever reported that the Governor has appointed Bridget Piper to replace Patty Shea on the CCS Board of Trustees. He also shared his experience working with Ms. Shea and his appreciation for her excitement, enthusiasm, and contribution to CCS. Patty will be celebrated more formally at a later date.

Chairman Bever attended the Why Hate program at SFCC and expressed his appreciation to Dr. Johnson for her e-mail dated October 15, regarding Respect for All People.

Trustee Don Cox congratulated Roger Hayes and Scott Morgan for the growth at the Pullman Center. Mr. Cox noted the opportunities and challenges in the area – specifically formal training for nursing, apprenticeship programs for those in the Colfax area, and marketing opportunities with WSU and U of I. Mr. Cox also questioned the management of the Tipping Point program, the possibility of lobbying the State to recognize the IEL Centers and to replace the Hillyard Center.

- Trustee Landa-McVicker stated her appreciation to the Pullman Center. Trustee Landa-McVicker also shared that CCS received two awards from the Inland Northwest Society for Human Resources Management for 1) excellence in work place diversity initiatives and 2) the safe zone safety program. Ms. Landa-McVicker thanked Trustee Shea for her contribution to the Board.

- Trustee Cabildo recommended the Hillyard Masonic Temple be considered as a possible facility for the IEL programs in the Hillyard area. Mr. Cabildo also thanked Trustee Shea for her service on the Board. Due to other business obligations, Trustee Cabildo announced that he will not be able to serve as the next Board president.
- Trustee Patty Shea stated that she treated herself and her sister to a pedicure at SCC. She was very pleased with the program and learned a lot from the students. Trustee Shea and her sister decided that they would donate magazines to the program. Ms. Shea discussed some of the meetings and events she attended and stated that she will be present during the communications event on November 3, and in May. Ms. Shea expressed her commitment to CCS and the continued advocacy for the CCS mission.

EXECUTIVE SESSION

An executive session was not held.

ADJOURNMENT

Chairman Bever adjourned the meeting at 11:55 a.m. No further action was taken.