

Minutes of the Board of Trustees Meeting  
Washington State Community College District 17  
Regular Meeting

July 16, 2013 – 8:30 a.m.

Lodge Building; 3305 W. Fort George Wright Drive; Spokane, WA

**Present:** Greg Bever, Carol Landa-McVicker, and Ed Morgan. Also in attendance were Christine Johnson, Deborah Danner, Scott Morgan, Jim Minkler, Keith Foster, Greg Stevens, Barry Moses, Teresa Sullivan, Kate Lyons-Holestine, Sara Stiffler, Alicia Villa, and Linda Graham (recorder)

**Guests:** Patty Allen, Brian Dudak, Dennis Dunham, Michele Cook, Marcy Haynes, Lama Najim, Geri Swope, and Russell Tennyhill

**CELEBRATING STUDENT SUCCESS: ADULT HIGH SCHOOL DIPLOMA AND THE NEW GED 2014**

Ms. Geri Swope, dean of adult basic education (ABE) for Spokane Community College (SCC) explained the purpose of the presentation and introduced Dr. Brian Dudak, assistant dean of adult education. Dr. Dudak provided background information about himself and showed a PowerPoint presentation highlighting the changes in General Educational Development (GED) tests, recent congressional action, ABE statistics, and the new High School 21 program, which is a new competency-based high school diploma for adults age 21 and over.

Ms. Michele Cook, ABE instructor, continued the presentation by explaining the outcomes of the High School 21 program and the difference between GED and the new adult diploma. It was clarified that this new program would not replace GED or other high school completion programs but would offer adults an opportunity to obtain a high school diploma. It was also noted that different GED exams are being considered by the State Board for Community and Technical Colleges (SBCTC).

Ms. Susanne Bettinger, Integrated Basic Education and Skills Training (I-BEST) coordinator, introduced Mr. Russell Teninghill, IBEST and SFCC student. Mr. Teninghill shared his experience in the I-BEST program. Ms. Anna Gambil, ABE instructor, introduced Lama Najim, ESL/College Prep student, and Ms. Marcy Haynes, GED student. Both shared background information and discussed their educational and professional goals.

Trustee Carol Landa-McVicker expressed appreciation to the students and thanked faculty, staff and students for sharing their stories. Dr. Christine Johnson, chancellor for Community Colleges of Spokane (CCS) congratulated students on their accomplishments, thanked CCS employees for their work, and noted that faculty are providing students rigorous, competency-based skills employers demand. Mr. Barry Moses, GED instructor was recognized for his work. Dr. Johnson reported that CCS is

being praised for its role with the Affinity Network building and strengthening connections between K–12 and postsecondary education systems and facilitating successful transition from high school to college. Chairman Ed Morgan noted that CCS is raising the standard and thanked Dr. Johnson for her leadership.

### **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 Lodge Building, on Tuesday, July 16, 2013. Chairman Morgan called the meeting to order at 9 a.m., followed by the Pledge of Allegiance and roll call.

### **INTRODUCTIONS AND OPEN MICROPHONE**

No introductions were made, and no one asked to address the board.

### **APPROVAL OF MINUTES**

Trustee Greg Bever moved, and it was seconded, that the minutes from the June 5, 2013, special meeting be approved and that the minutes from the June 21, 2013 be tabled until the September 17, 2013 meeting.

**No. 13-20; motion carried.**

### **STATUS REPORTS**

#### Capital Projects in Progress

Mr. Dennis Dunham, district director of facilities, reported that signs and outdoor plants are being installed for the new Falls Gateway building at Spokane Falls Community College (SFCC). The construction area for the new Early Learning Center at SFCC has been enclosed in preparation for work to begin. The underground utility work has been completed for the Building 15 renovation project at SCC. The legislature approved the capital budget; however, the minor capital budget was reduced 15 percent. A consultant has been hired for roofing and mechanical projects.

#### Budget and Expenditure

Mr. Keith Foster, chief financial officer, reported that as of May 31, 2013, CCS expended 86 percent of its budget. Employees are currently working on the fiscal year close.

#### Head Start

Ms. Patty Allen, district director of Head Start/ECEAP/Early Head Start (HS/ECEAP/EHS), provided an overview of Tab 2c, Attachment i, highlighting sequestration, emergency funding request for kitchen renovations at the Northeast Community Center, National Accreditation Commission Annual Report, Department of Education Child Care Access Means Parents in School (CCAMPIS) grant proposal, and state funding outcomes. Ms. Francis Brown, Policy Council president, thanked the

board for their support, acknowledged Trustee Carol Landa-McVicker, board liaison, and distributed tokens of appreciation.

Trustee Greg Bever thanked Ms. Brown for her work as a volunteer with the Head Start program. Trustee Landa-McVicker noted that the Head Start program works with families and develops leadership skills in parents.

**CONSIDER APPROVAL OF REAUTHORIZATION OF FUNDING FOR THE HEAD START/EARLY HEAD START PROGRAMS FOR FISCAL YEAR 2013-14**

Ms. Allen provided an overview of year three of the continuation grant application for Head Start and Early Head Start (Tab 3, Attachment ii) and explained that the Administration for Children and Families (ACF) funds Head Start and Early Head Start programs annually through continuation grants. Currently the application requirements cycle through three-year periods. If the program is in good standing and approved, the opportunity to go to a five-year grant cycle is possible after the upcoming triennial review during 2013-14. The Spokane programs are entering into the third year application phase. The application covers the period beginning November 1, 2013, and ending October 31, 2014. It includes a funded budget of \$8,166,757 (plus non-federal share). The operating budget was reviewed (Tab 3, Attachment i), and budget reductions were noted. Since health equipment is old and becoming obsolete, Chairman Morgan questioned if the Spokane Lions Club and other organizations should be contacted. Ms. Allen shared that the program has over 100 community partners and that discussions through the Health Services Advisory Committee have been held to discuss options. Trustee Landa-McVicker shared that the waiting list for this successful program continues to increase while federal funding continues to decrease. As a result the community is underserved. Dr. Johnson commended Ms. Allen for anticipating needs and looking for opportunities and additional resources.

Trustee Landa-McVicker moved, and it was seconded, that the Board approve the continuation grant application for Head Start and Early Head Start funding for FY 2013-14 as presented.

**No. 13-21; motion carried.**

**CONSIDER APPROVAL OF HEAD START/EARLY HEAD START SELF-ASSESSMENT**

Ms. Allen shared that Head Start/Early Head Start must conduct an annual self-assessment as required in the performance standards. In spring 2013, the process involved assessing direct service provision to children and families in education, family engagement, health, mental health, disabilities, and nutrition, utilizing representative random samples determined by component specialist (CS). Observations, file reviews (electronic and paper), survey, and interviews were used for data collection. A copy of the 2012-13 report (Tab 4, Attachment i) was included in the Board packet and

referenced. Trustee Greg Bever noted the nutrition and food production provided by the program and praised Ms. Allen for considering Science, Technology, Engineering, and Mathematics (STEM) curricula.

Trustee Landa-McVicker moved, and it was seconded, that the Head Start/Early Head Start Self-Assessment report be approved as presented.

**No. 13-22; motion carried.**

**CONSIDER EXTENSION OF 2013-14 OPERATING BUDGET CONTINUING RESOLUTION FOR COMMUNITY COLLEGES OF SPOKANE; FIRST LOOK AT BUDGET**

Mr. Foster explained that the state has approved a budget; however, there are a few funding sources that remain uncertain (i.e. STEM, Student Achievement, etc.). Consequently, it was requested that the 2013-14 Operating Budget Continuing Resolution (Resolution 13-14) for Community Colleges of Spokane be extended through September.

Trustee Bever moved, and it was seconded, that Resolution 13-14 be extended through September 2013 as requested.

**No. 13-23; motion carried**

**CONSIDER FINAL APPROVAL OF THE PROPOSED 2013-14 TUITION SCHEDULE, REVISED**

Mr. Foster distributed and reviewed revised copies of the proposed 2013-14 Tuition and Fee Schedule (Tab 6) and the 2013-14 Tuition and Fee Waivers and Residency (Tab 6, Attachment i).

Trustee Landa-McVicker moved, and it was seconded, that the 2013-14 Tuition and Fee Schedule and the 2013-14 Tuition and Fee Waivers and Residency be approved as presented. Dr. Johnson expressed gratitude that students will not have tuition increases for a year.

**No. 13-24; motion carried**

**CONSIDER APPROVAL OF PRIVATE MUSIC LESSON AND ADMINISTRATIVE FEES**

Mr. Foster and Dr. Jim Minkler, vice president of learning for SFCC, explained the changes to course related and special student fees as outlined in Tab 7.

Trustee Bever moved, and it seconded, that the changes to the fees be approved as presented.

**No. 13-25; motion carried**

## **BREAK**

The meeting recessed at 9:55 a.m. and reconvened at 10:08 a.m.

## **RECOGNITION OF TACTC PARTNER OF THE YEAR NOMINEE**

Trustee Bever, on behalf of the board and the Trustees Association of Community and Technical Colleges (TACTC), recognized Greater Spokane Incorporated (GSI) for donating time and resources in support of the community and technical college mission. Examples of how GSI, through its advocacy, planning and long-range vision, has helped establish CCS as one of the region's most important resources in educational access and workforce development were shared. Mr. Rich Hadley, president/CEO, was presented a certificate of appreciation to honor GSI for their support.

## **STRATEGIC PLAN UPDATE – COLLABORATION/COMMUNICAITON: BUILDING PRODUCTIVE COMMUNITIES**

Mr. Greg Stevens, chief administration officer, showed a PowerPoint presentation (Tab 9, Attachment i) highlighting key performance indicators for collaboration and communication strategic initiatives. Projects highlighted in the report include:

- Funded and executive partnership initiatives such as the College Spark Grant, Gateway to College, Planetarium K-12 shows, and Destination Eastern
- Effective and streamlined processes and practices such as the integration of IEL and SCC and SFCC and Prior Learning Assessment.
- Impact on the region's economy by distributing financial aid and preparing workers in such programs as Air Washington, Avista Entrepreneurship Center, and the Integrated Business and Entrepreneurship. It was noted that enrollment in the CCS apprenticeship program dropped as a result of the economy. Since budgets were subsequently reduced, it will be difficult for apprenticeship programs to recover. Trustee Landa-McVicker stressed the need for skilled workers as members of the baby boomer generation leave the workforce.

Chairman Morgan noted that CCS has a viable Strategic Plan that is continually reviewed. The Board sees evidence of this review each month.

## **CCS STUDENT DATA: DECLINE IN FEDERAL FUNDING**

Mr. Mark Macias, district director of institutional research, explained that an article appeared in the *New York Times* (May 22, 2013) reporting on the trend of decreasing federal funding being allocated to community colleges. The information in this article was primarily based on a report released by The Century Foundation, and included data about how community colleges compare to four-year institutions. A PowerPoint presentation (Tab 10, Attachment i) was shown comparing CCS to the national data. It was noted that the article in the *New York Times* cited data based on research that primarily relies on Integrated Postsecondary Education Data System (IPEDS). While universities typically use IPEDS data, community colleges do not since IPEDS only

looks at first-time, full-time degree-seeking students. Dr. Johnson reported that CCS is working on increasing the percentage of transfer students finishing their degrees at CCS before moving to four-year institutions.

### **AHE/WFSE REPORTS**

#### Association for Higher Education (AHE)

A report was not provided.

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

Ms. Teresa Sullivan shared the impact sequestration is having on employees in the Head Start/Early Head Start program. Chairman Morgan thanked Ms. Sullivan for sharing the concerns and noted the impact federal cuts will have on students. Trustee Landa-McVicker shared that the trustees are concerned about federal reductions and noted that such decisions are beyond their control. Citizens were encouraged to contact their congressional representatives.

### **INSTITUTION REPORTS**

#### Spokane Community College

Mr. Barry Moses, clarified that CCS will be offering students three simultaneous high school completion options – the traditional high school completion program for student ages 16 through 21; the standard GED test; and the new adult high school diploma for students over the age of 21. Mr. Moses also reported that six students in Curlew took and passed the reading and writing High School Proficiency Exams (HSPE) in March, and one student took and passed the Algebra End of Course (EOC) test in February. A total of 23 diplomas were earned in Curlew during the 2012-13 school year. A rural I-Best cohort serving Republic, Colville, and Newport will begin this fall. A written copy of Mr. Moses' report is on file. Trustee Morgan questioned the impact high school completion options will have on school districts. President Morgan shared that CCS has a good working relationship with area high schools and will continue referring students as needed.

Ms. Katie Lyons-Holestine, staff representative, reported that the Staff Training for Technical and Community Colleges (STTCC) conference will be held at Big Bend Community College August 8-9, 2013. Appreciation was extended to President Morgan and the budget staff for earmarking funds for staff development.

Ms. Sarah Stiffler, staff representative, shared that a pre-I-BEST class will be offered for students interested in participating in the next administrative office co-hort. Students will be tour different work environments and talk with people in the industry. Ms. Stiffler also reported that SCC employees will be participating in the annual Hillyard Fest.

Mr. Scott Morgan, president, reported that the facility move in Republic has been completed. Appreciation was extended to the IT staff for getting the equipment moved and ready. Spokane Community College, along with SFCC, has applied for a Move Washington grant focusing on transportation. This would be \$25 million grant over four years. Mr. Dave Cox, SCC dean for technical education, is leading this effort statewide.

Mr. Morgan announced that SCC will be changing the entrance process for the nursing program. Studies show that SCC currently has the lowest nursing entrance exam. Test scores are decreasing and are starting to fall behind national and state rates. In an effort to maintain accreditation standards, a competitive entrance process is being established. This new process will also better serve students by reducing long waiting lists and getting students in programs sooner. Mr. Morgan discussed how the current waiting list would be used fall quarter, noted a new entrance exam, and explained how future admission would be determined based on GPA, pre-reqs and test scores. Information about the changes will be sent to students, and open forums will be scheduled. Counselors will also be available to assist students. Trustee Landa-McVicker questioned the program's completion rate. Mr. Morgan shared that students are taking longer to complete the program. Trustee Landa McVicker asked if refresher classes are available for students who have been on the waiting list for a long time. Mr. Morgan report that Financial aid rules often prevent this option. Trustee Bever encouraged SCC to guide students to other healthcare programs early in the process to ensure "wait-listed" students do not use up credits or incur student debt unnecessarily.

#### Spokane Falls Community College

Ms. Alicia Villa, student representative, reported that student government representatives are currently organizing their work space and learning to work together as a team. Dr. Johnson commended Ms. Villa for her dedication and for attending the board meeting.

Dr. Jim Minkler, vice president of learning, clarified that the Gateway to College program is an alternative to GED and allows students to complete their high school requirements and then transition to colleges. Dr. Minkler also shared on behalf of Dr. Janet Gullickson, president for SFCC, that students and employees from SFCC will be participating in an American Honors presentation in St. Louis. The student services division has filled positions vacated by recent retirees. The process for remodeling the Student Union Building will begin this summer. An architect will be hired, and student government will be involved in the process. Signs have been installed in the new Falls Gateway building, and employees should begin moving into the new facility in August. The comprehensive accreditation report has been sent to the editor. The final report is scheduled to be mailed out prior to the September 1, deadline. Ms. Chrissy Davis, associate dean of student development, was acknowledged for calling

171 students who were suspended due to academic progress. As a result of her efforts, 161 students appealed and were reinstated.

### **CHANCELLOR REPORT**

Dr. Johnson reported that CCS is currently searching for a new chief information officer. This position will replace Mr. Dick Hol, who will be overseeing the ctcLink conversion. Ms. Anne Tucker, public information office, is chairing the search committee.

The marketing campaign for Start Next Quarter, an online eligibility tool for workforce education funds, is scheduled to begin in August.

Dr. Nancy Fair-Szofran, CCS provost, and several faculty members will be attending an American Honors Faculty Institute in Indianapolis. It was also noted that faculty members recently hosted an Affinity meeting.

The assistant attorney general helped CCS register the SWIRL (Speaking, Writing, Information Literacy, Reading and Listening) logo as a trademark.

Greater Spokane Incorporated has asked CCS to do Affinity Network and STEM/SWIRL presentations for area high school superintendents.

Board members were thanked for participating in various meetings and events with visiting Chinese educators. Dr. Lisa Avery, CCS dean of global education and American honors, and the employees of the global education department were recognized for their work in coordinating the visit. Approximately \$60,000 was contributed to the Spokane economy as a result of the visit.

Dr. Johnson continues to meet with industry leaders. One such meeting was with Pathology Associates Medial Laboratories (PAML), a national organization positioned in Spokane. A future presentation to the board will be provided to discuss possible partnership opportunities.

A joint board meeting will be held fall quarter with NorthEast Washington Educational Services District 101. Notice requirements for the Open Public Meetings Act will be followed.

### **BOARD REPORT**

Chairman Morgan thanked employees for preparing material and for taking time to meet with the board.

### **EXECUTIVE SESSION**

At 11:35 a.m., Chairman Morgan announced that an executive session would be held for approximately 1 hour under RCW 42.30.110(1) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The executive session concluded at 12:30 p.m., and the regular meeting was reconvened. Formal action was not taken.

#### **ACTION FROM EXECUTIVE SESSION**

With the regular meeting reconvened, Trustee Landa-McVicker moved, and it was seconded, that the chancellor's employment contract be extended another year.

**No. 13-26; motion carried**

#### **ADJOURNMENT**

Being no other business, the meeting was adjourned at 12:35 p.m.