

Minutes of the Board of Trustees Meeting  
Washington State Community College District 17  
Regular Meeting  
January 15, 2013 – 8:30 a.m.  
Institute for Extended Learning Lodge Building  
3305 W. Fort George Wright Drive; Spokane, WA

**Present:** Greg Bever, Bridget Piper, Ben Cabildo, Carol Landa-McVicker, and Ed Morgan. Also in attendance were Christine Johnson, Janet Gullickson, Scott Morgan, Jim Minkler, Deborah Danner, Nancy Fair-Szofran, Anne Tucker, Greg Stevens, Carla Naccarato-Sinclair, Barry Moses, Angela Wizner, Teresa Sullivan, Kate Lyons-Holestine, Sarah Stiffler, Melody Verdugo, Jason Heath, and Linda Graham (recorder)

**Guests:** Patty Allen, Dennis Dunham, Lisa Hjaltalin, John Huffstutter, Mark Macias, and Ben Wolfe

**TRANSFER OF GAVEL**

Mr. Greg Bever passed the gavel to Ms. Bridget Piper, 2013 Board of Trustees Chair, and expressed his appreciation for the opportunity to serve CCS.

**CELEBRATING SUCCESS**

Mr. Scott Morgan, president/chief executive officer for Spokane Community College (SCC) and the Institute for Extended Learning (IEL), introduced Mr. Ben Wolfe, IEL manager of institutional research, and Dr. James Mohr, IEL acting assistant dean of student success and outreach.

Mr. Wolfe showed a PowerPoint presentation highlighting the 2011-12 IEL Annual Report. Specific topics discussed include annual FTE enrollment figures, adult education transition and transition rates, drop/fail/withdrawal/incomplete rates for credit instruction, and increases in Head Start/ECEAP development.

Dr. Mohr continued the presentation by highlighting the 2011-2012 Diversity and Equity Report. Specific topics reviewed include demographics in adult education and credit instruction, GED students and completions, adult education transitions, basic skills student achievement, enrollment by type of course, success in math and English, retention rates, completions, and credit student achievement. Dr. Mohr indicated that the IEL is currently working on transition learning standards, tutoring and mentoring programs, college prep for vocational students, Integrated Basic Education and Skills Training (I-BEST) programs with SCC, and incentive programs for post-test gains. Future research was also discussed.

Trustee Bever noted the retention and success rates of students of color at the IEL and questioned how many students the IEL serves. Mr. Wolfe indicated that the IEL has an estimated unduplicated head count of 5000. About half are students of color.

Chairwoman Piper questioned if the new math curriculum has made an impact. Ms. Jenni Martin, IEL dean of instruction, clarified that the IEL moved to the Spokane Falls Community College (SFCC) math series in 2010-11 and is seeing improvements.

Trustee Carol Landa-McVicker thanked Mr. Wolfe and Dr. Mohr for the data and for sharing student success strategies. Dr. Christine Johnson, CCS Chancellor, noted that the report identifies areas needing intervention and that the IEL helps diversify the district. A follow up report on next steps will be provided at a later date. Dr. Johnson thanked and acknowledged IEL representatives for their contributions.

### **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, January 15, 2013. Chairwoman Bridget Piper called the meeting to order at 9 a.m., followed by the Pledge of Allegiance and roll call.

### **INTRODUCTIONS AND OPEN MICROPHONE**

Mr. Morgan introduced Mr. Barry Moses, IEL faculty member. Dr. Johnson introduced Ms. Deborah Danner, assistant attorney general, welcomed the new Board leadership, thanked outgoing board chair Mr. Bever and presented him with an appreciation gift on behalf of CCS. Dr. Johnson stated that she was invited to participate in a round-table discussion with Senator Patty Murray. As a result, she asked Dr. Janet Gullickson, Spokane Falls Community College (SFCC) president, to facilitate the remainder of the Board meeting. Dr. Johnson submitted a written update report to the Board.

### **APPROVAL OF MINUTES**

Trustee Carol Landa-McVicker moved, and it was seconded, that the minutes from the December 18, 2012, regular meeting be approved as presented.

**No. 13-01; motion carried.**

### **STATUS REPORTS**

#### Capital Projects in Progress

Mr. Dennis Dunham, district director of facilities, reported that the restoration of Building 1 on the SCC campus is ongoing. The new Early Learning Center project at SFCC is expected to be out for bid in March. The lease for the aerospace building has been signed, and the keys have been obtained. Mr. Morgan explained that CCS is working on the predesign for aerospace facility; however, funding is currently an issue. Alternative sources are being explored. Real estate will be discussed during next month's executive session. Naming of the SFCC General Classroom Building will be added to the February board agenda as an action item.

### Head Start

Ms. Patty Allen, district director of Head Start/ECEAP/Early Head Start (HS/ECEAP/EHS), provided an overview of Tab 2b, Attachment i, and highlighted enrollment, budget training, state parent ambassador program, head start audit, self-assessment/monitoring activities, Division of Development Disabilities Department EHS Grant, inventory report, Region X visit, and the Tree of Sharing.

Trustee Ed Morgan mentioned the recently released Department of Health and Human Services Head Start Impact Study and its claim that Head Start has little benefit for children. Ms. Allen clarified that the CCS annual report shows the Head Start program has a positive impact on children and their parents. It was noted, however, that progress diminishes once children reach public schools and parents become less involved. Dr. Gullickson noted that high-risk students need support throughout their academic progress. Ms. Carla Naccarato-Sinclair, union president and IEL faculty member, shared that elementary schools do not offer the same social support programs as the Head Start program. Ms. Allen reported that the Head Start family services coordinators work closely with parents and provide crisis support. Trustee Morgan stated that he was impressed with the program and the impact it has on families in the community.

### Budget and Expenditure

Mr. John Huffstutter, district director of budget and administrative services, reported no significant budget and/or expenditure changes.

### **STUDENT SUCCESS TASKFORCE UPDATE**

Dr. Nancy Fair-Szofran, CCS provost, provided an overview of the student success taskforce prior learning assessment (PLA) as outlined in Tab 3 and introduced Ms. Naccarato-Sinclair and Mr. Bill Rambo, SCC faculty counselor.

Ms. Naccarato-Sinclair explained the PLA standard guidelines and procedures. Mr. Rambo showed a PowerPoint presentation highlighting the different methods for evaluating prior learning, prior learning credit at CCS, demonstrated competencies, prior non-credited training, and award limits.

Ms. Naccarato-Sinclair explained that CCS uses demonstrated competency tests and that standards are in conjunction with Eastern Washington University (EWU). Students must initiate the request for PLA. There will be one point of contact for the district. Students will be referred to the campuses as appropriate. Students will need to work with faculty prior to portfolio evaluations and/or assessments.

Trustee Bever questioned if CCS has worked with area universities. Ms. Naccarato-Sinclair reported that CCS verified the Advanced Placement (AP), College Level Examination Program (CLEP), and the International Baccalaureate (IB) examination

score standards were consistent with area universities. The portfolio program was also compared.

Chairwoman Piper thanked CCS for taking on the challenge and congratulated the taskforce for its work. Trustee Bever congratulated employees for taking the necessary steps to make PLA available to students. Trustee Landa-McVicker stressed the importance of notifying students about the program and indicated that this is an area of interest for those in the military. Dr. Szofran reported that CCS has developed a model that other best practices have implemented.

Trustee Morgan asked if there were concerns by faculty. Ms. Naccarato-Sinclair noted concerns about developing the challenge tests and the hands-on requirement for technical education programs. Trustee Morgan extended congratulations, shared how his wife benefited from prior learning credit, and expressed joy in seeing it available for CCS students. Chairwoman expressed appreciation to faculty for participating in new initiatives

## **BUDGET REVIEW AND FINANCIAL STATEMENTS**

Mr. John Huffstutter, district director of budget and administrative services, showed a PowerPoint presentation (Tab 4, Attachment i) and provided an overview of the 2012-13 operating budget book. Trustee Bever noted that the state has cut the CCS budget by approximately \$21 million over the last five years. While cuts get more difficult each year, Trustee Bever expressed pride for the work that has been done to mitigate the impact to students.

Ms. Lisa Hjaltalin, district director of fiscal services, thanked her staff for their work and continued the presentation by reviewing and comparing financial statements for fiscal year 2011 and 2012. Topics of discussion included funding sources within CCS, net assets, fund balance, and net income.

Ms. Naccarato-Sinclair questioned the changes in operating expenses and the fund balance. Ms. Hjaltalin explained the change in operating expenses is a result of lower state funding and the district's subsequent strategy to be leaner and more efficient. Fixed asset changes from new building projects a year ago affected the fund balance.

Overall, CCS continues to be frugal in its spending and is maintaining a 4 percent reserve level. The operating revenue to debt ratio is very good. CCS is doing a good job looking for and securing alternative revenue. The Combined Balance Sheet (Tab 4, Attachments ii) and Statement of Revenues Expenditures and Changes in Fund Balance (Tab 4, Attachment iii) were referenced.

Dr. Gullickson praised the budget staff for a spotless audit and explained that CCS is educating more students with less state funding. As a result, tuition was raised and

measures were created to increase college completion. Efficiency efforts were implemented, and collaboration with outside partners increased. While change was necessary, it did not come without challenge and difficulty. Employees are to be congratulated.

Chairwoman Piper thanked the budget and finance team for their work.

### **BREAK**

The meeting recessed at 10:37 a.m. and reconvened at 10:50 a.m.

### **CCS STUDENT DATA – CCS DIVERSITY TRENDS**

Mr. Mark Macias, district director of institutional research, showed a PowerPoint presentation highlighting diversity enrollment trends and completion rates for the CCS service area

Trustee Bever noted that diversity trends do not appear to be improving and stressed the need to find ways to help students of color succeed. Mr. Macias indicated that data will be reviewed in great detail to ensure accuracy and consistency. Dr. Szofran indicated that the issues are complex and that the units are looking at participation, retention and completion rates. Units have a strategic enrollment plan and are reviewing advising efforts, monitoring attendance, and providing mentoring/tutoring services to encourage higher completion rates and continued alumni status and life-long learning.

Trustee Morgan noted that CCS is making progress toward diversity and shared that universities, including Harvard, are having difficulties recruiting students of color. Dr. Gullickson shared that the American Honors College is helping to attract more diverse students.

### **ALERT OF TENURE CONSIDERATION WINTER QUARTER**

Mr. Greg Stevens, chief administration officer, provided an overview of Tab 6 concerning faculty members who are in their eighth quarter of tenure review. Tenure files will be available electronically for the Board's review. An executive session may be held on February 19, to review and discussion of files. Final action is scheduled for March 19.

### **AHE/WFSE REPORTS**

#### Association for Higher Education (AHE)

Ms. Naccarato-Sinclair, shared that she is scheduled to travel to Olympia several times during the new year. A general discussion on morale was held during the joint executive meeting. While there isn't one specific reason why morale is down, faculty senate has been encouraged to be a part of the solution. Ms. Denise Osei, SFCC faculty

counselor, and Mr. Moses were welcomed. Ms. Amy McCoy, SCC/IEL vice president of student services, was praised for her work with student government and clubs.

#### Washington Federation of State Employees (WFSE)

Ms. Teresa Sullivan, IEL classified staff and WFSE representative, shared that communication is being improved, and training has been scheduled. Requests for committee members have gone out.

### **INSTITUTION REPORTS**

#### Institution for Extended Learning

Mr. Moses thanked the board for the opportunity to represent IEL faculty during the board meetings. The SFCC/IEL Gateway to College program currently has 56 students enrolled and expects to see high success rates. Representatives from the adult basic education division attended a meeting with the State Board for Community and Technical Colleges (SBCTC) and other educators to discuss competency-based diplomas. Mr. Morgan clarified that due to the cost, the state is looking for alternatives to the General Education Development (GED) test.

Ms. Sarah Stiffler, staff representative, shared information regarding a new grant for English as a Second Language (ESL). The goal is to increase English and technology skills so students are better prepared for I-BEST.

#### Spokane Falls Community College

On behalf of Ms. Denise Osei, faculty representative, Ms. Naccarato-Sinclair reported that several SFCC faculty members will be participating in the Saranac Art Project starting January 26. The SFCC art gallery is currently exhibiting work from three local artists.

Ms. Melody Verdugo, classified staff representative, shared that SFCC is preparing for the Science Symposium. There are currently 65 people registered; however, the campus is expecting 120 people to participate.

Dr. Gullickson praised Mr. Tom O'Day, SFCC fine arts instructor, for his work with the SFCC art gallery. Dr. Gullickson also explained the SFCC accreditation process. The campus is currently doing operational planning and is using specialized software to document the planning process. The occupation physical therapist program is scheduled for accreditation in February. Faculty were acknowledged for their work on tenure, external accreditation, internships, and other projects.

#### Spokane Community College

Mr. Jason Heath, student representative, shared that student government is in the process of rewriting its constitution to make it easier to read and more concise. Students from the veterans club went to Orlando Florida for a conference. They

learned that many of the larger universities do not offer as many services as SCC. The club is working on ways to protect federal funding for veterans. Trustee McVicker encouraged Mr. Heath to work with Senator Murphy and Representative Cathy McMorris Rodgers.

Ms. Angela Wizner, faculty representative, discussed the leadership and structural changes at SCC and shared that several forums have been held to review budget and acting appointments. Concerns regarding vacancies in the SCC dean positions were expressed. Faculty members are becoming more involved in the American Honors College by exploring technology and discussing guidelines and procedures. Ms. Wizner thanked Dr. Gullickson for being the keynote for the American Association of Women in Community Colleges (AAWCC) meeting on January 10. Upcoming events were discussed.

Kate Lyons-Holestine, classified staff representative, reported that several employees have volunteered to serve on the IEL/SCC transition and integration taskforce.

Mr. Morgan reported that a global education committee has been formed to promote international programs and to provide teaching abroad opportunities. The campus is already seeing the number of international students increase. Presidents Gullickson and Morgan met with Coeur d'Alene tribal leaders and discussed needs and concerns. As a result, an advisory committee with the major tribes is being considered. An IEL/SCC transition and integration taskforce is being created. Student services personnel and faculty counselors held a joint SCC/IEL meeting to discuss ways the integration could better serve students.

### **CHANCELLOR REPORT**

Dr. Johnson submitted a written report to the Board. Chairwoman Piper praised Dr. Johnson for establishing subcommittees to address the SCC/IEL transition and integration. Appreciation was expressed for all involved.

### **BOARD REPORT**

Trustee Morgan thanked the Board for the opportunity to be vice chair and stated that he was impressed with CCS, its students, Dr. Johnson's leadership, and the faculty and staff.

Trustee Landa-McVicker expressed appreciation that employees feel comfortable bringing issues to the Board and encouraged people to be patient and to keep their focus on student success. The Trustees Association of Community and Technical Colleges (TACTC) will be meeting in January and will be talking about how community colleges transform the lives of students. Information will be shared with legislators. Trustee Landa-McVicker attended the grand opening of Horizon Air's new overnight aircraft maintenance facility. Representatives from the organization talked about the

training CCS provides. Trustee Bever was thanked for his leadership and voice in the community.

Trustee Bever noted the important role CCS plays in workforce training and development. Trustee Bever will be traveling to Olympia next week. He will also be traveling with students on February 1, to meet with legislators. Advisory committee members were encouraged to contact their legislators and stress the importance of community colleges. Employees were also encouraged to attend CCS athletic events and to support the teams.

Chairwoman Piper thanked Trustee Bever for his work on the Board and noted the value of his business background and community and legislative connections.

### **EXECUTIVE SESSION**

An executive session was not held.

### **ADJOURNMENT**

Being no other business, Trustee Landa-McVicker moved, and it was seconded, that the meeting be adjourned at 12:05 p.m.