

Minutes of the Board of Trustees Meeting  
Washington State Community College District 17  
Regular Meeting  
April 16, 2013 – 8:30 a.m.  
Institute for Extended Learning Lodge Building  
3305 W. Fort George Wright Drive; Spokane, WA

**Present:** Greg Bever, Ben Cabildo (left meeting early), Carol Landa-McVicker, Ed Morgan, and Bridget Piper. Also in attendance were Christine Johnson, Deborah Danner, Janet Gullickson, Scott Morgan, Amy McCoy, Keith Foster, Greg Stevens, Barry Moses, Denise Osei, Angela Wizner, Teresa Snyder, Kate Lyons-Holestine, Sarah Stiffler, Melody Verdugo, and Linda Graham (recorder)

**Guests:** Patty Allen, Dennis Dunham, Mark Macias, Sami Salvatori, Kevin Dowler, Susanne Vinecore, Wanita Williams, Mr. Roger Bragdon, Charlie Hollen, Dennis Glass, Ken DeMello

### **SUCCESSFUL STUDENT TRANSITIONS**

Ms. Amy McCoy, vice president of student services for Spokane Community College (SCC) and the Institute for Extended Learning (IEL), provided an overview of the presentation and introduced Ms. Sami Salvatori, IEL Counselor. Ms. Salvatori showed a PowerPoint presentation and explained the individual approach techniques used to help students successfully transition to college and/or employment. Mr. Kevin Dowler, Ms. Susanne Vinecore, and Ms. Wanita Williams, former transitions students, were introduced.

Mr. Dowler shared his experience in the career transitions program and noted that, with the help of counseling and coaching from the IEL, he transferred to SFCC and will soon be graduating with an AAS degree in business. Mr. Dowler plans to eventually open his own business. Currently Mr. Dowler is working as an office assistant at the IEL and is applying the skills he has learned.

Ms. Vinecore continued the presentation by sharing personal background information and explaining her need for computer skills. Through the transition program, Ms. Vinecore explored employment interests and was encouraged to apply for financial aid and the IBest program. Ms. Vinecore is currently in the office assistant program with a 3.59 GPA and plans to transfer into the administrative assistant program.

Ms. Williams explained that while in the transitions program, she learned about the photography program at SFCC. Once graduated from SFCC, Ms. Williams plans to transfer to Eastern Washington University.

Trustee Greg Bever congratulated the students on their success and asked Ms. Salvatori about the program's retention rates. Ms. Salvatori noted that the retention rate for the six-week program is high.

Dr. Christine Johnson, chancellor for Community Colleges of Spokane (CCS), commended the students and noted best practices of the counseling department. Changes in federal financial aid regulations will have an impact on students. As a result, more short-term stackable certificates like the transition program will be needed.

### **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, April 16, 2013. Chairwoman Bridget Piper called the meeting to order at 9:10 a.m., followed by the Pledge of Allegiance and roll call. A moment of silence was observed for the victims of the Boston Marathon bombing.

### **INTRODUCTIONS AND OPEN MICROPHONE**

Mr. Dennis Dunham, district director of facilities, distributed a diagram of the proposed Spokane Transit Authority shelters on the SCC campus. A formal proposal will be presented to the Board for action during its May 21, regular meeting.

Dr. Johnson shared that she was recently invited by the Confederated Tribes of Colville Reservation Education and Employment Committee to participate in a roundtable discussion with other colleges and universities. Community Colleges of Spokane was presented with a flag, which was displayed.

Ms. Nicole Houston, SCC nursing student, expressed concerns about a faculty member's grading policy and some apparent inconsistencies. Chairwoman Piper thanked Ms. Houston for bringing the issue to the Board and encouraged her to use the student concerns process outlined in CCS Administrative Procedure, 3.40.01-D. Mr. Greg Stevens, chief administration officer, and the human resource office will review the complaint and provide the Board with an update.

### **APPROVAL OF MINUTES**

Trustee Ed Morgan moved, and it was seconded, that the minutes from the March 19, 2013, regular meeting be approved as presented.

**No. 13-08; motion carried.**

### **SECURITY REPORT**

Mr. Stevens showed a PowerPoint presentation (Tab 2, Attachment i) highlighting the history of campus security. Mr. Roger Bragdon, CCS security consultant; Mr. Dennis

Glass, IEL program manager; Mr. Charlie Hollen, SCC security supervisor; and Mr. Ken DeMello, SFCC security supervisor, were introduced.

Mr. Bragdon continued the presentation and provided an overview of recent developments, the cost of mishandled security, and developing security issues nationwide.

Mr. Glass discussed the campus security organizational chart, which is similar to the policing model. Mr. Hollen discussed the statistical graphs and the security tracking system. Recent SCC security incidents were discussed. Mr. DeMello highlighted the statistics and recent security incidents at SFCC.

Mr. Stevens finalized the presentation by discussing staffing strategies, upgrades in equipment and professional development, community-based policing model and trend analysis and preventive measures.

Trustee Bever questioned if security cameras are being used. Mr. Stevens indicated that CCS is working with union representatives regarding this issue and will be installing cameras as appropriate. Mr. Bragdon discussed the various training opportunities provided to security officers.

Ms. Angela Wizner, SCC faculty member, asked if instructors could receive training on how to deal with mentally unstable students. Mr. Stevens noted extensive training is available online and is also available periodically at the campuses. Ms. Densie Osei, SFCC faculty member, shared that counselors are being diligent regarding personal safety when meeting with students.

Dr. Johnson recognized and commended the security team.

## **STATUS REPORTS**

### Budget and Expenditure

Mr. Keith Foster, chief financial officer, reported that spending and tuition collection is on track. A document comparing the 2013-15 budget proposals from the Governor, Senate and House was displayed and reviewed. The budget timeline is still unclear.

Trustee Landa-McVicker noted that some legislators have an assumption that community colleges have extra funds available. Dr. Johnson noted that CCS is efficient and manages its resources well; however, it does not have excess funding.

Trustee Bever reported that the House is proposing a 3 percent tuition increase; however, the Trustees Association for Community and Technical Colleges (TACTC) is not in favor of additional tuition increases. The need for additional funding in STEM and health care programs was noted.

Trustee Landa-McVicker noted that new financial aid restrictions will make it more difficult for students to get funding. Dr. Johnson indicated that a special report on this topic will be presented in May. Financial aid directors were commended for summarizing the changes.

### Head Start

Ms. Patty Allen, district director of Head Start/ECEAP/Early Head Start (HS/ECEAP/EHS), provided an overview of Tab 3b, Attachment i, highlighting the Our Kids: Our Business event, developmental disabilities request for proposal, impact of the sequestration, and the status of state early learning funding.

Trustee Landa-McVicker reported that work being done in Head Start has a positive effect on a child's development; however, there is less funding being dedicated to this effort. Community Colleges of Spokane will be losing slots as a result of federal budget reductions; however, the need is increasing with more children on the waiting list.

Trustee Morgan noted that the Governor is projecting more Early Learning slots will be made available. Ms. Allen shared that CCS is currently serving 22-25 percent of eligible children; however, there are 1,150 children still on the waiting list.

### Capital Projects in Progress

Mr. Dennis Dunham, district director of facilities, reported that the bids have been opened on the SCC Building 15 addition and the SFCC Early Learning Center projects. Community Colleges of Spokane will be advertising for a consultant to work on the various repair projects.

### **NATIONAL VOLUNTEER MONTH**

Mr. Tony Higley, district development officer, provided an overview of Tab 4 and presented Ms. Heather Hanley, co-owner of The Tin Roof, Concept Home and ReSkued, with the 2013 Volunteer of the Year award. Ms. Hanley shared that she is pleased to serve on the CCS Foundation board of directors and announced that tickets for the 2013 wine gala event are still available.

### **BREAK**

The meeting recessed at 10:25 a.m. and reconvened at 10:37 a.m.

### **WORKFORCE DEMOGRAPHIC AND UTILIZATION REPORT SAFE CAMPUS ADVOCATES**

Mr. Stevens showed a PowerPoint presentation (Tab 5, Attachment i) highlighting the district's workforce profile and statistical utilization report of protected categories. Specific topics reviewed include population comparisons, employees of color, persons

with disabilities, Vietnam era veterans, faculty of color, workforce age demographics, and implications.

Trustee Landa-McVicker questioned the availability of the future workforce and the process for advertising and hiring new employees. Mr. Stevens discussed recent recruitment efforts and explained that the CCS hiring process is often slow. Dr. Janet Gullickson, president for SFCC, shared that SFCC is offering travel stipends to out-of-state candidates in an effort to draw people who would not normally think about applying for employment in Spokane.

### **COLLEGE-READINESS FOR SCIENCE**

Mr. Mark Macias, district director of institutional research, showed a PowerPoint presentation (Tab 6, Attachment i) highlighting the data shared during a recent Spokane Regional Science Symposium and the reactions of the symposium attendees to date.

Trustee Landa-McVicker noted the importance of monitoring the data and working with area high schools. With area skill centers offering many Science, Technology, Engineering, and Mathematics (STEM) related, hands-on courses, students are becoming more aware of the different career choices. Chairwoman Piper questioned if online opportunities are making a difference in the rural areas. Mr. Macias clarified that success rates vary by discipline. As a result, CCS will need to review as online classes become available.

Dr. Johnson praised Mr. Macias and the institutional research team for their work.

### **TRUSTEE ASSIGNMENTS FOR GRADUATION CEREMONIES**

The trustees will provide Ms. Linda Graham, executive assistant, a list of commencement ceremonies they will be attending.

### **AHE/WFSE REPORTS**

#### Association for Higher Education (AHE)

Ms. Carla Naccarato-Sinclair, IEL faculty member and AHE president, was not in attendance due to the Affinity Network Capstone Meeting in Fort Worth, Texas.

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

Ms. Teresa Sullivan, Institute for Extended Learning (IEL) classified staff and WFSE representative, referenced budget reductions and subsequent layoffs in the Head Start department as a result of the federal sequestration and thanked college administrators for postponing layoffs until the end of June.

## **INSTITUTION REPORTS**

### Institution for Extended Learning

Mr. Barry Moses, faculty representative, reported that five adult basic education faculty members attended the Commission on Adult Basic Education conference in New Orleans to learn more about the new 2014 General Educational Development (GED) test. The PACE Services Ready Program is offering an automotive maintenance program this quarter. The Career Transitions program currently has 50 students enrolled. Three IEL faculty members attended a consortium with 34 other Washington State colleges for the new Integrated Digital English Acceleration project. This project, in collaboration with the State Board for Community and Technical Colleges and the Bill and Melinda Gates Foundation, focuses on creating digital instruction curriculum that is integrated with on-ground instruction for lower level ESL learners in order to prepare these students for entry into the IBest programs. A detailed written copy of Mr. Moses's report is one file.

Ms. Sarah Stiffler, staff representative, shared that Workforce funding has helped serve 132 students this year. The IEL is seeing good success rates for students transitioning to the new GED tests.

Due to time restraints, Mr. Scott Morgan, CEO/President for the IEL and SCC, will submit a written report.

### Spokane Falls Community College

Mr. Erickson, student government representative, was not able to attend the meeting; however, a written report about the associated student government elections was provided and is on file.

Ms. Denise Osei, faculty representative, reported that a running start information night is scheduled for Tuesday, April 16. An update on the Early College in the High School program at the Emmanuel Center and Rogers High School was provided. It was noted that the Emmanuel Center has enlarged their facilities in order to expand the program. Rogers High School has also changed their program to run on the quarter system to better align with CCS. The Spokane Transit Authority will be providing bus passes for students in the Early College program.

Ms. Melody Verdugo, classified staff representative, explained that many K-12 classes have toured the SFCC campus and viewed planetarium shows. In response to requests from area school districts, high school groups can now participate in a human anatomy and physiology lab experience.

Dr. Gullickson, SFCC president, shared that different pathways for math proficiencies are being discussed. There is an opportunity for the early college and college in the high school programs to have a similar funding model as the running start program.

The first adjunct faculty meeting was held and was well attended. The major concern for this group is safety and training opportunities. The SFCC deans and department chairs toured the Pullman facility. The Board was invited to the Early Learning Center art show in Building 16.

#### Spokane Community College

Ms. Kate Lyons-Holestine, classified staff representative, provided an update on the Washington Pilot Association Scholarships

#### **CHANCELLOR REPORT**

Dr. Johnson commended the employees involved with the College Board Affinity project. Community Colleges of Spokane will be hosting a major Washington Capstone Conference on May 9. Representatives from Spokane Public Schools, CCS and Eastern Washington University will be attending.

Commendations were also extended to CCS employees for the work being done on the strategic plan and the IEL/SCC transition.

#### **BOARD REPORT**

Trustees Landa-McVicker and Piper recently toured the NEWTECH Skills Center.

#### **EXECUTIVE SESSION**

An executive session was called at 12:10 p.m. under RCW 42.30.110(1) to receive and evaluate complaints or charges brought against a public officer or employee and to discuss with legal counsel representing the agency matters relating to agency enforcement actions or, litigation or potential litigation. At 12:05 p.m. an announcement was made that the executive session would be extended. At 12:25 p.m., the executive session concluded with the regular meeting reconvened. No formal action was taken during the executive session.

#### **ADJOURNMENT**

Being no other business, the meeting was adjourned at 12:28 p.m. A reception honoring the Transforming Lives and All-Washington nominees was held at 12:30 p.m. No formal action was taken during the reception.