

Minutes of the Board of Trustees Meeting  
Washington State Community College District 17  
Regular Meeting  
April 19, 2011 – 8:30 a.m.  
Institute for Extended Learning Lodge  
3305 W. Fort George Wright Drive; Spokane, WA

**Present:** Carol Landa-McVicker (chair), Greg Bever, Don Cox, and Bridget Piper. Also present were Christine Johnson, Maureen McGuire, Joe Dunlap, Pam Praeger, Scott Morgan, Greg Stevens, Janet Gullickson, Carla Naccarato-Sinclair, George Suttle, Angela Wizner, Brian Briggs, Jo Lynne Sherman, Dan Chavez, Alan Rathbone, Brenda Martinson-Smith, and Linda Graham (recorder)

**Guests:** Patty Allen, Dennis Dunham, Jenni Martin, Jan Schmidlkofer, Barry Stewart, and Anne Tucker

**CELEBRATING SUCCESS: Business and Community Training Division  
Customized Training for Business and Industry**

Ms. Jenni Martin, Dean of Business and Community Training at the Institute for Extended Learning (IEL), introduced staff and showed a PowerPoint presentation highlighting the organizational structure, program offerings, benefits of customized training, major industry sectors being served, current enrollment figures, and collaboration efforts across the district and within the community.

Ms. Jan Schmidlkofer, Chief Executive Officer for K&N Electric, discussed the training needs of manufacturing companies, provided some background information on the company, and shared her experience with the Community Colleges of Spokane (CCS). Approximately three and a half years ago, employees were given a basic math assessment test. Of the 92 employees, only four passed the exam. Because of the training that has been provided, employees feel empowered, and the company has improved efficiency, productivity, safety, and quality. Even in the current economy, the company has made a profit, retained and hired employees, and become more efficient. Ms. Schmidlkofer acknowledged that the company's success would not have been possible without the training they received. Ms. Schmidlkofer also stressed the importance of this training to small businesses and encouraged CCS to get more companies involved in the program. Because of the training and the interaction with CCS, three K&N Electric employees decided to go to Spokane Community College (SCC) on a full-time basis.

Trustee Don Cox thanked Ms. Schmidlkofer for sharing her experience and asked about the type of motors the company repairs. Ms. Schmidlkofer clarified that the company works on motors of various types and sizes and that employees can travel as far as Alaska and Hawaii. Trustee Greg Bever asked about the company's training budget. Ms. Schmidlkofer clarified that training is not a budget line item, but approximately 20 percent of the payroll goes toward training. Trustee Bever thanked Ms. Schmidlkofer

for what she does in the community and her involvement in Greater Spokane Incorporated. Dr. Christine Johnson, Chancellor, also invited Ms. Schmidlkofer to meet with college administrators to share her enthusiasm about Lean training.

Mr. Barry Stewart, Human Resource Director for Accra-Fab, provided an overview of the company and shared how, through networking, they got involved with the IEL to develop a training program for its 160 employees. In 2008, an assessment test was done for the entire company, and half of the employees failed basic math. After an eight-week Job Skills Program in basic math skills, all but one person passed the final exam. Mr. Stewart shared that he was very happy with the outcome and that the company expanded the training to include such topics as technical writing and precision measurements. The IEL also set up train-the-trainer courses so the company could develop its own training program. Since the company was expanding its customer base into different welding aspects, the entire department also went through the welding program at SCC. All employees learned new skills in the trade. Due to the economy, the company laid a few people off in 2009. As a result of all the training; however, the company has been able to hire 40 employees in 2010 and has seen an increase in sales due to efficiencies.

Trustee Bever thanked Mr. Stewart and Ms. Schmidlkofer for their reports and encouraged businesses to share their stories with the community. Chairwoman Landa-McVicker encouraged business owners to share their stories with younger students and to stress the importance of math. Trustee Cox asked Mr. Stewart about future retirements and the company's succession plans. Mr. Stewart shared that approximately four employees are getting close to retirement and that the knowledge base will need to be passed on to other employees. The company has developed its own in-house training program, however, it will continue to work with the IEL as new opportunities become available. Dr. Johnson shared that Ms. Anne Tucker, CCS Public Information Officer, will be inviting both Mr. Stewart and Ms. Schmidlkofer to participate in an upcoming Channel 19 television program. Dr. Johnson also acknowledged the work and partnership of the Spokane Workforce Council and that of its executive director Mr. Mark Mattke. Trustee Bridget Piper discussed how training investments have incredible benefits not only for the immediate needs such as math, measurements, etc. but also the engagement of employees.

Ms. Martin closed the presentation by asking for advice for the program. Chairwoman Carol Landa-McVicker asked about program funding. Ms. Martin shared that the department is self supported and provided information about the different grants and direct contracts that are available. Trustee Cox mentioned that there may be other training opportunities in the southern part of the county and provided the names of a couple of companies to contact. Chairwoman Landa-McVicker thanked the presenters for sharing their stories.

### **CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL**

The Board of Trustees of Washington State Community College District 17 held a regular meeting in the Institute for Extended Learning Lodge, 3305 W. Fort George

Wright Drive; Spokane, Washington, on Tuesday, March 15, 2011. Chairwoman Carol Landa-McVicker called the meeting to order at 9:15 a.m., followed by the Pledge of Allegiance and roll call.

### **INTRODUCTIONS AND OPEN MICROPHONE**

No introductions were made, and no one requested to speak at the open microphone.

### **APPROVAL OF MINUTES**

It was moved by Mr. Greg Bever and seconded that the minutes of the March 15, 2011, regular meeting be approved as presented.

**No. 11-07; motion carried.**

### **STATUS REPORTS**

Capital Projects in Progress: Mr. Dennis Dunham, District Director of Facilities, provided an update on the major capital and repair projects and shared that students have moved into the new Science Building at Spokane Falls Community College (SFCC) and love the new facility, which is the only one in the state to offer both a cadaver lab and planetarium. The Classroom Building /Early Learning Center project appears to have been funded by the legislature but at a 15 percent reduction level. CCS is working to get full funding for this building project. Trustee Bever requested clarification if this was one building. Mr. Dunham stated that this is one project that includes two new buildings.

Budget and Expenditures: Mr. Greg Stevens, Chief Administrative Officer, deferred the report.

Head Start: Mr. Scott Morgan, Chief Executive Officer for the IEL, shared that Ms. Patty Allen, District Director of Head Start/ECEAP/Early Head Start, is in the process of a federal review. Mr. Morgan expressed his appreciation for the Board's participation in the review process and stated that things appear to be going well. Tab 2c, Attachments i-v were referenced. Chairwoman Landa-McVicker shared that she, Trustee Bever and Dr. Johnson met with the individuals conducting the federal review to discuss governance issues. Trustee Cox requested additional information regarding the Safe Start Partnership Grant with WSU as noted in Tab 2c, Attachment i. Chairwoman Landa-McVicker clarified that the focus of the four-year grant is to provide training for staff who work with children and families living in unsafe environments. Training programs will also be developed based on this research project. Ms. Patty Allen will provide more detail at a future meeting.

### Administrative Procedures:

Mr. Greg Stevens, Chief Administrative Officer for CCS, shared that Administrative Procedure 2.30.05-B, Behavioral Intervention Teams, has been implemented and college executives are establishing their teams. One Student Behavior Concern Report form is being developed for the entire district and should be ready by fall quarter

## **WORKFORCE DEMOGRAPHIC AND UTILIZATION**

Mr. Stevens showed a PowerPoint presentation denoting the district's workforce profile and a statistical utilization report of protected categories. The presentation served as a progress report on the CCS affirmative Action Plan, which is required of all state agencies by the Workforce Diversity Office of the Washington State Department of Personnel and the Governor's Affirmative Action Policy Committee. The presentation highlighted such topics as population comparisons, people of color employment comparisons, CCS persons with disabilities, Vietnam vets, faculty comparison by institution, and CCS as a purchaser of goods and services. The Affirmative Action Report for 2010 (Tab 3, Attachment ii) was also reviewed and discussed.

When comparing eastern Washington public agencies, CCS has been a consistent leader in hiring people of color. After reviewing the data for the CCS units, Trustee Cox noted the difference in job groups and how Spokane Falls Community College (SFCC) has more people of color in faculty positions while the IEL and SCC have more in classified positions. Chairwoman Landa-McVicker asked if CCS periodically surveys its employees to collect voluntary demographics. Mr. Stevens clarified that a survey was conducted in 2007 and that another one will be done in the next couple of years.

When comparing faculty levels with other educational institutes, it was noted that CCS has fewer faculty of color. Ms. Carla Naccarato-Sinclair, Association for Higher Education representative, indicated that most people look for permanent jobs rather than annualized positions. CCS did not hire many tenure track positions last year; however, nine positions are open this year. Mr. Stevens shared that in the last twelve months, CCS lost three faculty of color. While the district is successful in recruiting faculty of color, retention seems to be problematic. Trustee Cox stated that this issue came up during the chancellor search and shared that faculty of color expected a more supportive work environment. Mr. Stevens stated that candidates of color do better in the paper screening process, but seem to drop after the interview. In response, the district office is piloting an effort to have equity representatives serve on screening committees. Trustee Cox questioned if there were any cultural or traditional issues within the community college system that hinders candidates of color. Mr. Stevens noted that colleges in western Washington are more successful in hiring people of color and noted the difference in state demographics. Dr. Johnson mentioned that some colleges across the nation provide mentors for new hires and that CCS needs to begin working at retaining and preparing adjunct faculty through professional development. Ms. Landa-McVicker questioned if Spokane's population of color is increasing. Mr. Stevens clarified that there has been a dramatic jump in all categories but Native American and that the competition to hire people of color is high. Trustee Bridget Piper recommended that Mr. Stevens incorporate some of the information Mr. Mark Macias shared with the Board last month as new points of comparison.

In reviewing the information related to CCS as a purchaser of goods and services, Mr. Stevens shared that CCS does business with Minority Business Enterprises (MBE) and Women Business Enterprises (WBE), but fewer businesses are registering through the state. While statistics in this area are low, they are reflective of other community

colleges. Trustee Bever expressed his appreciation for the report and stated that CCS is doing well overall. Trustee Bever briefly discussed his recent trip to Washington DC, shared concerns about the higher unemployment rate for veterans, and asked if CCS has any data on veterans. Mr. Stevens mentioned that this data has not been collected and shared that veterans applying for classified positions can receive service preference points as outlined in RCW 41.04.010 and WAC 357-16-110. Mr. Bever recommended that CCS begin collecting and reviewing data pertaining to veterans. Mr. Stevens mentioned that this category can be added to the voluntary survey that will be distributed in the next couple of years.

Trustee Cox expressed his appreciation for the amount of work and detail that went into the report. Trustee Cox also shared concerns that the Native American population is not being reached and encouraged CCS to develop an effective model to connect with this community. Mr. Stevens shared some examples of how CCS has reached out in the past and stressed the importance of building relationships. Chairwoman Landa-McVicker encouraged CCS to do data comparisons with North Idaho. Dr. Johnson stated that there is concern all across the nation for this underserved and underrepresented population. Minority community leaders were recently invited to participate in a strategic planning focus group meeting. During the meeting, a Native American representative stated the importance of CCS going and visiting with tribal leaders. In other parts of the county, classes and activities are often held on tribal land rather than having students travel to campus. Dr. Johnson shared that this is one opportunity that will be explored through strategic planning. Trustee Piper stated that Trustee Ben Cabildo was recently appointed to the Spokane Tribe's Business Enterprise Board and would be a great resource. Mr. Stevens indicated that recruitment officers have met with tribal representatives and that they are excited about future opportunities. Ms. Naccarato-Sinclair expressed the need of a mentoring program to ensure successful integration and retention.

## **BUDGET SURVEY RECOMMENDATIONS**

Mr. Stevens provided background information regarding the budget survey process and shared that 90 suggestions were received, reviewed and considered. Four taskforce groups – Cost Savings, Redesign and Reengineering, Access and Success, and New Revenue – were formed and were tasked to develop budget reduction recommendations. The final recommendations are outlined in Tab 4 and summarized below:

- a. Cost Savings:** Mr. Stevens share the following two recommendations: 1) Periods of non-operation/non-employment in the absence of a similar state mandate. 2) Eliminate passenger fleet
  
- b. Redesign and Reengineering:** Dr. Joe Dunlap, SCC President, shared the following four major recommendations: 1) Maintain a decentralized Distance Learning model and common delivery platform within the district but adopt a quality management system that provides faculty support and training and adopt an assessment tool to determine if students are prepared for distance learning. 2) Centralize and standardize Continuing Education so it becomes a

revenue center. Appoint a CCS taskforce and invest in a consultant to lead the reorganization. Adapt a district-wide (not district-based) business model to address decision-making, financial model, and effective and efficient collaboration. 3) Review and restructure Building Improvement Requests (BIRs) and charge back processes. 4) Change international programs back to a self-support operation.

Trustee Don Cox requested clarification on district-wide verses district-based. Dr. Dunlap stated the need to have standard practices, a district-wide financial model, and a centralized office to manage the operation while maintaining unique offerings at the institutions. Ms. Naccarato-Sinclair questioned why Distance Learning would not be centralized since Continuing Education and Distance Learning use the same platform. Dr. Dunlap explained that the centralized systems that were examined were inefficient and often created animosity between campuses. The level of coordination currently in place at CCS provides some autonomy for the organization yet provides coordination with the help desk and the Angel licensing. The structure of what is currently being offered with Distance Learning is good, while the structure for Continuing Education is not. Dr. Johnson clarified that all recommendations will flow into strategic plan initiatives and that faculty will be involved in the process. Many of the initiatives will be faculty led with administration representatives appointed to ensure broad representation. While recommendations will be honored, other online learning models will be reviewed and considered.

- c. **Access and Success:** Ms. Pam Praeger, SFCC President, shared the following two recommendations: 1) Develop and implement a model for the coordination of low enrollment classes. 2) Sustain and enhance existing initiatives in support of student achievement, continuous improvement and greater cost effective endeavors.

In relation to the second recommendation, Trustee Cox questioned the cost of maintaining a District Learning management platform in comparison to moving to a State Board for Community and Technical College system. Ms. Praeger mentioned that a cost analysis will need to be completed. Trustee Cox expressed concerns about the number of faculty who will be impacted by more platform changes. Dr. Johnson clarified that there will be a state process with a lot of people involved. Community Colleges of Spokane is planning for significant professional development to support its employees.

- d. **New Revenue/Quality:** Mr. Scott Morgan, IEL Chief Executive Officer, presented the following eight recommendations: 1) Support the Parking Taskforce recommendations of increased permit fees for students and employees. 2) Increase administrative fees per the below schedule:

Fee	Current	Proposed
Application	\$ 15	\$ 25

Assessment	\$ 20	\$ 25
Registration	\$ 6	\$ 10
SFCC Graduation	\$ 20	\$ 25
IEL Graduation	\$ 20	\$ 25
Transcripts	\$ 3	\$ 5

3) Work with student leadership at both colleges to develop a standard CCS comprehensive fee. 4) Remove the limitations and restrictions on the types of costs that can be recovered through lab and course fees and allow division deans to evaluate their programs and identify those programs and courses where implementation of higher lab and course fees is most appropriate. 5) Determine if there are opportunities to reduce waivers and generate more tuition income for CCS without materially affecting program viability and service to the various communities. 6) Develop appropriate international student contract(s) that are approved by the State Board and pursue a more aggressive path to build international student enrollment. 7) Appoint a taskforce to reorganize and establish parameters to make CCS Continuing Education responsive to community needs and capable of generating revenues for CCS. 8) Create a rapid response team for grant opportunities in lieu of a large central grants office.

Trustee Cox stated that many colleges charge comprehensive fees but with added benefits to the students. Trustee Cox asked if CCS would have additional student benefits to merit a single fee for every student. Mr. Morgan clarified that the process for establishing comprehensive fees is student driven and will take time to put in place. Dr. Dunlap explained that Spokane Community College (SCC) has a comprehensive fee and shared examples of how this fee has benefited students. Chairwoman Landa-McVicker thanked the presidents for the review and shared that the Board held a budget workshop and reviewed the material in detail. The information has also been presented to the strategic planning committee.

**BREAK**

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

**TRUSTEES ASSIGNMENTS FOR GRADUATION CEREMONIES**

The Trustees reviewed the 2011 Community Colleges of Spokane graduation ceremony schedule and assigned the following attendance plan based on their individual availability:

Date	Time	Division	Location	Trustee(s)
4/20	1:30 p.m.	Airway Heights Corrections Center– Main	AHCC – Main 11919 W. Sprague Ave. Airway Heights, WA	Trustees Landa- McVicker and Piper

5/18	1:30 p.m.	IEL Airway Heights Correctional Center – Minimum Security	AHCC Minimum 11919 W. Sprague Ave. Airway Heights, WA	Trustee Bever
6/9	12:30 p.m.	PACE – Colville End of Year Celebration	Colville Center Rendezvous Theatre 985 S. Elm Street Colville, WA	Trustees Bever and Piper
6/10	11 a.m.	SEER End of Year Celebration	IEL Lodge	Trustees Landa- McVicker and Bever
6/15	1 p.m.	PACE Services End of Year Celebration	SFCC, SUB Lounges ABC	Trustees Landa- McVicker and Bever
6/15	3 p.m.	IEL Adult Basic Education	SCC – Bldg. 5 Walter Johnson Sports Center	Trustee Landa- McVicker
6/15	6 p.m.	IEL Adult Basic Education	SCC – Bldg. 5 Walter Johnson Sports Center	Trustees Cabildo and Piper
6/16	6:30 p.m.	IEL Newport Center	Stratton Elementary 1201 W. 5 <sup>th</sup> , Newport	Trustee Cox
6/17	6:00 p.m.	IEL Colville Center	Colville Center 985 S. Elm St, Colville	Trustee Bever
6/17	3:30 p.m.	Spokane Falls Community College	SFCC Stadium	Trustee Piper
6/20	4 p.m.	SCC Business, Hospitality, and Information Tech. <i>and</i> Technical Education	INB Performing Arts Ctr. 334 W. Spokane Falls Blvd. Spokane	Trustee Piper
6/20	7:30 p.m.	SCC Health & Environmental Sciences <i>and</i> Arts and Sciences	INB Performing Arts Ctr. 334 W. Spokane Falls Blvd. Spokane	Trustee Cabildo
6/20	6:30 p.m.	IEL Pullman Center	Gladish Center 1115 NW State St, STE 305A; Pullman	Trustee Cox

### **FCC LICENSE UPDATE**

Ms. Anne Tucker, Chief Public Information Officer, referenced the Tab 6 brief and shared that CCS holds two Federal Communications Commission (FCC) licenses – WLX515 at SCC and WLX514 at SFCC. In order to retain and renew these licenses, license ownership disclosure forms and demonstration of substantial use of the licensed

bandwidth will need to be filed by November 1, 2011. Through an RFP process, the services of DowLohnes, a law firm in Washington, D.C. that specializes in instructional telecommunications, FCC regulations and licensing requirements, and excess bandwidth lease negotiations has been secured. Substantial service and minimum educational use requirements were explained, and examples of how SCC, SFCC, and the district are using the bandwidth were highlighted. With the assistance of DowLohnes, SFCC plans to file its substantial use documentation with the FCC no later than June 30, 2011, and SCC no later September 30, 2011.

Trustee Cox asked if CCS has excess bandwidth. Ms. Tucker clarified that CCS does have excess bandwidth and clarified that demonstration of substantial uses, which is defined 80 hours per week for each licenses, is a new requirement by the FCC. Trustee Cox asked if there will be a time that CCS will not have excess bandwidth. If substantial use cannot be demonstrated, Ms. Tucker stated that CCS could lose its licenses. Ms. Tucker discussed potential opportunities and stressed the importance of protecting this valuable asset. Trustee Piper indicated that is fierce competition for bandwidth.

#### **STUDENT SUCCESS/STRATEGIC PLANNING**

Mr. Mark Macias, Managing Director of Institutional Research, showed a PowerPoint presentation that explored the factors influencing student success and highlighted such topics as the connections framework, admissions application patterns, and Running Start enrollment and completions. When looking at applications for students who planned to enroll fall 2007-2010, the data shows that students who applied 29-37 weeks prior to the quarter were less likely to attend (40 percent) while those who applied 0-15 weeks prior to the quarter were more likely to attend (75-80 percent). Typically the volume of admission applications increases in May-June and again in August-September. The pattern, however, different in 2010 with the yield rate dropping 59 percent due in part to changes in application deadlines and financial aid processing.

Matriculation rates were also reviewed. According to the data, few students apply early in the year, and over half of them do not attend. Those who actually do attend perform better their first quarter than students who apply later in the application period. It was also noted that more recent high school students are applying and attending than previously, but they are not performing as well as other marticultants. CCS will need to disaggregate these other marticultants to determine why.

Dr. Janet Gullickson, Chief Academic Officer, stated that the data causes CCS to challenge its assumptions and discussed best practices for turning applicants into marticultants. Dr. Gullickson also shared that first-generation and high-risk students are very relational. If CCS builds those relationships, applicants are more likely to come to the colleges. First-generation students typically do not have the college knowledge they need to be successful. The more information CCS can provide at the beginning of the application process, the better it is for the students. Since CCS students tend to fall within the mid- to lower-income range, financial aid is an important topic. Consequently, timely financial aid and financial literacy information is

needed, as well as just-in-time tools to help students navigate life's challenges such as employment, transportation, child care, etc.

Mr. Macias shared enrollment information on 2000-2010 Running Start cohorts. Completion rates for Running Start students (those earning a degree or certificate) were also reviewed, and it was noted that the average completion rate for this population is 33 percent, which is lower than expected. Ms. Naccarato-Sinclair stated that many Running Start students intend to stay in high school but want to take some credit classes with CCS rather than earn two-year degrees. Trustee Bever asked if CCS is tracking Running Start students who transfer to other institutions before earning a degree/certificate. Mr. Macias clarified that this first-look report focuses on Running Start students earning degrees/certificates from CCS. Dr. Gullickson shared that research indicates that students completing AA degrees are more likely to graduate with baccalaureate degrees as a transfer student and that more research would be needed to determine the success rates for students transferring without degrees/certificates. Chairwoman Landa-McVicker summarized that of the Running Start students enrolled at CCS, 33 percent of them earn a degree/certificate. The rest do something else that is still undermined. Trustee Cox stressed that students participate in Running Start for a variety of reasons and that many do not want to cut ties with their high school. Dr. Johnson stated that CCS owes the families, school districts and higher education partners a conversation about how students are doing. Dr. Johnson also reported that Eastern Washington University (EWU) will only be accepting students with AA degrees due to increased demand. There will be a lot of policy implications, and CCS will need to look at the data and work on the issues once actual problems are identified. With EWU not accepting new students, Trustee Bever questioned if CCS was prepared to fill the gap and take additional students. Dr. Johnson shared that more research and much work will be needed. Ms. Naccarato-Sinclair mentioned that high school students submit college applications for a variety of reasons and asked if it were possible to determine if students are "college shopping". Since the district uses a state-wide standard application form, Mr. Macias shared that data shows that high school students often apply to five different colleges across the state. Chairwoman Landa-McVicker thanked Mr. Macias for the information.

### **AHE/WFSE REPORTS**

- a. Association for Higher Education: Ms. Carla Naccarato-Sinclair recently attended a national conference for higher education that focused primarily on the decrease in funding for higher education and the impact this has on the nation and its workforce. The Association for Higher Education (AHE) will be presenting the five-year academic calendar to the Board in May. Faculty will be voting on the calendar between now and May. The Senate recently passed a budget that contained new turnover language. The AHE will be working hard to preserve that language in the House. Salary increments will not be funded this year due to a lack of turnover savings. It is hopeful that there will be enough turnover funds this fall to award increments next year. Ms. Naccarato-Sinclair noted that the turnover language helps with recruitment and retention since it relates to step increases.

- b. Washington Federation of State Employees: Ms. Jo Lynne Sherman shared that classified employees do not yet have a contract. The negotiation team is doing a lot of work online in order to reduce travel expenses. Ms. Sherman hopes to have an update soon.

## **INSTITUTION REPORTS**

- a. Spokane Falls Community College: Mr. Alan Rathbone, classified staff representative, shared that the classified staff council is recruiting new members for next year. The council has offered, extended and approved mini-grants for SFCC classified staff. The council is also developing projects that will be discussed at a later Board meeting.

Mr. George Suttle, faculty representative, shared that a Running Start information night was held on April 14. During the event, four faculty members and six current Running Start students spoke about the college and its programs. Ms. Heather Keast, SFCC faculty member, won the Washington State Board for Community and Technical Colleges 2011 Anna Sue McNeill Assessing, Teaching, and Learning Award. Art instructor Bernadette Vielbig was invited to form a collaborative work that is currently up at the Chase Gallery in City Hall through April 28. During the last five weeks of winter quarter, five SFCC fine arts adjunct faculty and ten art students volunteered to provide five, one-hour weekly creative art workshops for young Spokane mothers. Second year SFCC graphic and web design students entered their designs in the ADDYs, an advertising, marketing and design competition sponsored by the Spokane Advertising Federation. This year, design students won six gold and ten silver awards, including the Best of the Division Award. The SFCC Developmental English program received national certification of its program assessment model from the National Association for Developmental Education. Ms. Asa Bradley, SFCC physics instructor, was nominated to serve on the American Association of Physics Teachers National Women in Physics Committee. Overall things are going well at SFCC; however, people are doing more for less. Mr. Suttle also shared that faculty are serving more students with more issues. Entire families are dependent on the continuation of financial aid. Faculty are feeling the pressure of public opinions, budget cuts/restrictions, and the notion of being seamless/one size fits all.

Ms. Praeger shared that Greg Stiles, SFCC faculty member, won the Spokane Advertising Federation's Advertising Professional of the Year Award. Senator Patty Murray is taking interest in the Emmanuel Family Life Center Early College High School program. Ms. Osei, SFCC counselor, and Mr. Alex Roberts, Vice President of Student and Administrative Services, will be presenting information about the Early College High School program during the Washington State Student Service Commission conference being held in Wenatchee, WA. SFCC currently has three such programs - Native American College Initiative, Emanuel Family Life Center, and Medical Lake - to help support running start students of color. The student population for these three locations consists of African American (33%), Native American/Native Hawaiian (23-28%) and Caucasian (31%). The Emmanuel Family

Life Center has a 98 percent course completion rate with an average grade point average of 2.96. Ms. Praeger also shared that SFCC is working on the five accreditation themes – excellent instruction, student achievement, access, diversity and equity, and global awareness and responsiveness to community needs – that were vetted in 2009. The accreditation visit is scheduled for fall 2011. Planetarium shows will be held on campus every Tuesday and Thursday for K-12 students.

- b. Institute for Extended Learning: Mr. Brian Briggs, IEL faculty representative, shared that Ms. Ciera Botzheima, a student at the Ione Center, was recognized at the 2011 All-Washington Academic Team ceremony on March 24, in Olympia. Some background information on Ms. Botzheima was provided. Running Start information nights will be held at Colville, Ione, Newport, Republic and Pullman centers. Colville held a Winter Art Festival on March 2-3. On March 24, the Colville Center held a college planning day with 16 regional colleges and university representatives providing information sessions for over 350 students. Ms. Linda Randall and Ms. Karen Snell, ESL instructors, were presenters during the Spokane ESL Regional Conference on February 25, at Gonzaga University.

Ms. Dawn Chavez, IEL classified staff representative, shared that staff do a lot of “trench digging” by preparing students, establishing solid foundations and helping students get things in order so they can be successful in college. On April 28, the Adult Basic Education division will be holding a program development day and will be working with the gang taskforce to broaden community awareness in gang activity and to gain a better understanding so IEL staff can successfully reach and integrating gang members into the programs.

Mr. Morgan stated that the IEL held an all-IEL meeting last Wednesday to discussed general information pertaining to the organization and budget situation. A meeting was held at Colville the following day where staff discussed concerns about the proposed parking fees. It was also announced that Amy Lopes Wasson was appointed as the Vice President of Student Services at the IEL. Trustee Bever requested clarification on the concerns over the parking fees. Mr. Morgan shared that off-campus locations have not been charged for parking in the past. One of the underlying values of the parking taskforce was fairness for all parties. Since all lots require maintenance, the taskforce determined that individuals utilizing the lots should all pay equally.

- c. Spokane Community College: Ms. Brenda Martinson, SCC classified representative, shared that staff are excited about the new quarter and continue to be student centered. Ms. Marlene Cortez, classified staff union representative, was asked to speak with staff regarding some high-anxiety issues and to clarify rumors about salary reductions, Reduction in Force (RIF) and layoff processes. Staff felt their questions were addressed and their anxiety reduced. Employees are excited about the staff breakfast that is scheduled for tomorrow at SCC, the Staff Training for Technical and Community Colleges (STTACC) Region D Conference being held at Green River Community College on August 11-12, 2011, and the June graduations. Dr. Johnson encouraged Ms. Martinson to let colleagues know that open forums are

being held on the different campuses. Unfortunately, SCC's forum had a very low turn out. Employees are encouraged to attend and to watch for information on the Intranet.

Ms. Angela Wizner, SCC faculty representative, shared that students – especially single and low-income students – have expressed concerns about tuition increases and their feelings of stress. Mr. Wizner also shared a concern from a faculty member about the district budget and the ability for the college to fulfill its mission to the community. There is a large student demand, and students are finding it difficult to get into the classes they need to graduate. Ms. Wizner also thanked the CCS foundation funding the independent research project that allowed several faculty members to present their research.

Ms. Praeger, On behalf of Dr. Dunlap, shared that last week's "Get Lit" forum with Ms. Maude Barlow, Canadian activist-author, and Washington Secretary of State Sam Reed was well attended. Upcoming events will be provided to Linda Graham for inclusion in the Board's activity calendar.

**CHANCELLOR REPORT:** Dr. Johnson shared that the strategic planning process is going well and that the final report will be brought to the board for discussion and approval. Additional focus groups are being held, including one on Thursday from 4 p.m. – 6 p.m. at the IEL that will have ITV connection to remote sites. Dr. Johnson thanked employees all across the district for their participation and contribution in the strategic and budget planning process.

## **BOARD REPORT**

Trustee Cox reflected on the last few Board meetings and the high-quality presentations that have been provided. The reports have focused on students and what can be done in spite of the current budget situation. Trustee Cox expressed the Board's appreciation for the work that has been completed.

Trustee Piper mentioned that the trustees receive informative e-mails and newsletters on a regular basis. One recent publication addressed admissions and websites. Ms. Piper recalled a previous Board presentation regarding a common student portal and stressed how "college knowledge" could be posted online to help students succeed.

Mr. Bever shared that he and Dr. Johnson recently went to Washington, D.C. on behalf of Greater Spokane Incorporated. At every meeting that was held, Dr. Johnson discussed workforce retraining. Both Mr. Bever and Dr. Johnson met with legislators, the transportation secretary, and the secretary for the air force. The meeting was very productive. Senator Murray is very interested in veterans' affairs, which CCS should keep in mind and look for opportunities to expand this area. Trustee Bever thanked the employees for participating in the budget reduction survey and stated the Board took the process seriously and considered the ideas and suggestions. Employees were encouraged to continue forwarding recommendations. Trustee Bever commented on the quality of the new Science Building and Planetarium.

Chairwoman Landa-McVicker reflected on how important CCS is to the community and shared that the Head Start program is currently being visited by a federal review committee. The Board is the grantee for the program, and has met with the committee to discuss such topics as governance, finances and credit card expenditures. Chairwoman Landa-McVicker expressed appreciation for Trustee Bever meeting with the review committee and for discussing the Board's participation in staff meetings and community events.

Chairwoman Landa-McVicker shared that she and Ms. Naccarato-Sinclair attended the U.S. Department of Education Community College Summit in San Diego. Travel expenses were paid with non-state funds. The title of the summit was Challenges, Solutions, Commitments: Serving Military Families and Veterans. Examples of best practices for reaching out to active military and veterans were obtained and will be shared with Anne Tucker. A copy of Chairwoman Landa-McVicker's report is attached as Appendix A.

Ms. Naccarato-Sinclair shared that Senator Murray is interested in securing funds for college, establishing one-stop centers, and promoting safe places for veterans to get educated. Another aspect that should be considered is student leadership positions for veterans – both in the classroom and in student government. Ms. Naccarato-Sinclair shared how California businesses are beginning to work with area community colleges for succession planning and partnership.

Chairwoman Landa-McVicker stated that the Foundation and Philanthropy groups are looking for projects that are scalable and sustainable. Another aspect of concern that was addressed during the conference was the transferability of credits for prior learning.

#### **EXECUTIVE SESSION**

The board convened an executive session at 12:30 p.m. to discuss with legal counsel representing the agency on matters relating to agency enforcement actions or, litigation or potential litigation. Attendees included Carol Landa-McVicker, Greg Bever, Don Cox, Bridget Piper, Dr. Christine Johnson, Maureen McGuire, Pam Praeger, Scott Morgan, and Greg Stevens.

The executive session ended at 12:50 p.m. with the regular meeting reconvened. No action was taken.

#### **ADJOURNMENT**

The regular meeting adjourned at 12:50 p.m.

U.S. Dept of Education Community College Summit – San Diego City College Challenges, Solutions, Commitments: Serving Military Families and Veterans.

Attendees included:

- Martha Kanter – US Under Secretary of Education, former chancellor of Foothill/DeAnza Community College District in N California.
  - 63% of higher ed students earn AA degrees
  - 2/3 of all community college students are adult learners
  - 1100 CC across the US
  - Recognized need to preserve pell grants
- Jack Scott – Chancellor of California Community Colleges
- Canstance Carroll – Chacellor of Sand Diego Community College district
- White house policy advisors, ACCT, chancellors, presidents, faculty, trustees, staff, students
- Carol Landa-McVicker and Carla Naccarrato-Sinclair from CCS

Panels:

1. Exemplary Practices

- Need for on base and on campus services for active military, families and vets
- Contract services with the Military (CCSD serves military throughout the nation)
- Community partnerships – VA, base commanders, student government, students and faculty who are veterans
- 1 stop services needed for returning vets
- Barriers
  - Loss of structure when leave the military
  - Lack of connections with other vets
  - Seamless services not available
  - Deployment during quarter/semester
  - Lack of Vet resource centers/clubs
  - Failure to recognize military school certificates, education

2. Federal Funding Opportunities

- NSF Grants related to STEP & STEM (online search NSF.gov, awards, veterans)
- Workshop this summer (Dave Brown SW College) on writing competitive proposals

3. Foundations & Philanthropy
  - Lumina, Gates, Kellogg, Kresge Foundations
  - Focus on access and completion
  - Foundations as catalysts, conveners
  - Looking at **scale** and **sustainability** (systemic, strategic proposals)
  - Example: *Elevate America* - Gates Foundation & Bellevue CC
4. Business and Industry
  - Alignment of curriculum with employer **stated** needs (present & future)
  - Need to engage with employers early – don't guess what is needed
  - Recognition of turnover (retirement) in next 5-10 years and lack of qualified individuals to fill jobs available now and in future – time needed to develop skills both technical and leadership – “silver tsunami”
  - Look for ways to use military leadership training of vets as lose supervisors and managers to retirement
5. Students (all vets)
  - Need for **mandatory** orientation for all incoming students (loss of structure when leave military)
  - Provide specific needs support – one size doesn't fit all – help with transition as leave military e.g. refresher classes before take placement tests, career planning
    - Vet friendly zones, vet clubs
  - Help vets identify and follow specific career goals
  - Provide for transfer of credits from military schools
  - Recruit recruits – don't wait for active military to leave service
  - Give preference to vets for getting into classes before GI benefits expire
  - Problem with no summer school and loss of GI benefits
  - Example: Navy submits names of those who are separating to the local college
  - In state tuition for spouses and dependants when military personnel are transferred

April 27 – Virtual Summit

Summary provided by Carol Landa-McVicker at April 19, 2011 Board of Trustees meeting