

Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
September 20, 2011 – 8:30 a.m.
Institute for Extended Learning Lodge
3305 W. Fort George Wright Drive; Spokane, WA

Present: Carol Landa-McVicker, Greg Bever, Ben Cabildo, Don Cox, and Bridget Piper. Also present were Christine Johnson, Joe Dunlap, Scott Morgan, Pam Praeger, Jim Minkler, Carol Riesenber, Keith Foster, Janet Gullickson, Maureen McGuire, Greg Stevens, Anne Tucker, Carla Naccarato-Sinclair, George Suttle, Bruce Steele, Sarah Stiffler, Mike Thames, Maria Delane, and Linda Graham

Guests: Patty Allen, Lee Binschus, Dennis Dunham, Suzanne Denison, John Huffstutter, Brian Mwesigwa, Deana Sleep, and Tracy Struble

CELEBRATING STUDENT SUCCESS: STUDENT SUCCESS & AMERICOPS

Dr. Joe Dunlap, Spokane Community College (SCC) President, introduced Ms. Tracy Struble, Workforce & Career Services Supervisor; Lee Binschus, Student Success Coordinator; Brian Mwesigwa, AmeriCorps Retention Project Coordinator; Suzanne Denison, Opportunity Grant Coordinator; and Deana Sleep, Vet Corp Navigator. Ms. Struble provided a brief overview of the Student Success and Career Services Department, showed a PowerPoint presentation on AmericCorp programs currently being offered, and highlighted the Service Learning program.

Ms. Binschus and Mr. Mwesigwa continued the presentation by discussing the Peer-to-Peer Mentoring program, which served a 182 students the first year. Ms. Denison highlighted the VetCorps program and shared a success story about a homeless veteran who received help from the program at SCC and is now enrolled in a college in Arizona.

Trustee Don Cox complemented the department on its energy and for breaking new ground in the support of veterans. Trustee Cox expressed the need of such services in the rural areas and asked how the services can be expanded. Ms. Struble shared that the department is working at submitting a grant to help expand services into the rural areas. Other ways of connecting and integrating services with the Institute for Extended Learning (IEL) are also being considered.

Trustee Greg Bever thanked the employees for their service to the community and asked if there is a mechanism for tracking veterans. Ms. Sleep clarified that the program coordinators check on these students and meets with them on a regular basis.

CALL TO ORDER, PLEDGE OF ALLEGIANCE AND 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, September 20, 2011. Chairwoman Carol Landa-McVicker called the meeting to order at 9:20 a.m., followed by the Pledge of Allegiance and roll call.

INTRODUCTIONS AND OPEN MICROPHONE

Dr. Christine Johnson, Community Colleges of Spokane (CCS) Chancellor, introduced Mr. Keith Foster, Chief Financial Officer. Dr. Johnson also announced that the House Education Committee is conducting a hearing at Washington State University. Consequently, cabinet members will be leaving the board meeting to participate in panel discussions. The hearing is open to the public and will run from 11 a.m. to 5 p.m.

Ms. Pam Praeger, Spokane Falls Community College (SFCC) President, introduced Ms. Sally Jackson, Director of Planning, Institutional Effectiveness and Research; Mr. Seth Meyer, Veterans Coordinator; Mr. Kenneth DeMello, Campus Security Supervisor; Ms. Jovonna Dunbar, Security Officer; and Mr. Bruce Steele, SFCC classified staff representative to the Board of Trustees.

Chairwoman Landa-McVicker announced that an executive session will be held to discuss with legal counsel representing the agency matters relating to agency enforcement actions or litigation or potential litigation. In addition, the Board will be adding an agenda item after executive session for the purpose of discussing the September economic forecast and governor-directed budget reduction scenarios of 5-10 percent. No final action will be taken.

Chairwoman Landa-McVicker shared that Dr. Ed Morgan, a former superintendent, has been appointed as a new CCS trustee effective October 1. Outgoing Trustee Don Cox will be recognized during the November Board meeting.

Chairwoman Landa-McVicker also announced that the Board will be conducting a hearing on the proposed amendments, additions and repeals to rules in Washington Administrative Code as follows:

Chapter 132Q-01	Board of trustees
Chapter 132Q-02	Student records
Chapter 132Q-20	Faculty and student traffic rules and regulations
Chapter 132Q-30	Standards of conduct for students
Chapter 132Q-108	Rules of practice
Chapter 132Q-113	Legislative liaisons
Chapter 132Q-135	Environmental policy
Chapter 132Q-136	Use of district facilities

People interested in presenting oral testimony were asked to sign in on the Public Hearing Sign-in Sheet, which was available at the back of the room.

APPROVAL OF MINUTES

Motion numbers on Page 9 of the July 19, 2011, regular meeting minutes and on Page 1 of the special meeting minutes were changed to reflect the correct numerical order. It was moved by Trustee Don Cox and seconded that the minutes for the July 19, 2011, regular and special meetings be approved as amended.

No. 11-23; motion carried.

STATUS REPORTS

Capital Projects in Progress

Mr. Dennis Dunham, District Director of Facilities, provided an update on the major capital and repair projects. It was noted that major demolition on the SFCC campus is currently taking place, the old trailers and sheds behind the gymnasium at Spokane Community College have been removed to accommodate additional parking spaces, and employees are busy moving into the new SCC Lloyd Stannard Technical Education Building.

Budget and Expenditure

Mr. Foster reviewed both Tab 2b attachments and noted that budget and expenditures for 2011-12 are on target. Chairwoman Landa-McVicker requested that grant expiration dates be added to the reports.

Head Start

Ms. Patty Allen, District Director of Head Start/Early Head Start (HS/EHS) thanked Chairwoman Landa-McVicker, Dr. Christine Johnson, CCS Chancellor; Mr. Foster, and Mr. Scott Morgan, Chief Executive Officer for the Institute for Extended Learning (IEL), for attending the fall staff meeting and for providing words of support. Ms. Allen also provided an overview of HS/EHS (see Tab 3A) that highlighted professional development, enrollment, national accreditation, UCLA/Johnson & Johnson Head Start Management Fellows Program, budget, and USDA meal service.

While many businesses are moving out of the Hillyard community, two HS/EHS classrooms have been established in the Northeast Community Center, which has wrap-around services for families.

Trustee Don Cox questioned if wrap-around services are available to students on the campuses. Ms. Allen reported that the program is looking at different models that provide four hours of childcare service for students. Other options, including financial aid assistance, are also being considered for students who require more than four hours of service. Dr. Johnson commended Ms. Allen and her team for their innovation.

Constitution Day

Ms. Anne Tucker, Public Information Officer, reported that CCS, in compliance with federal law, raised awareness of the U.S. Constitution by distributing pocket-sized reproductions of the Constitution, having information posted on public web sites, and/or setting up displays in highly-visible areas.

Trustee Cox stressed the importance for students to understand national and state Constitutions, Bill of Rights and the role of local government. Ms. Tucker indicated that students obtain such knowledge through participation in student government and various instructional classes.

In order to make the information interesting and relevant to students, Trustee Bridget Piper suggested interactive activities be incorporated. Ms. Tucker mentioned that ideas for utilizing Channel 19 to educate the community on federal issues are being considered. Trustee Ben Cabildo stated that immigrants are provided Constitution booklets and suggested that these be displayed and/or distributed to students. Ms. Carla Naccarato-Sinclair, Association for Higher Education (AHE) representative also suggested that faculty in the English as a Second Language (ESL) classes may be able to provide assistance.

Administrative Procedures

Mr. Greg Stevens, Chief Administrative Officer, provided an overview of Administrative Procedures 5.05.01A, Employee Parking Permit; 5.05.01B, Student Parking Fee; 5.05.01F, Lab & Course Fee and General Ad Fees; 5.20.04A, Designated Reserves; and 5.20.04B, Operating Reserves.

Ms. Naccarato-Sinclair questioned guest parking permits and how fees will be charged back to departmental budgets. Mr. Foster shared that he is establishing a work group to implement the recommendations of the Parking Taskforce. Ms. Naccarato-Sinclair referred to Article 3, Section 21, of the Master Contract pertaining to faculty participation on the Parking Taskforce. Mr. Scott Morgan indicated that the Parking Taskforce developed the recommendation and that CCS is now addressing implementation issues.

Dr. Christine Johnson clarified that the Parking Taskforce, comprised of all employee groups, took two years to develop its recommendation and that revenue generated from parking fees will be used to maintain parking facilities. It was noted that the facilities department can no longer absorb the expense of maintaining parking lots. The presidents/CEO have management discretion to waive fees for visitors; however, institutional budgets will be impacted.

Trustee Cox questioned the process for guest speakers on campus. Mr. Foster clarified that the process for guests and visitors is different. Departments have been able to issue guest parking passes on a daily basis; however, the fundamental recommendation

from the Parking Taskforce was that everyone parking on campus would pay a parking fee. Details are still being addressed and will be shared on a broad scale.

APPROVAL OF WAC CHANGES

Carol called the hearing on the proposed rules to order and reminded people who wanted to testify to sign up on the sign-in sheet located in the back of the room. For the record, it was announced that the hearing was held on September 20, 2011, at the Institute for Extended Learning Lodge in Spokane, WA, pursuant to the authority given the Board under RCW 28B.50.140 and subject to the Open Public Meetings Act, Chapter 42.30. RCW and the Administrative Procedures Act, Chapter 34.05 RCW. This hearing is being held to consider testimony on the following proposed rules:

- Chapter 132Q-01 Board of trustees
- WAC 132Q-01-006 Organization and operation
- WAC 132Q-01-020 Regular meetings of the board of trustees
- WAC 132Q-01-030 Special meetings of the board of trustees
- Chapter 132Q-02 Student Records
- Chapter 132Q-20 Faculty and student traffic rules and regulations
- Chapter 132Q-30 Standard of conduct for students
- WAC 132Q-30-130 Responsibility for guests (amendment)
- WAC 132Q-30-231 Smoking and tobacco use (addition)
- WAC 132Q-30-238 Abuse of theft of CCS information technology
- Chapter 132Q-108 Rules of practice
- WAC 132Q-108-020 Appointment of presiding officers
- WAC 132Q-108-050 Brief adjudicative procedures
- Chapter 132Q-113 Legislative liaisons
- WAC 132Q-113-010 Designation of legislative liaisons
- Chapter 132Q-135 Environmental policy
- WAC 132Q-135-050 State Environmental Policy Act (SEPA)
- Chapter 132Q-136 Use of district facilities
- WAC 132Q-136-010 Use of district facilities – General policy and delegation
- WAC 132Q-136-020 Definitions
- WAC 132Q-136-030 Users
- WAC 132Q-136-040 Limitations
- WAC 132Q-136-060 Safety and liability

Notice of this hearing was filed with the Washington State Code Reviser's office on July 1, 2011, and published in the Washington State Register on July 6, 2011. Notice of the hearing was also announced at the May 17, 2011, regular public meeting of the CCS Board of Trustees.

This hearing is being held to consider written and oral testimony presented on the proposal and will consist of two parts:

1. A brief technical presentation on the proposal by Ms. Anne Tucker, after which there will be an opportunity to ask any questions on the proposed rules; and
2. Oral testimony.

Chairwoman Landa-McVicker asked Anne Tucker to provide a brief overview. Ms. Tucker explained the proposed rules and reported that comments received for all but two WACs were minor clerical edits, which did not substantially differ from the rules proposed in the published notice. Regarding the amendment of WAC 132Q-20-150 on parking hours, CCS campus safety officers have requested additional discussion occur regarding the hours parking permits are required. Mr. Keith Foster will facilitate the discussion. This WAC will be brought back to the Board at a later date. Ms. Tucker also explained that in the course of the review, it was noted that WAC 132Q-20-220 Report of Accidents, which states damage to either or both vehicles exceeding \$300 shall be reported immediately, is no longer in compliance with Washington State Patrol WAC 446-85-010, which sets damages at \$700. Consequently, it was recommended that a specific dollar amount not be used and that the Washington State Patrol WAC be listed instead.

No one signed up nor asked to give oral testimony on the proposals. Chairwoman Landa-McVicker asked for comments from the Board. Trustee Cox questioned the concerns security personnel have pertaining to the parking hours. Mr. Morgan indicated that the Parking Taskforce did not address parking hours; however, feedback from the open forums suggested that fees not be parking fees not be charged after 5 p.m.

With no other comments, Trustee Greg Bever moved and it was seconded to approve – with the exception of WAC 132Q-20-150, Parking Hours – the additions, amendments and repeals to Washington Administrative Code Chapters 132Q-01, 02, 20, 30, 108, 113, 135, and 136 and to submit an amendment to WAC 132Q-20-220, Report of Accidents, under the expedited rule-making process of the Office of the Code Reviser to ensure compliance with state regulations.

No. 11-24; motion carried

BREAK

The meeting recessed at 10:13 a.m. and reconvened at 10:30 a.m.

ACCREDITATION CORE THEMES

Ms. Carol Riesenberg, SCC Vice President of Learning and Accreditation Liaison, explained that the colleges are in year one of the new accreditation standards and seven-year accreditation cycle. With the year-one report due in September 2011, both institutions are required to address Standard One by articulating their purpose in a mission statement and identifying core themes and expectations. In addition, the colleges must provide an executive summary of Eligibility Requirement #3, indicating that the mission and core themes have been adopted by the governing board.

Ms. Riesenbergs reviewed Tab 4, Attachment i, and showed a PowerPoint presentation prepared by Dr. Joe Dunlap, SCC President, highlighting SCC's vision, mission, and core themes. The presentation also demonstrated alignment of the SCC objectives and core themes with the CCS strategic priorities and initiatives.

Trustee Cox questioned if SCC has developed its required metrics. Ms. Riesenbergs stated that the metrics and year-one report have been completed and are posted on the website. Trustee Cox asked if the accrediting body recognizes the Tipping Point for Washington State and the State Board for Community and Technical Colleges (SBCTC). Ms. Riesenbergs indicated that Northwest Commission on Colleges and Universities (NWCCU), regional accrediting authority for SCC and SFCC, has its main office in the Seattle area and is familiar with the topic. Ms. Riesenbergs also stated that Student Achievement and Tipping Point information have been included in the metrics.

Mr. Jim Minkler, SFCC Vice President of Learning and Accreditation Liaison, reviewed the material contained in Tab 4, Attachment ii, outlining the mission and core themes for SFCC and shared that SFCC also has a chart demonstrating alignment with the new CCS strategic plan. Trustee Cox questioned the findings on the last accreditation visit. Mr. Minkler shared that SFCC did not receive any recommendations during the 2008 interim visit. During the 2003 visit, however, the district did not have a comprehensive strategic plan. As a result, SFCC was faulted for not aligning properly.

Ms. Naccarato-Sinclair questioned where diversity, equity and global awareness are represented in SCC's core themes. Ms. Riesenbergs clarified that these topics are addressed in the mission and in Core Theme #3 Student Success. Ms. Riesenbergs also noted that SCC and SFCC are starting the accreditation cycle without any outstanding recommendations.

Trustee Greg Bever expressed concern that people reading the word "Community" as noted in the SCC Mission Statement may incorrectly interpret the college's service area to be just Spokane. Ms. Riesenbergs clarified that SCC's service area extends beyond the Spokane area and that Core Theme #3 addresses online students.

Chairwoman Landa-McVicker suggested that student, faculty and staff diversity be addressed in the core themes. Ms. Praeger shared that each core theme team had broad and active representation. Examples of the SFCC/IEL partnership were provided.

Trustee Cox moved and it was seconded that the Board of Trustees of Washington State Community College District 17 reaffirm the mission statements and the core themes from Spokane Community College and Spokane Falls Community College as submitted.

No. 11-25; motion approved.

GOVERNANCE INSTITUTE DATA FOLLOW UP

Board members briefly shared their impression of the Governance Institute for Student Success (GISS) retreat that was held in June. Chairwoman Landa-McVicker noted that the Gates Foundation covered the expenses for this retreat.

Mr. Mark Macias, Managing Director of Institutional Research, explained that during spring quarter 2011, the IEL, SCC, and SFCC participated in a national assessment of student engagement called the Community College Survey of Student Engagement (CCSSE). The units also participated in the Community College Faculty Survey of Student Engagement (CCFSE), which provides item-by-item comparisons of faculty perceptions of student engagement to actual student responses. Mr. Macias showed a PowerPoint presentation explaining CCSSE, CCFSE, 2011 survey activities, benchmarks, and key findings report.

Trustee Cox questioned the next step in the process. Dr. Johnson clarified that the presidents are responsible for implementing the CCS strategic plan and that they will be providing the chancellor regular progress reports. Trustee Piper asked how many students participated in the survey. Mr. Macias stated 1800 students were included.

Mr. Macias will be providing the Board more deals on the data each month, and reports will be posted on the website.

STRATEGIC PLAN – PROFESSIONAL DEVELOPMENT: SUPPORTING SUSTAINABILITY PRIORITY

Copies of the CCS Professional Development and Renewal Plan were distributed to the Board. Mr. Greg Stevens, Chief Administrative Officer, showed a PowerPoint presentation highlighting such topics as Board Policy 2.00.01, Administrative Procedure 2.00.01B, strategic plan implications, advancing sustainability, workplace forecast, labor shortages, generational attributes, CCS investment, and the CCS Professional Development and Renewal Plan. Mr. Stevens also discussed the composition of the steering committee that has been charged with integrating and implementing the district-wide Plan and announced that Ms. Libby Kuehl was recently hired as the Human Resources Consultant for the Plan.

Trustee Piper applauded CCS for seeing the need and taking the initiative to develop a comprehensive plan. Chairwoman Landa-McVicker noted Ms. Linda Baer's presentation during the CCS Fall Convocation program which addressed changes in workforce and student success strategies. Dr. Johnson acknowledged that employees are doing more for less and that duties are being redistributed due to retirements. CCS has an obligation to give employees an opportunity to grow and advance. The professional development plan is a strategic investment that will be funded with one-time reserve funds. Dr. Johnson recognized Mr. Stevens and the Human Resource team for the tremendous job they have done.

BUDGET UPDATE

Mr. Foster reported that state agencies across the state are anticipating the third quarter revenue forecast by September 15. With a shortfall of approximately \$1.5 billion expected, the Governor has requested all institutions submit plans for reducing General Funds-State expenditures by 5 and 10 percent this year. Some legislators are speculating that higher education could see a reduction as high as 30 percent. A special legislative session in early November/December is expected. It was announced that the SBCTC has declared Fiscal Emergency, which has not been done since June 2009.

Dr. Johnson stated that she will be participating in weekly legislative calls for the Washington Association of Community and Technical Colleges (WACTC) and emphasized that CCS will do all it can to support its students and employees. Dr. Johnson noted that specific information is not yet known; however, reductions will have an impact. Employees are encouraged to be prudent in their spending. Dr. Johnson will begin providing budget updates in October and will do everything possible to keep people informed.

Chairwoman Landa-McVicker stated that CCS will be holding a legislative reception in October and encouraged community members to contact their legislators. Trustee Cox indicated that a special legislative session could result in worse cuts across the board especially to higher education.

AHE/WFSE REPORTS

Association for Higher Education

Ms. Naccarato-Sinclair commented on the SBCTC declaration of Fiscal Emergency and encouraged the Board and CCS administrators to continue collaborating without using this tool to address financial issues.

Washington Federation of State Employees

No report

INSTITUTION REPORTS

Institution for Extended Learning

Mr. Morgan introduced Ms. Sarah Stiffler, new IEL classified staff representative to the Board. Ms. Stiffler shared that the IEL is hosting numerous booths at various community events to promote programs and develop community connections.

Mr. Morgan announced that Mr. Brian Briggs, IEL faculty representative, was unable to attend due to a faculty department meeting and shared that two new tenure faculty members have been hired. The displaced homemaker program had been cut, but six faculty members worked to create a new six-week career transition program that will accommodate up to 70 students.

Mr. Morgan provided statistics from the IEL Annual Report highlighting increases in student achievement, transition rates, and decreases in DFWI and pre-college failure rates.

Spokane Falls Community College

Ms. Maria Delane, SFCC Associated Student Government President, shared the role student government plays in helping students adjust to campus life. Ms. Delane also discussed how student representatives from both campuses collaborated and identified issues on campus. To help students get correct information, student government has distributed a list of all academic advisors.

Mr. Bruce Steel, SFCC classified staff representative, shared that there has been a large turnover in the SFCC Classified Staff Council. Ms. Aaron McCoy, Program Assistant in the SFCC Career Student Employment Center, was introduced in audience.

Mr. George Suttle shared that Mr. Greg Roth received his Ph.D. after successfully defending his dissertation at the International Marian Research Institute. In addition, Dr. Kurt Kinbacher has four articles/reviews forthcoming.

In the interest of time, Ms. Praeger will submit a written summary.

Spokane Community College

Mr. Mike Thames announced that the SCC student government advisor position is currently vacant. Copies of the Associated Student Government (ASG) Mission Statement were distributed, and the new approved ASG logo was discussed. The Board was invited to attend a free presentation entitled "Turning away from Hate" on October 11, 2011, at 5 p.m. with guest Tom "TJ" Leyden, a former neo-Nazi white supremacist.

Trustee Cox noted that faculty members will want their names included on the list of advisors and asked how often the list provided by the students will be updated. Ms. Praeger clarified that Ms. Chrissy Davis, SFCC Associate Dean of Student Success, Counseling and Advising, provided the list of specialty advisors and will be updating the list often.

CHANCELLOR REPORT

Dr. Johnson reported that she spent time with student government representatives to hear their concerns. The results of the CCSSE Key Findings Report indicate that issues are being addressed. It is Dr. Johnson's intention to meet with students on a regular basis to ensure their needs are met.

BOARD REPORT

Board members reviewed their activity calendars. Trustee Cabildo questioned the purpose of limiting the number of Board members attending events and stressed the importance of Board participation. Chairwoman stated that state funds can no longer be used to compensate board members. Due to changes in state regulations, Dr. Johnson clarified that some expenses are coming out of reserves. Reductions in the Board's budget may be necessary in these economic times.

Trustee Piper did not provide a report.

Trustee Bever expressed his appreciation to Dr. Johnson for bringing Dr. Mark Milliron, Deputy Director, Postsecondary Improvement US Program from the Bill and Melinda Gates Foundation, to Spokane for the Greater Spokane Incorporated Annual Meeting on September 14.

Trustee Cabildo described the workforce needs of the Colville Confederated Tribes and discussed the need for similar services being offered to immigrant students. Dr. Johnson noted the value of student orientations and also shared that one unit is pursuing a grant that focuses on providing special services to Native Americans. Chairwoman Landa-McVicker encouraged collaboration with the Confederated Tribes.

Trustee Cox thanked the board and Dr. Johnson and stated that his time on the CCS Board has been a wonderful experience and that he would miss everyone. Dr. Johnson expressed her appreciation to Trustee Cox for his contributions to CCS. Chairwoman Landa-McVicker thanked Trustee Cox for his service and experience and noted that Trustee Cox will be honored in November.

EXECUTIVE SESSION

The Board convened an executive session at 12:42 p.m. to discuss with legal counsel representing the agency matters relating to agency enforcement actions or, litigations or potential litigation. Attendees included Carol Landa-McVicker, Greg Bever, Don Cox, Bridget Piper, Dr. Christine Johnson, Maureen McGuire, and Greg Stevens.

The executive session ended at 1:02 p.m. No formal action was taken. The regular meeting was reconvened at 1:03 p.m.

BUDGET DISCUSSION

Chairwoman Landa-McVicker mentioned that the SBCTC declared fiscal emergency and asked Dr. Johnson and Mr. Stevens to briefly discuss the process. Information pertaining to reduction-in-force provisions, analysis and alternatives was distributed, and the timeline for potential Reduction if Force (RIF) was discussed. It was noted that the declaration by the SBCTC, as reflected by RCW 28B.50.873, expedites the RIF process but reductions are still based on seniority. Collective bargaining seniority lists are maintained and published on the CCS website and are updated annually. RIFs are done at the department level. While the SBCTC has declared fiscal emergency, action must be taken by each local board.

Other budget saving strategies such as program demand analysis, streamlining programs, class size, and MOUs were discussed. It was clarified that CCS is not in a position to offer early retirement incentives this year. It was stressed that other solutions are desired; however, RIFs may be necessary in the current budget environment. Mr. Stevens stated that conversations with union leadership will take place, but CCS may need to consider approving fiscal emergency based on the level of budget reductions imposed by the State.

ADJOURNMENT

Trustee Cox moved and it was seconded that the meeting be adjourned at 1:15 p.m.