

Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
September 17, 2013 – 8:30 a.m.
Spokane Falls Community College; Science Building, Room 141
3305 W. Fort George Wright Drive; Spokane, WA

Present: Greg Bever, Carol Landa-McVicker, Ed Morgan and Bridget Piper. Also in attendance were Christine Johnson, Deborah Danner, Janet Gullickson, Scott Morgan, Nancy Fair-Szofran, Keith Foster, Greg Stevens, Anne Tucker, Carla Naccarato-Sinclair, Barry Moses, Denise Osei, Mita Sen, Barry Olguin, Kate Lyons-Holestine, Melody Verdugo, Kyle Stafford, Alicia Villa, and Linda Graham (recorder)

Guests: Crystal Aguilar, Patty Allen, Jim Brady, Dennis Dunham, Mark Macias, Jim Minkler, Michele Moore, Rebecca Rhodes, and Heather Shephen-Selby,

CELEBRATING STUDENT SUCCESS: SFCC PLANETARIUM

Chairwoman Bridget Piper welcomed those in attendance and encouraged people to move across the hall to the Planetarium for the Celebrating Student Success presentation. Mr. Jim Brady, dean of computing math and sciences for Spokane Falls Community College (SFCC) provided background information as outlined in Tab 0 and introduced Ms. Michele Moore, physical sciences instructor at SFCC. Ms. Moore continued the presentation by displaying a planetarium show. Immediately following the show, the group returned to Room 141 where the meeting was called to order.

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 Room 141 of the Spokane Falls Community College Science Building, on Tuesday, September 17, 2013. Chairwoman Piper called the meeting to order at 8:57 a.m., followed by the Pledge of Allegiance and roll call.

INTRODUCTIONS AND OPEN MICROPHONE

Chairwoman Piper announced the meeting was an open meeting and encouraged anyone interested in addressing to board to sign in at the back of the room. Mr. Don Cox, former Washington State legislator and Community Colleges of Spokane (CCS) trustee was recognized in the audience. Dr. Christine Johnson, chancellor for CCS, provided background information on Mr. Cox and welcomed him to the meeting. Mr. Cox shared that he toured the SFCC campus and praised CCS for how it uses capital funds to maximize space while minimizing waste.

Mr. Scott Morgan, president for Spokane Community College (SCC), introduced new SCC instructional deans – Mr. Jeff Brown, dean of business hospitality and information technologies; JL Hendrickson, dean of health and environmental sciences; and Heather Stephen-Selby, acting dean of nursing.

Dr. Janet Gullickson, president for SFCC, introduced Dr. Lisa Avery, CCS dean of global education and American Honors College. Dr. Avery introduced Dr. Issaka Osumanu, visiting Fulbright Scholar from Ghana, and explained the purpose of the Fulbright Scholar Program. Ms. Crystal Aguilar, SFCC associated student government academic vice president was also introduced.

Chairwoman Piper shared various news articles highlighting CCS, its programs and faculty achievements.

APPROVAL OF MINUTES

Page 7, second sentence, fourth paragraph of the July 16, 2013, minutes was amended to read: *Dr. Minkler also shared on behalf of Dr. Janet Gullickson, president for SFCC, that students and employees from SFCC will be participating in a Gateway to College presentation in St. Louis.*

Trustee Carol Landa-McVicker moved, and it was seconded, that the minutes from June 18, 2013, and July 16, 2013, be approved.

No. 13-27; motion carried.

STATUS REPORTS

Capital Projects in Progress

Mr. Dennis Dunham, district director of facilities, explained the natural cooling element designed within the SFCC Science Building. Mr. Dunham also shared an update on the SFCC Falls Gateway building and reported that the contractor is ahead of schedule. Office moves have been completed, and over 3,000 phone and data connections have been switched over to the new building. It was reported that progress is also going well on the SFCC Early Learning Center and the SCC Building 15 remodel project.

Budget and Expenditure

Mr. Keith Foster, chief financial officer, reported that expenditures are on target for the year at 7 percent. A congressional budget update was provided. It was noted that the current continuing resolution is scheduled to expire September 30, 2013; however, an extension is expected to pass. An on-site audit of the Air Washington project is scheduled for May 13-17. More information will be provided at a future Board meeting.

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 enrollment, recruitment, 2013-14 continuation grant, and professional development. Trustee Carol Landa-McVicker was acknowledged for her work as the Board liaison to

HS/EHS. Handouts showing program information report data were distributed and discussed. Trustee Landa-McVicker reported that a study on acute trauma is being conducted by Washington State University and noted how sequestration affects the safety of children.

Trustee Greg Bever questioned if CCS tests for speech and other learning disabilities. Ms. Allen clarified that CCS conducts development screenings; however, some children come into the program pre-screened by other organizations and have individual education plans.

Chairwoman Piper asked if there are children in the program who speak dual languages. Ms. Allen reported that most of the children who speak dual languages are eastern European. While Spanish is the most common of the languages, the number of children who speak African languages is increasing. Chairwoman Piper noted that the mission of the HS/EHS program should be shared with the legislature. Ms. Allen indicated that the program encourages family engagement and shared examples of parent involvement was shared.

BOARD POLICY REVISIONS

Dr. Christine Johnson, chancellor for CCS, discussed the proposed policy changes outlined in Tab 3 attachment i. It was noted that most of the changes are minor clerical updates reflecting the reorganization within CCS. Changes to the following policies were also recommended:

- 1.10.01 Board of Trustees Policies
- 1.30.07 Parliamentary Procedures
- 4.70.01 International Programs

Trustee Greg Bever noted that the legislature is considering capping international enrollment and encouraged CCS to monitor the discussion.

Ms. Carla Naccarato-Sinclair, SCC faculty member and Association for Higher Education (AHE) representative, clarified that Policy 1.20.05 should read:

- One classified staff from each college and district administration
- One student from each college
- Three faculty representatives
- One classified staff union steward
- One CCS Association for Higher Education president

Action on proposed policy changes will be requested during the October 15, 2013, Board meeting.

CONSIDER APPROVAL OF 2013-OPERATING BUDGET FOR COMMUNITY COLLEGES OF SPOKANE

Mr. Foster showed a PowerPoint presentation (Tab 4, Attachment i) highlighting the 2013-2014 initial operating budget sources and uses statement. The initial budget allocation build up for SCC, the Institute for Extended Learning (IEL), and SFCC was explained. Mr. Scott Morgan, SCC president, and Dr. Janet Gullickson, SFCC president, continued the presentation by sharing budget strategies implemented at each campus.

Trustee Bever questioned if the SCC and IEL budgets have been merged. Mr. Morgan clarified that the two accounts will be combined as the year progresses. Trustee Bever stressed the importance of maintaining the IEL mission. Mr. Morgan shared that IEL instructional programs have not been eliminated as a result of the merger. Instead, dual positions within student services have been merged to create one single, more coordinated service.

Trustee Landa-McVicker questioned if program support for IEL programs will remain the same once budgets are merged. The importance of the IEL mission was also expressed. Mr. Morgan reported that program support is staying consistent during the transition but noted that the mission will need to be expanded. Dr. Johnson emphasized that the mission of the IEL is integral to CCS and is a part of comprehensive community colleges. The SCC/IEL merger has helped reduce expenditures while maintaining the mission to manage, develop and coordinate diverse noncredit programs and deliver credit instruction to rural communities.

Mr. Foster continued the presentation by providing a legislative summary. Budget staff were also thanked and acknowledged.

Trustee Ed Morgan moved, and it was seconded, that the Board of Trustees of Washington State Community College District 17 adopt the initial CCS Operating Budget for 2013-2014, effective July 1, 2013, as presented and authorize administration to accept additional allocations and adjustments during the fiscal year.

No. 13-28; motion carried.

ACCREDITATION UPDATE

Dr. Nancy Fair-Szofran, CCS provost, provided background information regarding the upcoming accreditation visits as outlined in Tab 5. Responsibilities and expectations were discussed.

Ms. Fia Eliasson-Creek, SCC accreditation coordinator, was introduced. Dr. Rebecca Rhodes, vice president of instruction for SCC, and Dr. Jim Minkler, vice president of instruction for SFCC, continued the presentation by showing PowerPoint presentations

highlighting college mission statements, core themes, mission fulfillment, likely commendations and recommendations, and preparations for the visits. Copies of SCC's Mission Fulfillment Dashboard were distributed. A copy of SFCC's Mission Fulfillment Tables for Core Themes was included in the Board packet as Tab 5b, Attachment ii. The schedule for both accreditation visits is being finalized and will be shared with the Board.

Trustee Morgan noted administration's commitment to excellence and expressed pleasure that the CCS strategic plan is consistently referred to and referenced. Trustee Landa-McVicker also noted that CCS has been collecting and measuring student achievement data. As a result, the colleges are better prepared for accreditation. Chairwoman Piper congratulated the colleges on their reports and questioned if fiscal audits would be needed. Dr. Johnson clarified that as a state agency, CCS is audited by the State Auditor's Office. As such, external audits would present a significant new and unplanned expenditure.

BREAK

The meeting recessed at 10:47 a.m. and reconvened at 10:58 a.m.

ALERT OF TENURE CONSIDERATION FOR FALL QUARTER 2013

Mr. Greg Stevens, chief administration officer, alerted the Board that Ms. Joan M. Owens, SCC health and environmental sciences faculty member, is in her eighth quarter of tenure review and will be considered for tenure at the November 19, 2013, Board meeting. The quarter review will be provided to the Board electronically.

APPROVAL OF FY 13-14 EXEMPT SALARY SCHEDULE

Mr. Stevens reviewed Tab 7 and provided background information on the multi-step salary schedule for exempt and administrator staff that was initially approved by the Board during its October 2004 regular meeting, highlighted the report from the exempt external compensation survey task force, and discussed funding sources. It was noted that restoration funding, along with gathered turnover savings generated from the existing salary schedule are sufficient to implement 40 percent of the recommended exempt salary schedule and fund reallocation of several instructional dean positions to the currently unused ADM-1 salary level. The ADM schedule, which was adjusted last year, and the executive salaries are not otherwise proposed for change.

Trustee Bever moved, and it was seconded, that consistent with Board Policy 2.20.01, the Board of Trustees approve the below listed 2013-14 exempt salary schedules to be effective September 1, 2013, and directed the chancellor to take whatever actions are necessary to implement this action.

Category	Level	A	B	C	D
Confidential Exempt	S4	\$42,970	\$44,760	\$46,580	\$48,444

	S3	\$46,204	\$48,128	\$50,087	\$52,090
	S2	\$49,436	\$51,496	\$53,592	\$55,737
	S1	\$52,814	\$55,013	\$57,255	\$59,544
Professional Exempt	PE-V	\$41,675	\$43,412	\$45,180	\$46,988
	PE-IV	\$46,353	\$48,284	\$50,250	\$52,260
	PE-III	\$51,031	\$53,155	\$55,321	\$57,533
	PE-II	\$55,706	\$58,028	\$60,390	\$62,806
	PE-I	\$60,384	\$62,572	\$65,460	\$68,079
Administrator Exempt	ADM-5	\$65,574	\$68,307	\$71,153	\$73,999
	ADM-4	\$69,909	\$72,822	\$75,856	\$78,890
	ADM-3	\$74,529	\$77,635	\$80,870	\$84,104
	ADM-2	\$79,456	\$82,766	\$86,215	\$89,664
	ADM-1	\$84,700	\$88,088	\$91,612	\$95,276

Ms. Naccarato-Sinclair questioned if salary in the administrative exempt category would be change. Mr. Stevens noted that some deans would be moved into the Admin 1 category. Otherwise there will be no increases for this group.

Chairwoman Piper commended the exempt external compensation survey task force for their work on this project. Dr. Johnson thanked employees for their hard work during tough economic times and expressed gratitude to the Board for investing in employees. While many colleges are losing positions, CCS has been able preserve jobs and reinvest in employees as a result of the reorganization.

No. 13-29; motion carried

FACULTY INCREMENT MOVEMENT TENTATIVE AGREEMENT

Mr. Stevens provided background information on the faculty increment movement tentative agreement as outlined in Tab 8. If ratified by the faculty and approved by the Board of Trustees, the agreement will be implemented September 19, 2013. Ms. Naccarato-Sinclair shared that the ratification vote is scheduled for the first week of October. While increment movement is good news, Ms. Naccarato-Sinclair noted that starting salaries is still an issue when hiring new faculty members. Cost of Living Adjustments are being discussed with

the State Board for Community and Technical College (SBCTC). This topic will also be shared with the Trustees Association of Community and Technical Colleges (TACTC) and the Washington Association of Community and Technical Colleges (WACTC).

Trustee Bever moved, and it was seconded, that contingent upon faculty ratification the Board approve the tentative agreement implementing Article 27(2) of the Master Contract between the Community Colleges of Spokane and the CCS Association for Higher Education effective September 19, 2013, authorizing the Board Chair to sign the tentative agreement on behalf of CCS and directing the Chancellor to take the actions necessary to implement the agreement.

No. 13-30; motion carried

SUSTAINABILITY: ENHANCING OPERATIONAL EFFICIENCY AND EFFECTIVENESS

Mr. Stevens showed a PowerPoint presentation (Tab 9, Attachment i) highlighting sustainability strategic initiatives related to recruiting, developing and retraining high-quality diverse faculty and staff; operating as a district; optimizing the use of technology; sustaining fiscal stability; and providing facilities and environments highly conducive to learning with minimal ecological impact. Key performance indicators and corresponding results for each initiative were reviewed. It was noted that through resource conservation, CCS has been able to reduce its utility cost. Trustee Piper questioned if CCS is considering solar options. Mr. Stevens indicated that CCS may consider solar options as technology continues to develop. Mr. Dunham was recognized for his leadership in reviewing and revising capital master plans. These plans will be presented to the Board at a later date. Sustainability projects at SCC and SFCC campuses were included in the Board Packet and can be found under Tab 9, Attachment ii.

Chairwoman Piper thanked Mr. Stevens for the report and stressed the importance of continued strategic planning updates.

NURSING PROGRAM STATISTICS

Dr. Rhodes introduced Ms. Heather Stephen-Selby, acting dean of nursing, and showed a PowerPoint presentation (Tab 10, Attachment i) highlighting SCC's nursing program. Specific topics addressed in the presentation include National Council Licensure Examination pass rates required to maintain ACEN accreditation (Accreditation Commission for Education in Nursing), SCC's passing rates, development and implementation of new admission criteria, and intensive education and career planning services being offered to students. Ms. Stephen-Selby also explained changes in accreditation standards and national board exams.

Trustee Landa-McVicker questions the number of students on the nursing program waitlist and asked about the passing rate at other colleges. Dr. Rhodes shared that there are 250 students currently on the waitlist and reported that colleges with

competitive admission policies typically have a 4-5 percent higher passing rate. Data related to this topic will be shared at a future meeting.

Trustee Morgan asked about student reactions to the changes. Dr. Rhodes shared that students have attended information sessions and have asked clarifying questions. Overall, students seem to understand the rationale and are pleased with the changes.

Trustee Bever expressed concern about the number of students on the waitlist who will not be admitted into the nursing program and stressed the need to help displaced students find new educational paths. Dr. Rhodes clarified that every student will have a formal education and career plan to help identify and focus student goals. Ms. Naccarato-Sinclair noted that CCS should continually reaffirm student intent and recommended that a similar process be implemented for all programs to better guide students.

Trustee Bever questioned if SCC is trying to expand clinical sites in the region to create more opportunities for students. Ms. Stephen-Selby shared how the state-wide consortium maximizes clinical space. Relationships with universities are also important and need to be done strategically. It was noted that an interest in rural online nursing programs is expanding.

Dr. Johnson shared that administration takes the Board's concerns seriously and are committed to student success. President Morgan will ensure students are well served and have other academic options available.

FALL TACTC WORKSHOP ORIENTATION

Trustees will participate in a data-driven workshop examining policy areas of importance to the state. The data used for the workshop will be based on the Revised Student Achievement Initiative measures. Mr. Mark Macias, managing director of institutional research, showed a PowerPoint presentation (Tab 11, Attachment i) and briefed the trustees on the policy areas and metrics to be examined and provided examples of some of the charts and graphs that will be used in the workshop.

AHE/WFSE REPORTS

Association for Higher Education (AHE)

Ms. Naccarato-Sinclair reported that she attended the SBCTC retreat. Topics discussed include policy focus, state board dashboard, and allocation model. Additional topics that are expected to be addressed throughout 2013-14 include compensation and common core state standards.

Washington Federation of State Employees (WFSE)

Mr. Barry Olguin introduced himself and shared that he will provide a report during the next Board meeting.

INSTITUTION REPORTS

Spokane Community College

Mr. Kyle Stafford, associated student government president, introduced Ms. Kellie McCracken, associated student government vice president. Mr. Stafford also reported that all associated student government positions have been filled, and training has been provided to the executive council. A mission statement for student government was developed and read to the Board. Students participated in Council of Unions and Student Programs (CUSP) training in September and won the Spirit Stick award. They also participated in etiquette training with Ms. Grace Leaf. Student representatives expect to meet on a regular basis, plan activities in advance, and interact with advisors and college personnel more frequently.

Ms. Mita Sen, faculty representative, provided background information about herself and expressed pride for being part of SCC and for the opportunity to represent faculty members during the Board meetings. Ms. Sen also reported that 14 students graduated from the respiratory program, passed the state exam, and are placed in the workforce.

Kate Lyons-Holestine, classified staff representative, shared that the classified staff training committee awarded five \$500 awards to employees. Funds from See's candy sales were used for these awards.

Mr. Scott Morgan, president, reported that SCC had a booth promoting programs at the Spokane County Fairbooth at fair. The Limited English Pathways (LEP) grant monitoring visit went well. A copy of the final report will be sent to Linda Graham.

Spokane Falls Community College

Ms. Crystal Aguilar, associated student government vice president, reported on behalf of Ms. Alicia Villa, associated student government president, that student representatives attended CUSP and created a constitution. Summer training on sustainability was also held. Ms. Michele Norris, author, American radio journalist and former host of the National Public Radio (NPR) evening news program *All Things Considered*, will be at SFCC October 28. Ms. Rebekka Armstrong, bodybuilder, fitness expert and former Playboy Playmate, will be at SFCC speaking about AIDS awareness on October 22. Invitations for both events will be sent out soon.

Ms. Denise Osei, faculty representative, shared that the Place of Most Potential (POMP) group will be meeting at SFCC this evening with approximately 100 junior high and high school students and their families. The benefits of POMP program were explained.

Ms. Melody Verdugo briefly explained how the natural cooling element works to cool the SFCC Science Building down during the evening hours and the effects a recent dust storm had in the setup of the Board meeting.

CHANCELLOR REPORT

Dr. Johnson noted that Fall Convocation is scheduled for Thursday, September 19, 2013.

BOARD REPORT

Trustee McVicker shared that she will be serving on the Board until a new representative is appointed by the Governor.

EXECUTIVE SESSION

At 12:41 p.m., Chairwoman Piper announced that an executive session would be held for approximately 5 minutes to discuss with legal counsel representing the agency matters relating to agency under RCW 42.30.110(1) to discuss with legal counsel representing the agency on matters relating to agency enforcement actions or, litigation or potential litigation. The executive session concluded at 12:51 p.m., and the regular meeting was reconvened. Formal action was not taken.

ADJOURNMENT

Being no other business, the meeting was adjourned at 12:53 p.m.