

Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
February 15, 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, Ben Cabildo, Don Cox, and Bridget Piper. Also present were Christine Johnson, Joe Dunlap, Scott Morgan, Pam Praeger, Maureen McGuire, Janet Gullickson, Amy Lopes Wasson, Jim Minkler, Alex Roberts, Greg Stevens, Anne Tucker, Brian Briggs, Carla Naccarato-Sinclair, Angela Wizner, Dawn Chavez, Brenda Martinson-Smith, Jo Lynne Sherman, and Linda Graham (recorder).

Guests: Patty Allen, Jeremy Anderson, Ken Burrus, Dennis Dunham, DeAngelo Jones, Rod Larse, Rich Noordam, and Reghan Thronson

CELEBRATING SUCCESS: mySpokaneFalls/Student Message System

Ms. Pam Praeger, Spokane Falls Community College (SFCC) President, introduced Mr. Rod Larse, SFCC Information Technology Manager; Mr. Jeremy Anderson, SFCC Web Developer; and Rich Noordam, SFCC Database Administrator. Mr. Anderson explained the core concept of the mySpokaneFalls student-centered, communication-based portal and provided a demonstration of its functionality.

Trustee Greg Bever expressed his admiration for the work that has done. Mr. Bever also questioned if the portal will be tested by a focus group periodically to ensure easy use, if new students will be trained on how to use the system, and if SCC and the IEL are considering using the same platform. In response, Mr. Anderson confirmed that the system is currently on a live test. Individuals experiencing difficulty with the portal are able to contact the IT Helpdesk for assistance. Video tutorials will be available to help students navigate the portal. Spokane Community College (SCC) and the Institute for Extended Learning (IEL) are in the process of reviewing the platform.

Ms. Anne Tucker, Chief Public Information Officer, reported that the Web Developer Subcommittee of the District Information Technology Council has met regularly to discuss the portal and has been collaborating with all units across the district.

Chairwoman Landa-McVicker asked how new students will know to log into the portal. Mr. Anderson shared that students will be directed to the portal for placement exams, test scores, scheduling appointments, etc.

Trustee Ben Cabildo congratulated SFCC for the work that has been completed and asked if information in the portal, such as class locations, schedules and calendars, can be updated easily. Mr. Anderson reported that information is pulled automatically

from iCatalog and that the portal will allow instructors to send notifications to individual students or to an entire class.

Dr. Johnson shared that the entire cabinet is committed to the Board's charge to redesign student services. The portal is one example where student-centered services are being defined. Dr. Johnson commended the web developers and Spokane Falls for their work on this project and stated that the final outcome will be common, will serve all three institutions, and will center on student success.

Trustee Don Cox expressed his appreciation for the work that has been completed and questioned if the portal will streamline registration and application processes. He also requested information on Blackboard and ANGEL online learning platforms. Ms. Praeger shared that the Lean process will lead streamlining efforts. Mr. Stevens also clarified that Blackboard was converted to ANGEL so only one platform is being used at CCS.

Trustee Bridget Piper commented on how well the IT staff listened to their customers in developing the student portal. Ms. Piper also briefly described her experience with the Lean process and the improvement it made in her place of business.

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, February 15, 2011. Chairwoman Carol Landa-McVicker called the meeting to order at 9:25 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

The minutes were updated to reflect Carla Naccarato-Sinclair's attendance at the January meeting and the correct spelling of Maureen McGuire's name in the second paragraph on Page 8. It was moved by Mr. Greg Bever and seconded that the minutes of the January 18, 2011, regular meeting be approved as amended.

No. 11-02; 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 indicated that all projects are on schedule and on budget.

Budget and Expenditures: Mr. Greg Stevens, Chief Administrative Officer, provided a budget and expenditure update and reported that CCS continues to be lean and conservative.

Trustee Cox noted the high value of staff development and how it pay offs in the future. Dr. Johnson shared that a budget work session has been scheduled for the Board to discuss proposed investments in professional development and other strategic areas.

Head Start: Ms. Patty Allen, District Director of Head Start/ECEAP/Early Head Start provided an update on the Head Start program and highlighted such topics as the triennial federal review, ECEAP state review, ECEAP 2011-13 funding renewal application, State Parent Ambassadors, and the ARRA report.

FEDERAL HEAD START/EARLY HEAD START GRANT

Ms. Patty Allen reported that the Head Start/Early Head Start program has worked extensively to bring its policies and procedures in line with the requirements of the Head Start Act. The CCS Board, as the grantee, is responsible for governance, oversight, legal and fiduciary responsibilities of the program. As part of that oversight, the Board has included regular updates on its meeting agenda and enacted policies that comply with federal requirements. Resolution Number 11-03, which replaces 07-41, documents the Board's relationship and responsibilities with the Head Start/Early Head Start programs and denotes the following activities in a single resolution:

- Working cooperatively with the Head Start/Early Head Start Policy Council in governance
- Approving Federal Applications and Amendments
- Working with the Policy Council on shared policies
- Reviewing budget status and program reports regularly
- Designating a trustee as liaison to the Policy Council

Chairwoman Landa-McVicker clarified that the resolution formalizes the processes that are already in place. Chairman Cox questioned how staff development is handled in the Head Start/Early Head Start program. Ms. Allen referred to the budget report (Tab2c, Attachment ii) and explained that the department receives federal funds every year for staff training and technical assistance. Ms. Allen also provided some examples of how those funds are being used.

It was moved by Mr. Don Cox and seconded that Resolution Number 11-03 be approved as presented.

No. 11-03; motion carried.

ATHLETICS, PHYSICAL EDUCATION AND RECREATION

Copies of the *Physical Education – Recreation – Athletics – Wellness Annual Report 2009-10* were distributed. Mr. Ken Burrus, District Director of Physical Education, Athletics and Recreation, showed a PowerPoint presentation highlighting such topics as recruiting, student satisfaction, competition, and transferability as they pertain to the department's student success initiatives. Facility needs were also addressed. Mr. Burrus introduced DeAngelo Jones, men's basketball student athlete, and Reghan Thronson, women's volleyball student athlete, who both shared their experiences at CCS.

Trustee Piper commented on the quality of the report and mentioned that she was not aware of the swimming program at Spokane Community College. She also stated the benefit of moving the athletic department over to the new Jenkins Wellness Center.

Trustee Cox congratulated the department for its focus and defined strategy to help students. Mr. Cox questioned if student progress is tracked. Mr. Burrus reported that Northwest Athletic Association of Community Colleges (NWAACC) sends out several different surveys every year to obtain student data. Mr. Burrus will obtain a copy of the data report and share it with the Board at later date.

Dr. Johnson praised Mr. Burrus for his leadership and for prioritizing student learning. Chairwoman Landa-McVicker praised CCS for supporting students and their parents and for creating great scholars.

BREAK

The meeting recessed at 10:15 a.m. and reconvened at 10:25 a.m.

LEGISLATIVE UPDATE

Dr. Johnson provided an update on the Trustees Association of Community and Technical Colleges (TACTC), Washington Association of Community and Technical Colleges (WACTC), Greater Spokane Incorporated (GSI) meetings that were held in Olympia the week of January 23, 2011. Key topics of conversation included the budget and the possibility of additional reductions, capital development, tuition and fee increases, the proposal to use tuition revenue for state financial aid, and possible increases in running start fees.

Chairwoman Landa-McVicker shared that Board members receive an e-mail every Friday summarizing legislative activity and encouraged the Board to become familiar with the legislators – especially those who are new. She reported that the capital project list that has been used in our community college system for years has been fair and equitable and recommended that the process stay consistent.

Ms. Carla Naccarato-Sinclair, Association for Higher Education (AHE) representative, provided information regarding Bills HB 1168 and SHB 1522 and how, if passed, these Bills would create additional barriers for students and increased work for employees but without additional funding. Common Course Numbering, SHB 1666 and SSB 5717 were also discussed.

Dr. Johnson reported that universities and community colleges in the state are advocating for greater flexibility at the local level during these economic times.

Trustee Cabildo commended Dr. Johnson for the work that is being done to address the budget issues and requested information on the strategy being developed to bring in additional revenue from other sources such as grants, strategic partnerships, international student recruitment, etc. Dr. Johnson shared that a number of taskforce groups have been appointed to bring strong recommendations to the strategic planning process. One such taskforce being chaired and led by Mr. Scott Morgan, CEO for the Institute for Extended Learning (IEL) is reviewing ways of increasing revenue.

Chairwoman Landa-McVicker stressed the importance of not sacrificing quality during these economic times.

Trustee Cox expressed concerns over tuition increases. Trustee Bever also noted the impact these increases will have on middle class students.

ACCREDITATION UPDATE

Dr. Johnson recognized Dr. Joe Dunlap, SCC President, and Ms. Pam Praeger, SFCC President, and their staff for putting together a complete inventory of all accredited programs. Dr. Johnson showed a PowerPoint presentation summarizing the information and explained that CCS will design a uniform accreditation review process with clear delineation of accountability at the district and college levels.

Dr. Janet Gullickson, Chief Academic Officer, in consultation and partnership with the Vice Presidents of Instruction, will lead a taskforce to establish accreditation and certification standards across the district. Dr. Johnson will seek nominations for other participants from deans and department chairs. Status reports will be provided to the board twice a year.

Dr. Joe Dunlap commended the faculty and program directors for managing accreditation processes; shared that SCC manages a total of 47 accreditation, licensure, and certification processes; and provided examples of the requirements.

Ms. Praeger shared that SFCC has fewer programs requiring accreditation and provided a brief status overview.

Chairwoman Landa-McVicker stated the importance of having procedure oversight and that students are obtaining certification and employment in their chosen profession.

Trustee Cox questioned if there is an opportunity to work with the accreditation boards to see if the number of accreditations can be reduced/consolidated. Mr. Cox further explained that accreditation does not always equal quality and encouraged the colleges to emphasize quality. Dr. Johnson indicated that it would be difficult to implement due to the numerous national organizations and professional associations involved. Dr. Johnson clarified that while the accreditation process generates work for the colleges, the purpose is to uphold standards. Dr. Johnson expressed concerns over the support systems (i.e. equipment) these accreditation standards require – especially in the current budget situation. In order to meet standards, differential tuition or additional fees for high-cost programs may need to be considered if state/federal funds continue to decline.

Trustee Cabildo asked if accreditation is a budget line item. Dr. Dunlap reported that costs can range from \$3,000 for a single program accreditation to \$10,000 for a college accreditation. Accreditation is a budget line item at SCC.

Trustee Bever expressed the need to protect the reputation of the institutions. The colleges should know the accreditation standards and whether or not they are meeting those standards prior to an accreditation visit. By not meeting the standards, students and the community as a whole are impacted. Dr. Johnson assured the Board that improvements will be made where needed.

STUDENT SUCCESS REPORT

Mr. Mark Macias, Managing Director of Institutional Research, showed a PowerPoint presentation denoting student progression from pre-enrollment through completion, student demographics and characteristics, and student opinions about CCS strengths and weaknesses in the areas of instruction, student support services, facilities and student activities. Nursing Examination Certification Pass Outcomes were also highlighted.

Trustee Bever questioned if students were asked if courses are being offered in locations that were convenient. Mark clarified that this subject was not asked previously; however, it may be beneficial to add in the future to determine the needs of students in surrounding areas.

Trustee Cox noted the 2010 comparison with the Registered Nurse (RN) national average and questioned the drop in Licensed Practical Nurse (LPN) certifications. Ms. Carla Naccarato-Sinclair reported that there has been a large turnover in the nursing

field; however, demands for LPNs have declined. Mr. Macias has inquired about the difference in the RN average; however, information is still pending.

Dr. Johnson acknowledged the work of the institutional research team and stated that the Board and CCS employees can take great pride in the quality of the CCS instructional programs.

STRATEGIC PLANNING FOCUS GROUP UPDATE

Ms. Anne Tucker introduced Cher Desautel and Casey Fielder from Desautel-Hege Communications and provided some brief background information regarding the company and the competitive bidding process for the strategic planning project. Ms. Desautel provided an overview of the research methodology and showed a PowerPoint presentation outlining the SWOT strengths, weaknesses, opportunities and threats. Ms. Fielder shared the perceptions of the stakeholders and highlighted the key findings.

The final written report will be provided to the Board of Trustees and then posted on the CCS website.

Trustee Cabildo questioned where international connections, recruitment and programs would fall in the SWOT analysis. Ms. Fielder shared that international recruitment falls within two categories – Opportunity: revenue generation, and Strength: student experience at CCS.

Trustee Cox asked if business leaders feel they have a close and ongoing relationship with CCS. Ms. Fielder clarified that the majority of the business leaders feel as if they have a relationship with CCS, but they want that relationship to be strengthened.

Ms. Praeger questioned if the K-12 partners recommended any improvements in the area of soft-skills such as communication skills. Ms. Fielder mentioned that the business audience spoke more about soft skills.

Trustee Bever noted a disconnect in the report – staff feel as if they are flexible yet other groups have indicated that CCS is not flexible enough. Ms. Fielder clarified that the external audiences did not view CCS as being inflexible but rather stressed the importance of building partnerships and streamlining processes. Ms. Desautel shared that definitions will vary between internal and external groups due to position/interaction within the organization.

Both internal and external audiences referenced inconsistent processes. Chairwoman Landa-McVicker questioned if specific areas were identified. Ms. Fielder noted the lack of consistency regarding forms, registration process, placement exams and deadline requirements.

Chairwoman Landa-McVicker recommended Board members take the time to digest the information. She also shared that the formal report will be posted online if more details are needed. Ms. Landa-McVicker announced that additional information will be obtained through open forums.

Trustee Cox thanked the presenters for the qualitative and quantitative data. Dr. Johnson acknowledged the work that Desautel-Hege put into the research report and stated that the information will inform the strategic planning process.

EMERGENCY PREPAREDNESS AND STUDENT CODE OF CONDUCT REVIEW

Ms. Anne Tucker provided a brief updated on Emergency Preparedness at CCS. Ms. Tucker shared that the Emergency Management Plan had been revised in 2008. A couple key components of that revision included mobilization procedures and communication systems.

Prevention of critical incidents continues to be a major priority. Approximately 20 CCS representatives have participated in formal behavioral intervention team (BIT) training, and the units are in varying stages of developing BITs. Mr. Roger Bragdon, CCS Security Management Analyst, is currently working with the units to build on the foundation they have established to create a district-wide, consistent procedure for behavioral intervention. The procedure is scheduled to be presented to the Board during the March meeting.

Ms. Tucker also shared that CCS is doing a much better job in sharing information. The security departments have created mechanisms for sharing information and resources across the district. In addition, CCS participates in monthly Collegiate Preparedness Workgroup sessions with representatives from Eastern Washington University, Washington State University, Gonzaga University, Whitworth University, Mukogawa Fort Wright Institute as well as Spokane County Department of Emergency Management and Spokane Regional Health District.

Trustee Cox questioned how employees handle emergency situations. Ms. Tucker clarified that employees are empowered to call 911 anytime they are faced with an emergency situation. The second call should be made to the security office so mobilization procedures can be activated.

Trustee Bever asked if CCS conducts any tests on the security broadcast system. Ms. Tucker shared that the broadcast system is tested quarterly. Trustees will be added to the system so they can begin receiving emergency notifications.

AHE/WFSE REPORTS

- a. Washington Federation of State Employees: A report was not provided.
- b. Association for Higher Education: Ms. Carla Naccarato-Sinclair shared that she has been in Olympia a lot this legislative session and provided a brief description of some of the Bills currently being considered. She also shared that summer school is being addressed.

INSTITUTION REPORTS

- a. Spokane Community College: On behalf of Ms. Angela Wizner, SCC faculty representative, Ms. Carla Naccarato-Sinclair reported that SCC is preparing for an upcoming accreditation visit. The Student Awareness League is sponsoring the Politics and Violence: Past and Present presentation with Dr. Scott Finnie and Mr. Paul Tesch on March 2, at 8:30 a.m. in the SCC Lair. SCC is also hosting the Washington State Collegiate DECA Career Development Conference on February 17 – 19, 2011, at the Davenport Hotel. The employees at SCC are missing Mr. Dennis Keen, faculty member of 23 years who recently passed away, and are keeping his wife and family in their thoughts and prayers.

Ms. Brenda Martinson-Smith, SCC classified representative reported that the first annual chili feed was held on the January 28, and an employee from Sodexo, Inc. won the prize. Mr. Jim Kershner, staff reporter for the *Spokesman-Review*, will be at the Hagan Foundation Center of the Humanities on February 23, at 10:30 a.m. to speak about his book, *Carl Maxey: A Fighting Life*.

Dr. Joe Dunlap, SCC President, reported that Mr. Dennis Keen passes away last week and that he will be dearly missed. The dedication ceremony for the Jenkins Wellness Center was held on February 8. Dr. Dunlap shared that he received a heart-felt letter from Dr. Jenkins stating that having the building named after him meant more than receiving the Distinguished Flying Cross in World War II. Dr. Dunlap explained that the Distinguishing Flying Cross is the most significant medal for valor in aerial combat and is just short of a Congressional Medal of Honor. As part of the student services redesign, the financial aid department will be relocated over the summer to Building 15 in order centralize services. Counselors will be placed into the instructional divisions during the summer to make room for the financial aid move. The First Year Experience one credit orientation course for new students will become mandatory fall quarter.

- b. Institute for Extended Learning: Mr. Brian Briggs, IEL faculty representative, shared that the Hillyard Center will be hosting Wayne Brokaw, Executive Director of the Inland Northwest Association for General Contractors, on February 28, at 11 a.m. for a presentation on Apprenticeship. The IEL has English as a Second

Language (ESL) Level 6 classes at both the SCC and SFCC campuses with a total of 61 students. The average college GPA for these students is 3.39. The Career Gear event is scheduled for February 23. The Inland Northwest Leadership Conference is scheduled for March 4, at the SCC campus. The deadline for nominating someone for the Women of Leadership Award is February 18. Please see the IEL website for more information. A rural I-Best program is currently being developed for the Pullman and Colville communities and will be based on SCC's successful model. Mr. Briggs will provide a progress report at the next Board meeting. Copies of the IEL literary magazine *The Mag* were distributed.

Ms. Dawn Chavez, IEL classified staff representative, reported that the Bowl for Literacy event is scheduled for February 19, at 9:30 a.m.

Mr. Scott Morgan, IEL Chief Operations Officer, re-emphasized that the IEL's Career Gear fashion show will be held on February 23, and the Bowl of Literacy is scheduled for February 19.

- c. Spokane Falls Community College: Ms. Pam Praeger, SFCC President, shared information about the Passport program for former foster youth. Ms. Tammy Messing, Program Support Supervisor in the SFCC Career Student Employment Center, was invited by the College Success Foundation to attend a conference in Sacramento, California. SFCC's first Passport student graduating with an AA degree was recently notified by Gonzaga that she has been accepted fall quarter and will be receiving a \$20,000 academic scholarship.

CHANCELLOR REPORT

Dr. Christine Johnson stated that great things are happening across the district and that more information will be shared next month.

BOARD REPORT

Trustee Greg Bever shared that he obtained a lot of good information from the January TACTC conference.

Chairwoman Carol Landa-McVicker reported that the dedication of the Jenkins Wellness Center was very inspiring, and she encouraged people to review the history information Mary Harnetiaux put together that is posted on the SCC website. Chairwoman Landa-McVicker had an opportunity to be a patient for the eco-cardiogram program at SCC and shared that the technician that did the procedure has Bachelor of Arts and Master's degrees and had taught for 18 years. He, like several CCS students, are back to learn new careers. In addition, Ms. Teresa Lukens is reprogramming Channel 19 and recently interviewed Ms. Landa-McVicker for an

upcoming episode. Anne Tucker clarified that Ms. Lukens works in the District Marketing and Public Relations Department and is the new video producer for Channel 19. Stories on CCS educational programs and community issues are currently being developed. Mr. Ryan Tucker was recently hired as the videographer.

EXECUTIVE SESSION

An executive session was not held.

ADJOURNMENT

Trustee Cox moved and it was seconded that the meeting be adjourned. Chairwoman Landa-McVicker adjourned the meeting at 12:40 p.m. No further action was taken.