

Minutes of the Board of Trustees Meeting  
Washington State Community College District 17  
Regular Meeting  
December 18, 2012 – 8:30 a.m.  
Institute for Extended Learning Lodge Building  
3305 W. Fort George Wright Drive; Spokane, WA

**Present:** Greg Bever, Ben Cabildo, Carol Landa-McVicker, Ed Morgan, Bridget Piper. Also in attendance were Christine Johnson, Janet Gullickson, Scott Morgan, Nancy Fair-Szofran, Greg Stevens, Anne Tucker, Maureen McGuire, Jim Minkler, Rebecca Rhodes, Kate Lyons-Holestine, Sarah Stiffler, Teresa Sullivan, Melody Verdugo, Ethan Erickson and Linda Graham (recorder)

**Guests:** Patty Allen, Lisa Avery, Dennis Dunham, Travis Green, John Huffstutter, Noval Luth, Mark Macias, Mark Mattke, Steve Sherman, Kim Tanaka, Huy Van Phan, and Ben Wolfe

### **CELEBRATING SUCCESS**

Dr. Rebecca Rhodes, vice president of learning for Spokane Community College (SCC) and the Institute for Extended Learning (IEL) introduced Messrs. Travis Green and Steven Sherman, SCC heating, ventilation, air conditioning and refrigeration (HVAC/R) instructors. Mr. Sherman showed a PowerPoint presentation (Tab 0, Attachment i) highlighting program evaluation and evaluation scoring. Mr. Green continued the presentation by discussing historical scoring averages, evaluation results, and the process for the 2013 program evaluation that is scheduled for May 23, 2013.

Mr. Norval Luth, president of Market Equipment Company and president of the HVAC/R advisory committee, provided background information about himself; discussed the need for quality and technically-trained employees; explained the relationship advisory committee members have with faculty and staff; and highlighted the internship opportunities available to students.

Mr. Huy Van Phan, service technician for Market Equipment Company and SCC HVAC/R program graduate, discussed his background and his experience in the program. As a result of the training he received, Mr. Van Phan was offered employment in the field one month prior to graduating and was well prepared for the position.

Chairman Bever expressed appreciation for the presentation, noted the importance of advisory committees, thanked employers for their involvement, and invited advisory committee members to meet with legislators as part of a Suits and Suspenders initiative. Trustee Bever questioned the entry-level wage and job opportunities in the HVAC/R field. Ms. Sherman indicated that the standard entry wage in Spokane is \$12-

\$14 and \$18-\$20 in Seattle. Employment opportunities remain good – all graduates last year received employment offers. Trustee Carol Landa-McVicker noted that jobs are available; however, a skilled workforce is needed.

Trustee Ed Morgan questioned the average student population for the program. Mr. Sherman indicated that the program typically has 30-40 students. Trustee Ben Cabildo questioned if the field is regulated and if licensing is required. Mr. Sherman shared that licensing is required and can be obtained through the program.

Trustee Bridget Piper praised the HVAC/R advisory committee for identifying program outcomes/expectations and encouraged other CCS programs to use this gold standard model.

Dr. Christine Johnson, chancellor for CCS, recognized Mr. Sherman for quality instruction and for setting the standard in advisory committees. Employers were thanked for providing quality support in keeping academic rigor. Pride for the students was expressed.

#### **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, on Tuesday, December 18, 2012. Chairman Greg Bever called the meeting to order at 9 a.m., followed by the Pledge of Allegiance and roll call.

#### **INTRODUCTIONS AND OPEN MICROPHONE**

Introductions were not made and no one asked to speak.

#### **APPROVAL OF MINUTES**

Trustee Morgan moved, and it was seconded, that the minutes from the November 14, 2012, regular meeting be approved as presented. Trustee Carol Landa-McVicker sustained from voting since she did not attend the November meeting.

**No. 12-34; motion carried.**

#### **TRUSTEE FEEDBACK ABOUT TACTC**

Chairman Greg Bever introduced Ms. Kim Tanaka, Trustees Association of Community and Technical Colleges (TACTC) Administrator, and provided some background information on her experience in the Governor's office. Ms. Tanaka encouraged board members to participate in TACTC committees and meetings and noted that most meetings are conducted by phone. The spring TACTC conference will be held on May 16-17. The composition of the new legislature was discussed, and it was noted that Senator Patty Murray is expected to be the Senate majority leader and Sheley Secrest the chair of the Higher Education Committee. Background information and a status

report on the senate confirmation process for trustee appointments were provided. Governor-elect Jay Inslee will be reviewing board appointments and vacancies.

Trustee Piper thanked Ms. Tanaka for attending the CCS Board meeting and noted that Trustee Carol Landa-McVicker has advocated for higher education at the state level and has served on various TACTC committees. Trustee Landa-McVicker discussed the energy and relationships within the TACTC organization. Ms. Tanaka shared that TACTC representatives had a good time in Boston for the Association of Community College Trustees (ACCT) Congress last October and that Washington is a role model across the nation.

Trustee Ed Morgan questioned the delay in trustee appointments. Ms. Tanaka clarified that trustees can continue serving on the Board while confirmations are pending and noted the importance of having a partnership with local legislators.

## **STATUS REPORTS**

### Capital Projects in Progress

Mr. Dennis Dunham, district director of facilities, stated he was inspired by this morning's celebrating success report and noted that he worked with Mr. Sherman on the design of the SCC Technical Education Building. Mr. Dunham reported that the west wing of Building 1 on the SCC campus has been completely demolished. Eighty percent of the roof on the new Classroom Building at Spokane Falls Community College (SFCC) is complete, and the building is being sealed so construction can continue during the winter season. Repairs to the SFCC stadium will be completed in a week. The new Early Learning Center project is on track. The property for the Aerospace program officially belongs to CCS – keys have been received.

### Budget and Expenditure

Mr. John Huffstutter, district director of budget and administrative services, reported that expenditures are on track and explained the changes associated with the district-wide reorganization. Preliminary budget information for the fiscal year 2013-15 biennium as highlighted in Tab 3b, Attachment iii, were also discussed. Any changes in compensation will be monitored. District-wide budget planning has begun.

Chairman Bever congratulated the finance department for a clean audit. Dr. Johnson noted that the fiscal team is working hard in uncertain legislative times and recognized Ms. Lisa Hjaltalin, district director of fiscal services, and the fiscal team for a clean audit.

### Head Start

Ms. Patty Allen, district director of Head Start/ECEAP/Early Head Start (HS/ECEAP/EHS), provided an overview of Tab 3c, Attachment i, pertaining to enrollment, federal sequestration, yearly fiscal audit by the Division of Developmental

Disabilities Department, Washington State Head Start directors' meeting, Children's Safety Bureau donations, Gonzaga Prep community activity, child care discount rate, and early achievers pilot project.

### **APPROVAL OF THE AMERICAN HONORS COLLEGE DIFFERENTIAL TUITION**

Dr. Johnson discussed the financial challenges associated with federal sequestration and the McCleary v. State ruling on K-12 funding and noted the need to explore innovative ways to serve students in combination with efforts to generate new revenue. Mr. John Huffstutter and Dr. Lisa Avery, dean of American Honors and global education, were recognized for their work in drafting the proposed self-support fee for the American Honors program. Ms. Maureen McGuire, assistant attorney general, was also acknowledged for her role in advising and charting new ground in private/public partnerships. Student success reports from the American Honors pilot program were shared.

Dr. Avery reviewed Tab 4 and showed a PowerPoint presentation outlining the following proposed self-support fees:

Self-Support Fees	Annual	Quarterly	Per Credit
Resident	\$ 5,985.00	\$ 1,995.00	\$ 133.00
Non-resident/Int'l	\$ 12,996.00	\$ 4,332.00	\$ 288.80
Services Fee	\$ 765.00	\$ 255.00	\$ 17.00

Rates are based on a commitment to affordability and full access by students of all socio-economic groups and to ensure financial aid eligibility. Reports of students in the CCS American Honors pilot program being accepted into top universities in the nation were shared. Recruitment efforts were also discussed.

Chairman Bever noted that the proposal clearly demonstrates sensitivity to all socio-economic groups. Trustee Landa-McVicker reported that the community is becoming more aware of the program and that students in the program will have a more competitive financial package when transferring to a university. Dr. Johnson shared that diversity is represented in the student body.

Trustee Landa-McVicker moved, and it was seconded, that the fees be approved as presented.

**No. 12-35; All in favor – Motion Carried.**

## **LOCAL CAPITAL EXPENDITURE REQUEST AUTHORITY**

Mr. Dunham provided an overview of Tab 5 and explained that consistent with the sustainability priority area of the CCS Strategic Plan, the facilities department has identified a project to replace T-12 fluorescent light fixtures with more efficient T-5 and T-6 fixtures in the SCC Apprenticeship and Journeyman Training Center (Building #602) and the IEL Colville Center (Building 618). This project is estimated at a cost of \$257,000; however, the district may recover approximately \$30,000 through the Avista T-12 rebate project which is ending December 31, 2012. Additional savings are expected from reduced utility expenses.

Trustee Piper moved, and it was seconded, to approve the Phase 2 Buildings 602/618 Lighting Upgrade/Energy Efficiency capital project and authorize local capital expenditure of \$257,000 to complete the project.

**No. 12-36; Motion Carried.**

## **ACCREDITATION UPDATE**

Dr. Nancy Fair-Szofran, CCS provost, reported the United States Department of Education mandated changes to the accreditation process. As a result, the Northwest Commission on Colleges and Universities (NWCCU) revised its standards and processes in 2010, introducing a revised seven-year process based on five standards. A key element of the new process is core themes which manifest essential elements of the institutional mission and, when examined, defines parameters for mission fulfillment. Accreditation site visits are scheduled for October 9, 2013 (SCC) and October 16, 2013 (SFCC). The board will be invited to meet with the chair of the evaluation committee. Peer reviews will be provided and recommendations and accommodations are expected.

Dr. Jim Minkler, vice president of learning for SFCC, and Dr. Rebecca Rhodes, vice president of learning for SCC, continued the presentation by showing a PowerPoint presentation (Tab 6, Attachment i) outlining the comprehensive planning. Topics highlighted include standard reports that have been completed, the accelerated schedule, institutional planning and implementation, alignment with CCS strategic priorities and college core themes, core theme planning and implementation, effectiveness and improvement, ongoing assessment, mission fulfillment, adaptation and sustainability, regional accreditation visits, and the timeline.

Chairman Bever asked the vice presidents what they thought was going to be the largest challenge in the accreditation process and what was being done about it. Dr. Minkler indicated that the realignment of the IEL with SCC was going to be the largest challenge for SFCC; however, the college will report on the current structure and include a transition plan in its report. Dr. Rhodes noted that being new to SCC is a

challenge but explained that the college has experienced staff to help with the process. A part-time temporary project manager has been hired to help coordinate efforts.

Trustee Landa-McVicker noted that employees seem to be more relaxed this accreditation visit and expressed excitement to see major initiatives on student success come together. Dr. Gullickson recognized Drs. Rhodes and Minkler and the student services leadership for their work on accreditation. Chairman Bever stated that he was pleased with the report and expressed confidence that the accreditation visits will be successful.

Dr. Johnson commended the vice presidents of learning and noted the expertise she and Drs. Fair-Szofran and Gullickson have in this area. Community Colleges of Spokane is poised to do well but will have areas to improve.

### **BREAK**

The meeting recessed at 10:08 a.m. and reconvened at 10:25 a.m.

### **CCS STUDENT DATA**

Mr. Mark Macias, district director of institutional research, shared that the chancellor chartered an IEL/SCC Transition and Integration Taskforce with four subcommittees. An institutional researcher has been assigned to each group to provide data analysis. Presentations on this topic will be provided to the Board periodically with an overview of the IEL sites and its students as the first report.

Mr. Ben Wolfe, IEL manager of institutional research, continued by showing a PowerPoint presentation highlighting the purpose of the IEL, programs offered, center locations, and the IEL mission. Mr. Macias reviewed student demographics. Links to the IEL Annual Report and fact sheet were noted.

Chairman Bever questioned how the IEL can better serve the Native American population. Mr. Scott Morgan, president/CEO for SCC/IEL, noted that ITV and other educational delivery methods are being considered. During the January Board meeting, the IEL will share its annual report, which will address the Board's questions on student success, diversity and equity. Dr. Johnson shared that Ms. Lori Hunt, district outreach coordinator, and other CCS representatives have reached out and visited the tribes on numerous occasions.

Trustee Piper asked about educational opportunities for individuals over the age of 40. Dr. Johnson indicated that a comprehensive diversity report focusing on the efforts being done district-wide will be prepared.

Trustee Landa-McVicker noted that relationships with tribal members need to be developed with consistent effort and recommended that Trustee Cabildo help identify

possible contacts. Trustee Cabildo encouraged CCS to be creative and noted that the tribes need innovative and targeted programs.

**NAMING OF SFCC CLASSROOM BUILDING**

Mr. Dunham shared that the capital building project that was approved, funded and is now in the construction phase has had the working title of Campus Classroom Building since its inception. Preliminary shop drawings for the exterior signage have been submitted, and the question concerning the permanent name of the building has been raised. The SFCC administration formed a survey and sought suggestions from employees. Those ideas were submitted to the Board for consideration, which the Board took under advisement.

Mr. Dunham discussed the initial purpose of the building, and Dr. Gullickson shared how the building will be used and the departments that will be moving into it. Chairman Bever requested that Dr. Gullickson provide the Board a written statement outlining the information.

**ELECTION OF OFFICERS AND COMMITTEE ASSIGNMENTS FOR 2013**

Trustee Landa-McVicker moved, and it was seconded, that Bridget Piper be elected chair and Ed Morgan as vice chair for 2013.

**No. 12-37; Motion Passed**

The below committee assignments were established for 2013. Trustee Piper was added as the secondary representative for the TACTC Board of Directors.

CCS District Equity Council	Primary: Ben Cabildo Secondary: Carol Landa-McVicker
CCS District Finance and Legislative Advisory Committee Representative(s)	Primary: Greg Bever Secondary: Carol Landa-McVicker
CCS Foundation Board Representative(s)	Primary: Bridget Piper Secondary: Ed Morgan
CCS Head Start Policy Council Representative(s)	Primary: Carol Landa-McVicker Secondary: Ben Cabildo
CCS Tenure Review Subcommittee	Primary: Ed Morgan Secondary: N/A
CCS Trustee Scholarship Selection Subcommittee	Primary: Greg Bever Secondary:
TACTC Board of Directors Representatives:	Primary: Greg Bever Secondary: Bridget Piper
TACTC Legislative Steering Committee Representatives	Primary: Greg Bever Secondary: Carol Landa-McVicker

## **INNOVATION: SUPPORT A CULTURE OF CONTINUOUS IMPROVEMENT**

Mr. Greg Stevens, chief administration officer, provided a quarterly report focused on the key performance indicators for the fourth strategic priority – Innovation – of the 2011-2021 CCS Strategic Plan. A PowerPoint presentation (Tab 10, Attachment i) was shown highlighting the process, standards and measures for continuous improvement of programs and services, revenue levels from non-state sources, new program and service development, and specific projects currently in progress at each of the units. It was noted that additional projects are listed in Tab 10, Attachment ii.

Trustee Cabildo questioned when new programs and services will be available. Dr. Johnson clarified that some new services and programs have been launched, i.e. Honors College, and that other new degrees, services, formats, etc. are under development. Offering competitive and in-demand programs will continue throughout the year.

## **AHE/WFSE REPORTS**

### Association for Higher Education

Dr. Johnson shared that she met with faculty leaders yesterday and reported that faculty representatives will be attending the January board meeting and that faculty extended congratulations to Trustee Landa-McVicker and farewell to Ms. Maureen McGuire.

### Washington Federation of State Employees

Teresa Sullivan introduced herself and looks forward to future meetings.

## **INSTITUTION REPORTS**

### Institution for Extended Learning

Ms. Sarah Stiffler, staff representative, shared a report from Ms. Suzanne Bettinger indicating that 16 students completed the IBest program on December 13. Of those 16 students, 14 received excellent attendance awards and 15 will be continuing in programs at SFCC. Two students were foster-to-college youth on academic probation who improved their grades sufficiently to put them in good standing. One student transitioning out of the prison system received a 4.0 grade point average.

Ms. Stiffler also read a letter from Ms. Twyla Shields regarding a student in the Read Right program who gained 12 points in the CASAS test and is showing enthusiasm and self-esteem as a result of his academic success.

Mr. Morgan, chief executive officer, reported that the IEL is starting an intern program to give people teaching experience in rural centers. The prices for GED tests have increased, which has had an effect on Adult Basic Education. The IEL is looking for ways to help students cover the added expense and is considering other alternatives to GED.



Chairman Bever congratulated the IEL on the success of the IBest program.

#### Spokane Falls Community College

Mr. Ethan Erickson, associated student government (ASG) representative, discussed the transitions within student government and indicated that changes to the ASG constitution is gathering interest. Work on the winter Welcome Week is being conducted. Student representatives attended a national conference last month and are receiving time management training. Chairman Bever noted that Mr. Erickson is a running start student and the SCC student body president. Dr. Gullickson indicated that student government has all ages represented.

Ms. Melody Verdugo, classified staff representative, shared that faculty are preparing for winter quarter, custodians are cleaning the buildings, and staff are making sure supplies are ready. An end-of-quarter potluck and food drive was held. This fall many K-12 students returned with their parents to view planetarium shows. Trustee Piper asked if the planetarium has a collaborative relationship with Mobius. Dr. Gullickson indicated that discussions are in progress and that a relationship is expected.

Dr. Gullickson, SFCC president, reported that SFCC is involved in many activities designed to move the college in meeting accreditation standards and the strategic plan. Tools have been developed for enrollment and student success. Pass rates and current strategies are being reviewed for improvement.

#### Spokane Community College

Kate Lyons-Holestine, classified staff representative, stated that staff have enjoyed the professional training opportunities that have been offered.

Mr. Morgan noted that the SCC nursing graduation was held in the SFCC Music Building. Thanks were extended to SFCC for the use of the building and to the Board for their attendance. Since Bachelor of Arts Degrees in nursing is the industry standard, collaboration efforts with universities are being considered. Chairman Bever commended Mr. Morgan and his staff for reviewing health industry programs and noted that CCS is second in the nation for health care programs.

#### **CHANCELLOR REPORT**

Dr. Johnson reported that CCS hosted a meeting of 14 mayors from the north east counties on December 14, and thanked the board for attending the Spokane Area Workforce Development Council (SAWDC)/SCC open house on December 17. It was noted that Spokane Public Schools held the Get Connected conference at SFCC where 600 students of color participated in career and college sessions.

Dr. Johnson commended Dr. Nancy Fair-Szofran, provost/chief academic officer, Ms. Naccarato-Sinclair, faculty member and union president, and CCS faculty for their

work on prior learning assessments. Dr. Johnson stated that she was proud of Trustee Landa-McVicker for her leadership and for being selected as the Pacific Regional Trustee Leadership Award recipient. Appreciation for Ms. Maureen McGuire, assistant attorney general, was also expressed.

Ms. Helen Malone, former CCS trustee, was recognized in the audience. Ms. Helen congratulated and expressed admiration for Trustee Landa-McVicker and Ms. Maureen McGuire.

## **BOARD REPORT**

Trustee Cabildo stated that it was an honor to attend the IBest graduation ceremony on December 13, and thanked employees for all they do. Trustee Cabildo congratulated Trustee Landa-McVicker for being selected as the Pacific Regional Trustee Leadership Award recipient and for Ms. McGuire for her new position at Gonzaga University.

Trustee Piper reported that she attended the IBest ceremony and the Spokane Area Workforce Development Council open house in the newly remodeled facility at SCC. Trustee Piper congratulated Trustee Landa-McVicker and wished Ms. McGuire well in her new position.

Trustee Morgan thanked Trustee Landa-McVicker for her service to CCS, acknowledged Ms. McGuire and wished her well in her professional pursuits, and wished CCS employees a Merry Christmas and happy New Year.

Trustee Landa-McVicker noted that it was an honor for her to go to Boston with a delegation from Washington to represent CCS during the Association of Community College Trustees (ACCT) Leadership Congress. Ms. Anne Tucker, public information officer, was acknowledged for her work on the Pacific Regional Trustee Leadership nominee material. Trustee Landa-McVicker recognized former trustee Helen Malone as a mentor and encourager and distributed ACCT mementos to Dr. Johnson and fellow board members. Trustee Landa-McVicker discussed the opportunities she has had to visit with employees, students and their families and shared how being the board liaison to the CCS Head Start program allows her to support children and encourage parents. Trustees Piper and Landa-McVicker were invited to participate in the Spokane Area Workforce Development Council board meeting to discuss collaboration and internship opportunities.

Chairman Bever thanked Ms. Malone for her attendance at today's meeting and recognized Ms. Landa-McVicker and Ms. McGuire for their work on behalf of CCS. Chairman Bever shared that he recently attended the nursing and IBest graduations and the Workforce Development open house and commented on the important role CCS plays in the community.

On behalf of TACTC, Ms. Tanaka presented Trustee Landa-McVicker with flowers.

**EXECUTIVE SESSION**

An executive session was not held.

**ADJOURNMENT**

Being no other business, Trustee Morgan moved, and it was seconded, that the meeting be adjourned at 11:55 a.m.