

Minutes of the Board of Trustees Meeting  
Washington State Community College District 17  
Regular Meeting  
May 21, 2013 – 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 and Bridget Piper. Also in attendance were Christine Johnson, Deborah Danner, Janet Gullickson, Scott Morgan, Jim Minkler, Rebecca Rhodes, Nancy Fair-Szofran, Keith Foster, Greg Stevens, Anne Tucker, Carla Naccarato-Sinclair, Barry Moses, Denise Osei, Angela Wizner, Teresa Sullivan, Sarah Stiffler, Melody Verdugo, Kris Krewson, Ethan Erickson, and Linda Graham (recorder)

**Guests:** Taylor Clausen, Marjorie Davis, Denny Glass, Barb Hahto, Miracle Jones, Mike Lenker, Jenni Martin, Amy McCoy, Douglas Minkler, Jim Mohr, Bill Rambo, and Tammy Zibell

**CELEBRATING STUDENT SUCCESS: CONCURRENT ENROLLMENT**

Dr. Jim Minkler, vice president of learning at Spokane Falls Community College (SFCC), showed a PowerPoint Presentation (Tab 0, Attachment i) highlighting the topics to be discussed and introduced Ms. Barb Hahto, SFCC faculty counselor and Running Start coordinator.

Ms. Hahto continued the presentation, shared how the Running Start program works, and introduced Mr. Douglas Minkler and Ms. Taylor Clausen, SFCC Running Start students who shared their reasons for participating in the program and their educational goals.

Ms. Denise Osei, SFCC faculty counselor, continued the presentation, explained the Early College High School (ECHS) program, discussed special services available to students, and highlighted course offerings, student retention efforts, and community partnerships. Ms. Osei introduced Ms. Miracle Jones, SFCC ECHS student, who discussed her experience in the ECHS program, the skills she has learned, and her educational goals

Trustee Greg Bever questioned how long the ECHS program has been operating. Ms. Osei shared that the program has been operating since 2010 at the Emmanuel Center and serves a diverse population. The program is expanding to Rogers and Shadle Park High Schools. Lewis and Clark High School is also interested in the program. Dr. Christine Johnson, chancellor for Community Colleges of Spokane (CCS), commended the students for their vision and motivation. Faculty counselors and college administration were acknowledged for their support of students.

Trustee Bever asked what obstacles prevent students from participating in the two programs. Ms. Hahto noted transportation and the cost of books as being the two largest issues for high school students and their parents. Ms. Osei noted that foundation funds have been used to establish a text book lending library. Car washes and other fundraising activities are being planned to help raise money to support these students.

Trustee Ben Cabildo questioned the capacity for the ECHS program. Ms. Osei indicated that the program can accommodate 25 students at the Emmanuel Center and 25 students between Rogers and Shadle Park High Schools. Ms. Hahto indicated that the Running Start program does not have an enrollment cap. There are 1,000 Running Start students currently registered at CCS.

### **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, May 21, 2013. Chairwoman Bridget Piper called the meeting to order at 9:05 a.m., followed by the Pledge of Allegiance and roll call.

### **INTRODUCTIONS AND OPEN MICROPHONE**

Dr. Johnson commended Ms. Deborah Danner, assistant attorney general, and noted that Ms. Danner has been permanently assigned to represent CCS. Ms. Danner's experience was highlighted. Trustee Piper acknowledged Ms. Danner and the critical services she provides.

Dr. Johnson announced the meeting was being tape recorded by a representative from *The Communicator*, the SFCC student newspaper.

### **APPROVAL OF MINUTES**

Trustee Carol McVicker moved, and it was seconded, that the minutes from the April 16, 2013, meeting be amended to reflect the early departure of Trustee Cabildo.

**No. 13-09; motion carried.**

### **STATUS REPORTS**

#### Budget and Expenditure

Mr. Keith Foster, chief financial officer, reported that while CCS is below its FTE target, its tuition budget is above target. An updated on the legislative special session was provided, and the differences between the House and Senate budgets were discussed. It was announced that the Board will hold a budget workshop on June 5. Trustee Landa-McVicker shared that the Trustees Association of Community and Technical Colleges (TACTC) received word that the proposed House and Senate budgets are very opposite and thanked Mr. Foster for keeping the Board informed.

### 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, highlighting the effects of the 5.27 percent budget cut resulting from sequestration. Additional impacts are expected next year due to proposed changes in benefit packages. The CCS administration was thanked for keeping the Hillyard Center open through June 30. Ms. Allen also reviewed the annual report, plans for summer session, and the Head Start Self-Assessment. It was noted that a triennial review will be conducted in the near future. A card from children at Holmes Elementary was presented to the Board.

Trustee Landa-McVicker noted that the reductions in the Head Start/Early Head Start programs affect parents, many of whom are undereducated. Senator Patty Murray will be holding a roundtable discussion regarding this issue on May 30. Chairwoman Piper noted that while federal funding for Head Start is decreasing, this highly regulated program is expected to continue offering high-quality services to the public.

### Administrative Procedures

Mr. Greg Stevens, chief administration officer, provided an overview of CCS administrative procedure 4.60.01-A, Continuing Education and Corporate Training (Tab 2c, Attachment i).

### Capital Projects in Progress

Mr. Dennis Dunham, district director of facilities, reported that the remodel project to the Heavy Equipment Building (Bldg. 19) on the Spokane Community College (SCC) campus is almost complete. Facilities staff currently working in Building 201 will move into the new space on June 24. Once complete, Building 201 will be removed. The bid for the SCC Building 15 remodel project came in on budget. The new Campus Classroom Building at SFCC is 90 percent complete. It was reported that the bid for the SFCC Early Learning Center came in over budget. Facilities will continue working in consultation with Dr. Janet Gullickson, SFCC president, on this project. Trustee Landa-McVicker referenced the CCS Master Plan. Mr. Dunham shared that the Master Plan is regularly reviewed and updated.

### **STA BUS LOADING ZONE PROPOSAL**

Mr. Dunham showed a PowerPoint presentation (Tab 3, Attachment i) and provided an overview of the Spokane Transit Authority (STA) proposal. As part of the agreement, STA will do the following:

- Utilize the same bus shelters for both sides
- Will modify/enhance ADA accessible ramp at the bus shelters
- Upgrade the parking lot asphalt to traffic rated depth
- Furnish and install additional parking lot lighting and bus shelter lighting

- Rebuild its existing bus shelter structures to their current shelter standards
- Not add additional buses to their routes thus increasing traffic on the SCC campus

Spokane Transit Authority will be responsible for the costs associated with these changes with the assurance that use of the staging area would be available to them for a period of no less than 10 years, unless freeway construction precludes it. Spokane Transit Authority expects to pay a reasonable lease on the use of the new bus loading area as well as compensate SCC for the use of the parking spaces lost to the new plan.

Trustee Greg Bever moved, and it was seconded, that the proposal be approved as presented. Chairwoman Piper thanked Mr. Dunham for his work on this project.

**No. 13-10; motion carried.**

**FEDERAL TITLE IV FINANCIAL AID: CHANGES AND IMPACT TO CCS**

Ms. Tammy Zibell, SCC financial aid director, shared that recent federal changes to financial aid are having an effect on students and college default rates. Dr. Johnson, Ms. Anne Tucker, public information officer, and faculty members were thanked for getting important information regarding this issue to the students.

Ms. Marjorie Davis, SFCC financial aid director, showed a PowerPoint presentation (Tab 4, Attachment i) and explained the changes in the Department of Education rules pertaining to satisfactory academic progress, pace of progression, grade point averages, financial aid warning, suspension and appeals for reinstatement. The impact of these changes on cohort default rates was also discussed.

Trustee Cabildo asked if the colleges have employees following up on students who default on their loans. Ms. Davis stated that CCS contracts with SALT, an online financial resource. Staff members are also working with students.

Ms. Carla Naccarato-Sinclair, IEL faculty member and Association for Higher Education union president, asked if students are educated about the loan process before being issued funds. Ms. Zibell shared that students are required to take an online counseling course and quiz before receiving funds. Students withdrawing or becoming less than half-time also need to complete exit counseling.

Dr. Johnson emphasized that students need to take their education seriously. In these tough economic times, federal funds are being awarded with specific expectations. Students need to develop educational goals and make satisfactory progress toward those goals.

Trustee Landa-McVicker noted that educational programs need to properly align with the workforce to ensure students are able to obtain employment after earning certificates/degrees. Trustee Bever questioned if other institutions are having similar issues. Dr. Johnson clarified that while this is a nation-wide issues, community colleges are typically open door institutions and have different challenges than some universities. Community Colleges of Spokane will need to examine its processes to ensure student progression is not hindered. Additional financial training opportunities for students through HigherOne will also be explored

### **IEL-SCC TRANSITION INTEGRATION TASKFORCE RECOMMENDATIONS**

Dr. Nancy Szofran, CCS provost, provided background information on the IEL/SCC transition and integration task force, recognized task force and subcommittee co-chairs, and showed a PowerPoint presentation (Tab 5, Attachment i) highlighting membership criteria and task force assumptions.

The co-chairs of the four subcommittees – academic issues; marketing, facilities, and space utilization; personnel relations; and student services and support – continued the presentation and shared a few recommendations outlined in the final report (Tab 5, Attachment ii).

Trustee Bever noted that the needs of the rural community will continue to be met and encouraged employees to celebrate successes and to destroy the traditional mindset that says, “we have always done it this way.” Trustee Landa-McVicker congratulated the task force for its student-centered and collaborative work. Dr. Gullickson shared that the A6 agreement with Spokane Falls Community College (SFCC) will continue after the merger is complete since SFCC classes will still be offered in the rural communities.

Trustee Cabildo expressed his appreciation to the subcommittees for their work in developing recommendations and asked who will be responsible for implementing the recommendations. Dr. Johnson noted that she is responsible for making sure recommendations are implemented and expressed appreciation to task force members for their commitment to students and to the sustainability of CCS.

### **BREAK**

The meeting recessed at 10:40 a.m. and reconvened at 10:55 a.m.

### **CREDIT HOUR POLICY/ADMINISTRATIVE PROCEDURE**

Dr. Szofran reviewed Tab 6 and provided background information on federal regulations requiring institutions and accrediting agencies to come into compliance on the definition and assignment of credit hours. It was noted that proposed Board Policy 4.40.03 (Tab 6, Attachment i) and CCS Administrative Procedure 4.40.03-A (Tab 6, Attachment ii) codifies CCS practices and fulfills the requirements.

Trustee Bever moved, and it was seconded, that Board Policy 4.40.03, Credit Hours, be approved as presented.

**No. 13-11; motion carried.**

### **STEM TRANSFORMATIONS**

Mr. Mark Macias, district director of institutional research, showed a PowerPoint presentation (Tab 7, Attachment i), highlighting the data shared during the April 2013, Spokane STEM (Science, Technology, Engineering, and Mathematics) symposium. It was noted that common core standards and smarter balanced assessments are being addressed to overcome transitional hurdles.

Trustee Landa-McVicker shared that employers representing the manufacturing industry participated in a panel discussion during the TACTC spring conference and shared their challenge of finding skilled workers for current and future vacancies. It was noted that alignment with advisory committees is important to ensure relevant programs are being offered. The need for soft skills was also discussed. Mr. Macias reported that institutional researchers are working with instructional units to update and publicize gainful employment reports per federal regulations.

Ms. Naccarato-Sinclair stress the importance of sharing the proactive work CCS has done as part of the Affinity cohort to address common core standards. Trustee Landa-McVicker asked that flyers regarding SWIRL (speaking, writing, information literacy, reading and listening) be made available.

Dr. Johnson reported that much is being done in STEM. Members of the Affinity cohort will be asked to give a presentation at a future Board meeting. It was noted that CCS recently hosted a College Board capstone event to address common core standards.

### **AHE/WFSE REPORTS**

#### Association for Higher Education (AHE)

Ms. Naccarato-Sinclair, shared that the Northwest Commission on Colleges and Universities (NWCCU) provided a question and answer presentation on accreditation during a recent State Board of Community and Technical Colleges (SBCTC) meeting. Ms. Naccarato-Sinclair provided a brief overview of State Senate Bill 5905, which proposes the elimination of coverage in the state health care plan for part-time state employees. The impact to employees, if the bill passes in its current form, was shared. It was also noted that if the state wants to attract and retain quality instructors, it will need to address salary rates.

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

A report was not provided.

## **INSTITUTION REPORTS**

### Institution for Extended Learning/Spokane Community College

Kris Krewson, SCC student representative, reported that associated student government (ASG) has completed drafting the technology and the services and activities (S&A) fee proposals. Mr. Foster was thanked for his help in the process. Mr. Kyle Stafford was introduced as the new ASG president for 2013-14. The hiring process for other ASG positions is currently in progress. Ms. Krewson expressed gratitude for the opportunity to work with college administration and for their focus on student success. Mr. Scott Morgan, SCC president, shared that Ms. Krewson will be graduating this year but will be back helping veterans on campus in her new role with AmeriCorps Vet Corp.

Ms. Sarah Stiffler, IEL staff representative, shared that the Valley Center is growing and has added an evening English as a Second Language (ESL) class and an additional instructor.

Mr. Barry Moses, IEL faculty representative, shared that faculty members recently participated in a panel discussion regarding the upcoming implementation of the Adult High School Diploma. In an effort to maintain academic rigor while measuring student competencies, the IEL is considering a portfolio class, implementing scoring guides, increasing the contextualization of course offerings, and finding more effective ways of continuing the college-readiness mission. A detailed written copy of Mr. Moses' report is on file.

Ms. Angela Wizner, SCC faculty representative, shared that SCC faculty believe in the mission of the IEL and are proud to have the IEL as part of the SCC organization. Faculty members are working hard preparing for accreditation and participating in shared governance. Mr. Morgan and Dr. Johnson were thanked for visiting classes and for attending various meetings and events.

Mr. Morgan shared that SCC will be a very large institution as a result of the SCC/IEL merger. An all-campus meeting will be held to discuss the five college goals – student achievement, balanced budget, data-based decisions, program needs, and the implementation of taskforce recommendations– that will be addressed over the next three years. A manufacturing roundtable was recently held. Community Colleges of Spokane was praised for its responsiveness to manufacturing needs. Copies of “*the mag*” @ *Magnuson* publication were distributed.

### Spokane Falls Community College

Ms. Osei thanked Dr. Johnson and the Board for attending ethnic graduation ceremonies. It was noted that the college community is working together and collaborating on events and activities. The recent PowWow event was referenced as an example.

Mr. Ethan Erickson, student government representative, shared that new staff have been hired for the 2013-14 academic year and introduced Ms. Alicia Villa as the new SFC ASG president. As a Running Start student, Mr. Erickson is scheduled to graduate this June from high school and SFCC. Student Government completed drafting the S&A fee proposals. Thanks were extended to Mr. Foster and SCC's student government for their help and patience. Spring Fling events are scheduled for this week.

Ms. Melody Verdugo, classified staff representative, needed to leave the board meeting early due to a K-12 planetarium showing. Consequently, a report was not provided.

Dr. Gullickson shared that applied baccalaureate degrees in graphic design, interior design, computer technician, library or e-learning technician, and management are being considered with expected launch dates in 2015. Both SFCC and SCC will have accreditation visits in October. Spokane Falls Community College will be submitting its five core themes to the writer this week. It was noted that faculty and staff have been involved throughout the accreditation process.

#### **CHANCELLOR REPORT**

Dr. Johnson shared that 43 people participated in a workshop hosted by the district equity council on May 10. Dr. Larry Burnley, assistant vice president for diversity and intercultural relations at Whitworth University, was the presenter. It was announced that Chinese educators will be visiting Spokane in June. Public school and business partners have come forward to help welcome these guests. Long and fruitful relationships are expected. The Affinity Network project and the Honors College program have been very successful. Dr. Johnson expressed gratitude for faculty engagement in competency-based and online degree and certificate initiatives.

#### **BOARD REPORT**

Trustee Landa-McVicker congratulated Trustee Bever for being elected Trustees Association of Community and Technical Colleges (TACTC) president-elect. He will be serve a one-year term. Trustee Piper was also elected as chair of the nominating committee.

Trustee Bever shared that Trustee Landa-McVicker has been an inspiration and a strong supporter over the years as a CCS trustee and former TACTC chair. Trustee Bever announced that he attended ethic graduations and the TACTC spring conference. It was noted that this was the first year TACTC invited business representatives to participate in a workforce development discussion.

Trustee Cabildo thanked board members for attending the TACTC spring conference and for addressing workforce development issues. Dr. Johnson was asked to forward a copy of Dr. Larry Burnley's PowerPoint presentation from the May 10, 2013, workshop.

Trustee Piper shared that she recently attended a lunch with Representative Seaquist and expressed pride for CCS employees and leadership.

#### **EXECUTIVE SESSION**

An executive session was not held.

#### **ADJOURNMENT**

Being no other business, the meeting was adjourned at 12:10 p.m.