

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

Present: Greg Bever, Bridget Piper, Beth Thew, and Mike Wilson. Also in attendance were Christine Johnson, Deborah Danner, Janet Gullickson, Scott Morgan, Jim Minkler, Amy McCoy, Rebecca Rhodes, Nancy Fair-Szofran, Greg Stevens, Lisa Hjaltalin, David O'Neill, Anne Tucker, Carla Naccarato-Sinclair, Barry Moses, Denise Osei, Barry Olguin, Alicia Preston, Melody Verdugo, Kyle Stafford, Rocky Radke and Linda Graham (recorder)

Guests: Patty Allen, Jeff Brown, Cindy Darby, Dennis Dunham, Raylene Gennett, Mark Macias, Cory Preder, Bill Powers, Greg Richards, Josiah Seckel, and Kim Tanaka

CELEBRATING STUDENT SUCCESS: SCC LEAN PROCESS CLASS

Mr. Jeff Brown, dean of business, hospitality and information technologies for Spokane Community College (SCC), provided background about himself, acknowledged the Welty Development Grant, explained the new BUS284 Introduction to Lean Processes class, and introduced business management faculty members Mr. Greg Richards and Mr. Bill Powers.

Mr. Richards continued the presentation by explaining the project development process designed to inject LEAN design principles into New Student Orientations (NSO). He also introduced BUS284 students Cindy Darby, Raylene Gennett, Cory Preder and Josiah Seckel. The students explained the DMAIC Project Charter Worksheet (Tab 0, Attachment i), the NSO Advisory and Registration Survey (Tab 0, Attachment ii), and the NSO Project Charter Calendar (Tab 0, Attachment iv). Mr. Seckel showed a PowerPoint (Tab 0, Attachment iii) showing the NSO results. Based on their findings, the students recommend not changing the NSO video. They also noted the benefit of counselors/academic advisors in the orientation process.

Mr. Powers explained the LEAN training employees received that was funded by Community Colleges of Spokane (CCS) and coordinated by Dr. Janet Gullickson, former CCS district academic services officer and current Spokane Falls Community College (SFCC) president. Mr. Powers also expanded on the three-year Welty Development Grant and explained that the first year in the process was spent gathering data, the second year will be spent analyzing data, and the third year will be spent implementing the plan. Mr. Powers reported that faculty facilitated classroom conversations, but students managed the collaborative, real-world project. The class will be offered again spring 2014 in a slightly altered version. If successful, the class will be added as a permanent part of the business curriculum.

Trustee Mike Wilson noted the use of LEAN principles in the health industry and expressed the importance of having a background in LEAN and data use. Trustee Greg Bever commended the department on the project and its leadership and expressed the need for LEAN.

Dr. Christine Johnson, chancellor for Community Colleges of Spokane (CCS), thanked faculty and students and explained the charge she received from the Board of Trustees to review CCS's orientation and registration practices. As a result, twenty LEAN champions at CCS went through LEAN training. Students were thanked for the work that has been completed. Chairwoman Piper acknowledged Dr. Elizabeth Welty for her contribution and support.

CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

The Board of Trustees of Washington State Community College District 17 held a regular meeting at the Lodge Building, 3305 W. Fort George Wright Drive, Spokane, WA, on Tuesday, December 17, 2013. Chairwoman Piper called the meeting to order at 9 a.m., followed by the Pledge of Allegiance and roll call. It was announced that the meeting was open to the public and encouraged anyone interested in making comments to sign up at the back of the room.

INTRODUCTIONS AND OPEN MICROPHONE

Chairwoman Piper introduced Ms. Beth Thew, new trustee for Community Colleges of Spokane (CCS), and highlighted Ms. Thew's professional experience. Ms. Kim Tanaka, Trustees Association of Community and Technical Colleges (TACTC) administrator, was also recognized in the audience.

APPROVAL OF MINUTES

Trustee Greg Bever moved, and it was seconded, that the minutes from November 19, 2013, meeting be approved as presented.

No. 13-36; motion carried.

STATUS REPORTS

Capital Projects in Progress

Mr. Dennis Dunham, district director of facilities, explained the roles and responsibility of the facilities department and reported that Master Plans have been complete and will be posted online. It was also noted that CCS has a safety professional on staff to address health and safety concerns – including noxious smells.

Trustee Wilson questioned the process CCS uses to ensure capital projects stay within budget. Mr. Dunham explained the state budget allocation process, how the bid process is monitored, and the role of the Department Of Enterprise Services. Dr. Johnson clarified that operating budgets cannot be used for capital projects and noted that higher education has policy standards, which are audited with defined categories of investment. Community Colleges of Spokane adheres to the National Association of College and University Business Officers (NACBO) accounting standards. Mr. Dunham indicated that unused capital funds are returned to the state.

Trustee Thew asked if apprentices are hired to work on capital projects. Mr. Dunham reported that capital projects go through the state bidding process. For its regular

operations, Community Colleges of Spokane hires licensed journey-level construction trade workers.

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 HS/EHS Triennial Review, Community Assessment, State Single Audit, Department of Early Learning Focus Audit, program planning, and sequestration. It was also noted that the Soul to Sole organization donated shoes to 98 children in the SCC Bigfoot HS Center on November 19. Trustee Bever requested additional information about the Soul to Sole organization.

Chairwoman questioned the purpose of the Department of Early Learning (DEL) Focus Audit. Ms. Allen clarified that West Central Community Center site was randomly selected to have its attendance records and subsidy billing audited. It was noted that DEL is conducting research to build a better system.

Administrative Procedure 6.00.01-F, Security Cameras

Mr. Greg Stevens, chief administrative officer, reviewed and explained CCS Administrative Procedure 6.00.01-F, Security Cameras – Approved Used and Design Standards (Tab 2c, Attachment i). Section 6.0 pertaining to legal considerations and waivers was highlighted. It was noted that the Attorney General's office provided guidance in the development of the procedure. Storage and retention of images and data was also noted in Section 7.0.

Budget and Expenditure

Ms. Lisa Hjaltalin, acting chief financial officer, reported that CCS is within its expenditures for year.

MID-YEAR BUDGET UPDATE

Ms. Hjaltalin recognized the budget staff in the audience and thanked them for their work. A PowerPoint presentation (Tab 3, Attachment i) was shown highlighting the 2013-14 operating budget, budget distribution and sources, and the operating budget book. Highlights as of October 31, 2013, include consolidating the Institute for Extended Learning (IEL) with SCC and the Pullman Center with SFCC; restructuring instructional support services to include libraries/instructional media, eLearning, American Honors College and international programs, and workforce development/continuing education programs; using restored salary reductions to invest in employees; and adding new institutional funding from the legislature. In accordance with NACUBO standards, the majority of CCS funding is invested in instruction. A copy of the CCS budget book is posted online at [http://www.ccs.spokane.edu/Business---Industry/BusOfc-Draft/Operating-budget/13 14-FinalOpBudget 120413-published.aspx](http://www.ccs.spokane.edu/Business---Industry/BusOfc-Draft/Operating-budget/13%2014-FinalOpBudget%20413-published.aspx).

Trustee Wilson questioned the source of new institutional funds. Ms. Hjaltalin clarified that the legislature appropriated new institutional funding based on enrollment. Those funds will eventually be moved into the base funding.

Dr. Johnson acknowledged Ms. Hjaltalin for her work as the acting chief financial officer and credited her and the budget team for a successful audit. The fiscal team was commended for their work.

PARTNERSHIPS WITH K-12

Dr. Nancy Szofran, provost, explained that partnerships with K-12 institutions are established on trust, understanding, and collaboration. The strategic vision of the Board helps CCS be purposeful in its pursuits. The following partnerships listed in Tab 4, Attachment i, were explained:

- Running Start
- Tech Prep

Dr. Rebecca Rhodes, SCC vice president of learning, highlighted the following partnerships:

- Pathways to Apprenticeship
- Pizza, Pop, and Power Tools
- Skills Centers Priority Entry

Dr. Jim Minkler, SFCC vice president of learning, highlighted the following:

- Student Achievement Initiative
- College in the High School
- Gateway to College

Trustee Thew questioned the number of school districts within CCS' jurisdiction and the challenges for those in rural communities. Dr. Johnson clarified that CCS serves 56 school districts – 44 rural, 12 urban. Dr. Rhodes noted that rural school districts are often smaller and financially disadvantaged. Since K-12 budgets are reduced when students participate in Running Start, school districts are interested in implementing the College in the High School program as an alternative to Running Start.

Trustee Bever thanked employees for taking the initiative to create programs, noted the challenge of reaching and retaining at-risk students, referenced the drop-out rate and low-entry wages, and encouraged CCS to continue the work.

Ms. Carla Naccarato-Sinclair noted that more marketing is needed to reach unemployed, drop out and other at-risk populations. Dr. Johnson commended the colleges for innovative approaches. With 43 percent of Eastern Washington residents without post-secondary education, it is important to go out into the community to market programs.

Trustee Wilson questioned funding sources. Examples of the different sources include legislative, self-support, and foundation grants. Prior Learning Assessment (PLA) is another option available to students. Dr. Johnson noted that the PLA program at CCS is still in the early stages and is being carefully monitored. A progress report on the PLA program will be provided at a later time.

Chairwoman Piper encouraged trustees to be mindful of the partnerships and to visit various locations. Dr. Johnson acknowledged the previous administration for establishing many programs.

Trustee Wilson suggested setting up informational booths at the Christmas Bureau. Trustee Thew applauded CCS for working with the Spokane Area Workforce Development Council and encouraged expanded work with the Eastern Washington Partnership Workforce Development Council and the southern counties. Dr. Johnson explained the vision of a branch campus in the Pullman area.

TRENDS IN ONLINE EDUCATION – PART 2

Mr. Mark Macias, managing director of institutional research, showed a PowerPoint presentation (Tab 5, Attachment i) that highlighted national trends in online education over the last 10 years, national trends of student preferences and demands, perceived value of online education, credentials and fields of study, why students seek online programs, and factors supporting online program enrollment. While flexibility and convenience are key factors for students taking online classes, Dr. Gullickson noted that online classes are not suited for all students since student needs are different.

Trustee Thew questioned the relationship between online education and high school outreach. Dr. Johnson explained how the American Honors hybrid program is attracting high school scholars. Chairwoman Piper noted the new technology being used and the time it takes to develop quality online courses. Dr. Johnson expressed appreciation to faculty who are taking time to learn new online technology and noted the substantial opportunity to serve students.

BREAK

The meeting recessed at 10:35 a.m., and reconvened at 10:45 a.m.

CCS ONLINE AA DEGREE PROGRAMS

Dr. MaryAnn Goodwin, dean of eLearning, showed a PowerPoint presentation (Tab 6, attachment i) highlighting two new AA-DTA online degree courses – Interdisciplinary and Business – that will be offered at both SCC and SFCC collaboratively. While all CCS students pay the same tuition, registration, and technology fees, SCC students pay a quarterly comprehensive fee of \$40 while SFCC students pay online course fees of \$150 per 15 online credits. With the advent of CCS Online where students from both colleges co-enroll in the same online course sections, it has become important to adjust the fees so CCS Online costs are uniform. It was recommended that SFCC temporarily waive \$110 its online course fee to bring costs into alignment with SCC student costs beginning winter 2014.

Trustee Bever questioned how long the waiver would be needed. Trustee Thew also questioned how CCS fees compare with other institutions and how fees are approved. Dr. Gullickson noted that SFCC is working with student government to establish a comprehensive fee that is similar to SCC's and would need a waiver for two-three quarters.

Dr. Johnson noted that colleges have different processes for establishing fees. The fee process at CCS was explained. It was noted that all fee requests are reviewed by the budget office and then forwarded to the chancellor for her consideration. Fees are then forwarded to the Board for final approval. In keeping with the Board's directive to operate as a district, common fees are being established to better serve students.

Trustee Bever moved, and it was seconded, that \$110 of the SFCC online course fee be waived for winter and spring quarter 2014. A waiver request for summer 2014 will need to be brought to the Board for consideration.

No. 13-37; motion carried.

STRATEGIC PLAN PROGRESS REPORT – INNOVATION

Mr. Greg Stevens, chief administration officer, showed a PowerPoint presentation (Tab 7, Attachment i) highlighting the following initiatives and key performance indicators for the innovation strategic priority area:

- Ensure programs and services are relevant, diverse, high quality and timely
 - Use of standards and measures for continuous improvement of programs and services
 - Accreditation
 - Program review
 - Post-LEAN financial aid distribution
- Identify and capture new sources of revenue
 - CCS/SAWDC partnership, which is emerging as a national best practice
 - Corporate training modules
 - CCS American Honors College
- Reward innovative ideas and high-performance teams
 - New programs and service development – new certificates/degrees
 - Online advising and tutoring

Ms. Carla Naccarato-Sinclair, faculty member and AHE president, noted that the American Honors College started last year as a pilot program and had 47 students enrolled. Program enrollment for 2013-14 started with 147 students. Dr. Lisa Avery, vice provost for strategic partnerships, and participating faculty members were applauded for their work as more international students are being added to the program, new courses are being offered, and the ability to offer online advising/tutoring is increasing.

Specific projects underway in support of innovation at each unit were referenced in the PowerPoint and in Tab 7, Attachment ii. It was noted that this will be the last strategic plan progress report referencing the former Institute for Extended Learning (IEL).

ADOPTION OF REGULAR BOARD OF TRUSTEES MEETING SCHEDULE FOR CALENDAR YEAR 2014

Trustee Thew moved, and it was seconded, that the 2014 meeting schedule (Tab 9, Attachment i) be approved as presented.

No. 13-38; motion carried.

ELECTION OF OFFICERS AND COMMITTEE ASSIGNMENTS

Chairwoman Piper announced that Mr. Morgan resigned due to a family illness. His replacement is pending.

Trustee Wilson moved, and it was seconded, that Bridget Piper be elected Board chair for 2014.

No. 13-39; motion carried

Position	2014
Chair	Bridget Piper
Vice Chair	Mike Wilson

Trustee Thew moved, and it was seconded, that Mike Wilson be elected Board vice chair for 2014.

No. 13-40; motion carried.

The following committee assignments were also determined:

Committees	2014
District Equity Council Taskforce	Primary: Beth Thew – Tent Alternate: Bridget Piper
District Finance and Legislative Advisory Committee	Primary: Greg Bever Alternate: Mike Wilson
Foundation Board	Primary: New Trustee Alternate: Mike Wilson
Head Start Policy Council	Primary: Bridget Piper Alternate: Beth Thew
Tenure Review Subcommittee	Primary: Beth Thew
TACTC Legislative Steering Committee	Primary: Greg Bever Alternate: Mike Wilson

No. 13-41; motion carried.

FOLLOW UP REPORT – NURSING: NCLEX-RN PASS RATES

Dr. Rebecca Rhodes, vice president of learning, showed a PowerPoint presentation providing an overview of the nursing program. Ms. Heather Stephen-Selby, acting dean of nursing, continued the presentation by explaining National Council Licensure Examination (NCLEX-RN). It was noted that SCC must maintain an NCLEX-0RN Pass rate for first-time takers at or above the national pass rate to maintain ACEN accreditation. Spokane

Community College's pass rate was compared to the national trend as well as four other colleges. The action plan to address changes to accreditation standards and to increase SCC RN graduate pass rates was explained. Highlights of the plan include new competitive admissions requirements, NCLEX-Prep classes, practice exams with a minimum pass rate of 87 percent, and curriculum realignment to statewide RN-B DTA. Student services personnel were commended for their work in the new competitive admissions process. Ms. Stephen-Selby noted that the SCC nursing program is fully accredited. The next accreditation visit is scheduled for 2016. Program faculty are actively preparing for the visit.

Trustee Bever thanked Dr. Rhodes and Ms. Stephen-Selby for implementing changes and for staying proactive. Trustee Thew applauded the program for raising the standards. Dr. Johnson thanked Ms. Stephen-Selby for joining SCC on a temporary basis to address this important issue. Faculty were commended for upgrading and updating curriculum and noted that this program is critical for the region.

AHE/WFSE REPORTS

Association for Higher Education (AHE)

Ms. Naccarato-Sinclair welcomed Trustees Wilson and Thew and reminded everyone of the SFCC Fine Arts Faculty Exhibit scheduled for January 6-31. The exhibit's opening reception will be held on January 9, from 2:30 p.m. to 4:30 p.m. in the SFCC Fine Arts Gallery. Music during the reception will be provided by SFCC music faculty.

Washington Federation of State Employees (WFSE)

Mr. Barry Olguin shared that some buildings experienced HVAC system failures during a recent cold period. Crew members were commended for their work in restoring heat.

INSTITUTION REPORTS

Spokane Community College

Mr. Kyle Stafford, student representative, reported that student government representatives received training on how to effectively plan activities and calendar events. Student government also established a Bigfoot sustainability blog, distributed t-shirts to club representatives, and held a club officer roundtable discussion for all 40 active clubs. It was also noted that the budget planning process for 2014 is underway.

Ms. Alicia Preston, classified representative, explained that the classified assistants meet once a month to develop relationships and to share ideas. The Classified Staff Training and Development (CSTD) Committee is currently selling See's candy. Proceeds will benefit the Classified Staff Scholarship Fund.

Mr. Barry Moses, faculty representative, shared that Ms. Fern Adams, ESL instructor, sponsored a blanket drive for ESL students. The need for blankets was explained, and the campus and community support was acknowledged. Ms. Michele Cook, Mr. Dave Turner, and Mr. Moses plan to pilot a small-scale introduction to the new High School 21 (HS21) program at two of the ABE centers during winter quarter 2014. A more detailed report to

the Board will be provided at a later date. Copies of *The Mag* booklet were distributed. Background information about the publication was provided.

Mr. Scott Morgan, president, shared that the PACE program was nominated for the Spokane Human Rights Award. While it did not receive the award, the program is highly regarded in the community. The adult basic education program went through a routine review as required by Title II of the Workforce Investment Act (WIA) and by the National Reporting Systems (NRS) for Adult Education. No problems were reported. The environmental sciences department was awarded a \$50,000 Welty Grant for its proposal, "Realizing the Potential of Environmental Sciences Programs for the Students and Industries served by the Community Colleges of Spokane." Dr. Elizabeth Welty was acknowledged and thanked. Trustee Bever was thanked for attending the nursing graduation ceremony. Fifteen students graduated from the program.

Spokane Falls Community College

Mr. Rocky Radke, student representative, read a report from Ms. Alicia Villa, SFCC student government president. A copy of the written report is on file.

Ms. Denise Osei, faculty representative, reported that the SFCC chamber choir quartet will be performing in downtown Spokane during the first three weekends of December.

Ms. Melody Verdugo, staff representative, shared that 20 counselors from the rural community met with a faculty representatives from counseling, math and allied health; toured the science building and cadaver lab; watched a planetarium show; and discussed the MyMath assessment test. On November 10, the math and science departments raised 399 pounds of food for the food bank.

Dr. Gullickson noted that SFCC is creating partnerships with the Pullman community to expand the CCS presence in Pullman. Spokane Falls Community College is also exploring partnership opportunities with a STEM charter school. Two additional faculty members will be hired to teach STEM courses. Eastern Washington University and SFCC are discussing a joint graphic design program and exploring a research associate program. Internships opportunities are also being discussed with Spokane Public Radio. SFCC will appeal the citations the bowling alley received from the Department of Labor and Industries. Mr. Stevens clarified that the bowling alley will remain closed until further notice.

CHANCELLOR REPORT

Dr. Johnson welcomed Trustee Thew to CCS. Dr. Johnson also reported that Governor Inslee asked her to serve on a STEM council; she attended WSU's opening ceremony for the new medical school; and that CCS is getting national attention for its partnerships with Spokane Area Workforce Development Council and American Honors.

BOARD REPORT

Trustee Bever welcomed Trustees Thew and Wilson and thanked faculty, staff, administration and students for a terrific year.

Trustee Wilson attended the SCC Holiday Employee Appreciation Reception on December 5. He also wished everyone a happy holiday.

Trustee Thew thanked CCS for a warm welcome.

EXECUTIVE SESSION

An executive session was not held.

ADJOURNMENT

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