

Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
March 19, 2013 – 8:30 a.m.
Spokane Falls Community College Stadium Building, Room 109
3410 W. Fort George Wright Drive; Spokane, WA

Present: Greg Bever, Ben Cabildo, Carol Landa-McVicker, Ed Morgan, and Bridget Piper. Also in attendance were Christine Johnson, Janet Gullickson, Scott Morgan, Deborah Danner, Jim Minkler, Rebecca Rhodes, Keith Foster, Nancy Fair-Szofran, Greg Stevens, Carla Naccarato-Sinclair, Denise Osei, Barry Moses, Angela Wizner, Kate Lyons-Holestine, Melody Verdugo, and Linda Graham (recorder)

Guests: Patty Allen, Ken Burrus, Dennis Dunham, Jacob Fitterer, Chad Keefer, Bobby Lee, Mark Macias, and Asia Porter

CELEBRATING SUCCESS

Mr. Dave Cox, Spokane Community College (SCC) dean of technical education, introduced Mr. Dennis Conger, director of the NEWTECH Skills Center. Mr. Cox showed a PowerPoint presentation highlighting the day-long technical education conference held on February 20, which brought approximately 500 high school skills center students to the SCC campus. Specific topics addressed in the PowerPoint presentation included the goal, plan, schedule, and outcomes for the event. Special acknowledgements were also made. Mr. Cox thanked Sodexo catering service; Ms. Marlene Cortez, SCC administrative assistant; Mr. Rod Taylor, SCC associate dean for technical education; and Ms. Anne Tucker, Community Colleges of Spokane (CCS) public information officer, for their work on the event.

Mr. Conger provided background information about the NEWTECH Skills Center and explained its service area, consortium, programs, enrollment and recruiting efforts.

Trustee Ed Morgan thanked Messrs. Cox and Conger for the presentation, explained his experience as a former skills center student, and noted pleasure that skills centers are growing and progressing in Washington State. Trustee Greg Bever requested a tour of the NEWTECH Skills Center and noted that many high school students are not transitioning into college. Mr. Conger noted that high school students need to know that they can earn credit through the skills center and transfer into professional technical programs at CCS. Barriers were addressed during the February 20, event.

Dr. Christine Johnson, CCS chancellor, applauded Messrs. Cox and Conger and acknowledged the superintendents for their commitment to student success. It was explained that faculty-to-faculty and administrator-to administrator conversations will be scheduled. Current practices will need to be adjusted; however, it was noted that CCS has the commitment, leadership, and personnel to make necessary changes. The

presidents at SCC and Spokane Falls Community College (SFCC) are actively working with area high school principals to build and strengthen relationships.

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 Spokane Falls Community College Stadium Building, on Tuesday, March 19, 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

Chairwoman Piper announced that people interested in making comments regarding tenure recommendations should sign in. If needed, the board would allow time during executive session for comments.

Mr. Ken Burrus, district director of physical education, athletics, and recreation, welcomed the board to the newly remodeled stadium building and introduced students and faculty from the program.

Trustee Carol Landa-McVicker shared that Mr. James Carvo, a colleague and long-term trustee at Yakima Valley Community College, recently passed away. Cards of condolence were available for signature.

APPROVAL OF MINUTES

Being no changes, the minutes of the February 19, 2013, Board of Trustees meeting were approved as presented.

No. 13-05; Approved

BOARD DEVELOPMENT

Ms. Deborah Danner, senior counsel assistant attorney general, showed a PowerPoint presentation reviewing Open Public Meetings Act and Public Records requirements. Specific topics highlighted include the definition of meetings and actions, when meetings take place, social activities and/or travel, public records as outlined in RCW 42.56.010(3) and (4), examples of writing, conduct of government, home computers, and personal email addresses.

Chairwoman Piper thanked Ms. Danner for the review. Dr. Johnson noted the board's commitment to remaining current on all aspects of trusteeship and how the board seeks development opportunities in a wide array of policy and governance topics. The need of an electronic records discovery policy was mentioned. Retention was also suggested as a topic for future training.

STATUS REPORTS

Capital Projects in Progress

Mr. Dennis Dunham, district director of facilities, reported that the remodel of Building 19 on the SCC campus is going well. The classroom building on the SFCC campus is 75 percent complete. The facilities department is working with the Early Learning Center (ELC) user group on the design of the new building. The ELC project is scheduled to go out for bid on April 12. The joint SCC/Institute for Extended Learning (IEL) remodel project (Building 15) on the SCC campus is scheduled to go out for bid on April 24.

Budget and Expenditure

Mr. Keith Foster, chief financial officer, reported that expenditures are on target for the year. Impacts of a 5 percent reduction to federal budgets were also explained. Areas affected by the federal reduction include Perkins, WorkFirst, federal work study, military tuition assistance, Air Washington grant, and National Science Foundation grants. New government spending legislation will need to be enacted by March 27, to avoid federal agencies and discretionary programs being shut down.

The local economic forecast is due to be released March 20. The forecast is expected to indicate slow national and state economic and job growth. The U.S. Gross Domestic Product (GDP) and Washington personal income are estimated to decrease. The number of housing permits in the state, however, is expected to be higher, which will have a positive impact on construction employment and on revenue collections. The European budget crisis is still an area of uncertainty.

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, focusing on sequestration, which went into effect March 1. It was noted that CCS has a total of 1,100 children currently on the waitlist for the three programs. Due to budget reductions, the program will need to reduce the number of children it can serve by 11. Vicinity travel, food costs and staffing levels will also be impacted. The effect of the budget cuts on other programs across the state was discussed. Parents are meeting with legislators to stress the importance of the HS/ECEAP/EHS programs and the need of federal funding.

ATHLETICS, PHYSICAL EDUCATION AND RECREATION

Mr. Burrus showed a PowerPoint presentation (Tab 4, Attachment i) that provided an overview of the soccer field and stadium renovations. Topics discussed include problems with the former facility, the remodel, improvement plan, expected benefits for the renovation, strategic plan and goals, capital projects statewide, and the funding formula. Examples of community events hosted at SFCC as a result of the renovations were shared. Mr. Scott Morgan, SCC/IEL president, Mr. Dunham, and the facilities staff were acknowledged for their work on the project. Representatives Timm Ormsby and Hans Dunshee were also acknowledged for their help and support in getting the project funded.

Trustee Bever noted the Spokane Sports Association is supportive of such projects since sporting events increase business for the community. The newly renovated field and stadium will draw soccer, track and field, and other such sporting events to Spokane. Trustee Carol Landa-McVicker shared that athletics help recruit and retain students and attracts community support. Trustee Morgan congratulated Mr. Burrus on the comprehensive report and questioned future capital funding for athletic programs. President Morgan clarified that the legislature has chosen not to release capital funding for future athletic buildings. Mr. Cabildo questioned how the field and stadium will be maintained and sustained for future use. Mr. Burrus clarified that the building will be maintained through the normal process. The turf will need to be replaced in 10-12 years; however, replacement is not as expensive as the initial construction. The athletic department is confident that it will be able to raise the necessary funds when the time comes.

Mr. Burrus introduced Mr. Jacob Fitterer men's soccer student athlete, and Ms. Asia Porter, women's soccer student athlete and scholar athlete of the month. Both students shared their experience playing on the new field.

Mr. Burrus distributed and reviewed copies of the 2011-12 Physical Education, Recreation, Athletics, and Wellness Annual Report. Topics from the report that were highlighted include the division's vision, goals, and objectives. The district athletic committee, which has been identified as a best practice, and its membership were also reviewed. Statistics showing head count and the percentage of students served by the physical education department were discussed. Mr. Chad Keefer, sports equipment manager, Mr. Kenny Krestian, head men's soccer coach, and Mr. Bobby Lee, assistant athletic director/assistant dean, were recognized. Chairwoman Piper noted the importance of health and physical education. Dr. Johnson praised the dean, assistant dean, and coaches for their exceptional work.

PRIOR LEARNING ASSESSMENT

Mr. Foster provided an overview of the Prior Learning Assessment (PLA) fee proposal as outlined in Tab 5. It was noted that the student success taskforce reached consensus that \$25 per credit attempted by a student is a reasonable fee for faculty involvement in portfolio development, assessment and evaluation; or challenge test creation, and administration and scoring. The \$5 transcript fee would remain the same.

Trustee Bever questioned the maximum credit that can be earned through PLA. Ms. Naccarato-Sinclair clarified that current accreditation standards allow a maximum of 25 percent of degree requirements to be met by credit awarded for prior experiential learning. Dr. Johnson extended commendations to faculty members for developing the proposal, which properly assesses skills and gives credit in an expeditious manner. It was noted that the state is considering adopting the same policy.

Ms. Naccarato-Sinclair clarified that students using the Advanced Placement (AP), International Baccalaureate (IB), or College-Level Examination Program (CLEP) tests will only be charged the \$5 transcript fee.

Trustee Bever moved, and it was seconded, that the PLA fee be approved as outlined effective spring quarter 2013.

No. 13-06 Motion Passed.

STUDENT SUCCESS: STRENGTHEN ENGAGEMENT STRATEGIC PLANNING REPORT

Mr. Greg Stevens, chief administration officer, showed a PowerPoint presentation (Tab 6, Attachment i) highlighting the emphasis of student success, strategic initiatives for strengthening student engagement, key performance indicators, increasing basic education rates of completion, completion rates for CCS students compared to state and national rates, transfer rates of completion, transfer student persistence, success rates of underserved populations, and specific projects underway at each of the units. Student success priority area initiatives for each unit (Tab 6, Attachment ii) were also referenced.

Dr. Janet Gullickson, SFCC president, noted that the completion agenda is new to community colleges and reported that SFCC is working with district graphics to develop a completion campaign to help educate students on the concept. Ms. Denise Osei, SFCC faculty counselor, discussed the need for students to understand the benefits of completing a degree at CCS before transferring to a university. Dr. Johnson credited Dr. Gullickson for her work on the Destination Eastern project, a new joint admissions program for academically eligible students who want to earn the first two years of a four-year degree at CCS, then transfer to Eastern Washington University to complete their bachelor's degree.

Trustee Bever recommended that future reports include student persistence data for nontraditional students. Trustee Ben Cabildo also recommended that statistics on increasing access to online degree and certificate programs be included in the next report. Presidents Gullickson and Morgan discussed how the decrease in state funding has impacted the number of courses and sections being offered. The campuses are working hard to maximize capacity and enrollment.

Federal student aid reform and satisfactory academic progress were discussed. It was clarified that students using federal aid need to identify a major and show steady progress toward a degree. Ms. Osei noted how the rules of progression have affected many individuals wanting to continue their education. Ms. Osei shared that students need to be aware of short-term programs that could help them get back on progression and suggested that counselors have time to connect with local agencies to discuss this issue.

Dr. Johnson commended Mr. Stevens for his work tracking progress on the strategic plan and for preparing a comprehensive report. The presidents will focus on areas that need improvement.

BREAK

The meeting recessed at 10:55 a.m. and reconvened at 11:05 a.m.

CCS STUDENT DATA

Mr. Mark Macias, district director of institutional research, showed a PowerPoint presentation outlined in Tab 7, Attachment i. Topics covered in the presentation include background information from the February report to the Board (February 19, Tab 7, Attachment i), public higher education funding trends, poverty trends in Spokane County, increasing challenge of financing higher education, and the 2012 educational attainment levels.

REVIEW OF WORKFORCE DEMOGRAPHIC AND UTILIZATION FOR THE PERIOD OF JANUARY 1, 2012, THROUGH DECEMBER 31, 2012

Mr. Greg Stevens, chief administration officer, showed a PowerPoint presentation (Tab 8, Attachment i) highlighting the CCS staffing strategy, staffing levels, staffing efficiency, five-year trend analysis, impact in the classroom, and staffing efficiency conclusions.

EXECUTIVE SESSION FOR WINTER QUARTER TENURE CONSIDERATION

An executive session was not held.

CONSIDERATION OF THE GRANTING OF TENURE FOR WINTER QUARTER 2013

It was noted that no one signed up to address the board about tenure recommendations. Mr. Stevens reviewed the names of people eligible for tenure as outlined in Tab 9. Trustee Morgan thanked Mr. Stevens and the staff in the human resource department for their help with the tenure process and noted that tenure files have been fully reviewed and considered. Chairwoman Piper commended the tenure committees. Trustee Landa-McVicker praised the tenure process and committees.

Trustee Morgan moved, and it was seconded, that the appointing authority grant an award of tenure to the following probationary academic employees and directed the chancellor to take any and all appropriate action in carrying out this decision.

Brent L. Booth	SFCC	General Business
Gary S. Buechner	SFCC	Chemistry
Tamara L. Burt	SFCC	Occupational Therapy
Kenneth A. Commers	SFCC	General Business
Steven K. Gamberoni	SFCC	Music
Nathan A. Holes	SCC	Aircraft Mechanics

No. 13-07; Motion carried.**AHE/WFSE REPORTS**Association for Higher Education (AHE)

Ms. Carla Naccarato-Sinclair congratulated faculty who were awarded tenure. She and Dr. Nancy Fair-Szofran will be attending The College Board's Affinity Network meeting in April to finalize the common core state standards project.

Washington Federation of State Employees (WFSE)

A report was not provided.

INSTITUTION REPORTSInstitution for Extended Learning

Mr. Barry Moses, faculty representative, shared that the IEL Fashion Show was a success with over 2,500 articles of professional clothing collected for students to use during job interviews. More than 300 students attended the show, and about 100 students received clothing. The SCC cosmetology program was acknowledged for doing the hair and makeup for the student models. The facilities department was also thanked for their work in setting up the event.

It was explained that the new 2014 GED test has important implications for the delivery of instruction. Consequently, the adult basic education (ABE) department is forming work groups across all content areas to make recommendations for changes in instruction and is exploring ways of integrating GED instruction with the new Adult High School Diploma.

Ms. Michele Cook, IEL faculty member, was one of three instructors across the state of Washington selected to attend a national conference at the National Center for Family Literacy. Ms. Cooke will receive in-depth training regarding the new 2014 GED test. When she returns, Ms. Cook will provide training for IEL faculty members and for other colleges around the state.

Spokane Falls Community College

Ms. Denise Osei, faculty representative, shared that the Place of Most Potential (POMP) group will be meeting the third Tuesday of the month on the SFCC campus beginning fall quarter. Efforts of the POMP program will be expanded to all ethnic groups in area middle and high schools.

The SFCC 20-member chamber choir performed a high-level piece of cappella choral music on March 12. The music is typically reserved for university or professional ensembles of 40 singers or larger. Mr. Nathan Lansing, SFCC music instructor, extended appreciation to the board for their support of the music department.

Mr. Nile Popchock, a 2011 graduate of the SFCC audio engineering program, recently received an award at an independent film festival in Phoenix, Arizona, for best music.

The African American graduation ceremony is scheduled for 1 p.m. on April 27, at Gonzaga University.

Melody Verdugo, staff representative, stated that she attended a ctcLink project kickoff event and learned about the timeline and saw examples of the new system.

Dr. Gullickson reported that the addiction studies club (ASKlub) hosted the first annual "Recovery is Sweet" dessert event.

The interpreter training program is organizing an "Interview Day" for their graduates to practice and/or participate in interviews with school districts and employers across our region. Students will submit resumes and cover letters to prospective employers prior to the actual interviews. Interviews may be conducted in person or via Skype.

In April, the Education/Education Paraprofessional program and Teachers of Tomorrow Club will be hosting the annual Chance to Shine event at SFCC. Approximately 80 local high school students with disabilities come to campus with resumes, portfolios, and presentation boards where SFCC students conduct mock job interviews. This event provides an opportunity for high school students to practice interviewing skills and for the SFCC students to interact with differently-abled high school students.

Spokane Falls Community College's Early Childhood Education Development (ECED) program hosted the 26th Annual Gift of Childhood conference on February 23. Over 400 attendees from around the state participated.

Math faculty from SFCC and SCC are working together to improve developmental math completion rates. The department chairs were praised for the faculty-led process.

Spokane Community College

Ms. Angela Wizner, faculty representative, noted that final exams are taking place this week. Upcoming events were also highlighted. Details about the events will be forwarded to Linda Graham for inclusion in the board's calendar. It was noted that faculty are in the process of transferring curriculum to the new eLearning platform. The eLearning department was acknowledged for assisting faculty with this process.

Kate Lyons-Holestine, classified staff representative, shared that the Air Washington team won the Bigfoot Cup during the Sixth Annual Bowl for Literacy event.

CHANCELLOR REPORT

Dr. Johnson reported that she participated in the National Association of Workforce Boards conference in Washington D.C. and explained that the CCS model with the

Spokane Area Workforce Development Council is getting national attention. It was also noted that Dr. Johnson recently attended the International Women's Forum.

BOARD REPORT

Chairwoman Piper shared that she attended the SCC President Speaker Series event featuring Shaifali Purion on March 13, and praised the campus for hosting an amazing event.

Trustee Bever reported that he toured the felts field aviation facility and extended appreciation to Raymond Thomas for conducting the tour.

EXECUTIVE SESSION

An executive session was not held.

ADJOURNMENT

Being no other business, the meeting was adjourned at 12:17 p.m.