

Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
January 18, 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, and Bridget Piper. Also present were Christine Johnson, Joe Dunlap, Scott Morgan, Pam Praeger, Maureen McGuire, Jim Minkler, Amy Lopes Wasson, Janet Gullickson, Greg Stevens, Anne Tucker, Brian Briggs, Carla Naccarato-Sinclair, George Suttle, Angela Wizner, Dawn Chavez, Jo Lynne Sherman, Jorge Guerrero, Alec Stannard, and Linda Graham (recorder).

Guests: Patty Allen, Dennis Dunham, Jim Mohr, Lee Smoot, and Sami Salvatori

TRANSFER OF THE GAVEL

Mr. Greg Bever passed the gavel to Ms. Carol Landa-McVicker, 2011 Board of the Trustees Chair. Chairwoman Landa-McVicker thanked Trustee Bever for his leadership, highlighted some of the accomplishments in 2010, and presented Mr. Bever with a desk set for his contribution to Community Colleges of Spokane (CCS). Mr. Bever expressed his appreciation for the opportunity to serve on the CCS Board. Dr. Christine Johnson, Chancellor, thanked Mr. Bever for his leadership and service.

Chairwoman Landa-McVicker discussed the Martin Luther King Jr. celebration that was held downtown over the weekend and how young people have brought major change in our nation's history. Chairwoman Landa-McVicker stated that Community Colleges of Spokane has an opportunity and a challenge to step up to Dr. King's legacy and that she was honored take over as Chair.

CELEBRATING SUCCESS: Career Resources Center

Ms. Amy Lopes Wasson, Dean of Student Services at the Institute for Extended Learning (IEL), provided a brief overview of the presentation. A PowerPoint presentation highlighting the Career Resources Center, a joint initiative between Student Services and Business and Community Training Divisions, was shown.

Dr. Jim Mohr, IEL Student Achievement, Student Activities and Diversity Programs Director, discussed some of the services offered through the Career Resources Center such as resume and cover letter writing assistance, career quick hints, counseling and mentoring, and sponsored events. The Center's website was viewed.

Ms. Lee Smoot, IEL/SCC AmeriCorps Retention Project Coordinator, discussed the Peer-to-Peer Mentoring program at Spokane Community College and the services it provides in collaboration with the IEL and Rogers High School.

Ms. Sami Salvatori, IEL Counselor, discussed the counseling services and the comprehensive assessment and resource tools that are available to students. The different types of career and educational planning and assessment tools were highlighted.

Dr. Johnson questioned how students become aware of the counseling and career services that are offered at the IEL. Ms. Salvatori stated that she goes into classrooms and introduces herself to faculty and students.

Trustee Bridget Piper commented that she had reviewed the WOIS website and suggested that sites be created with more fun factor and that they be more accessible and user-friendly. Chairwoman Landa-McVicker mentioned that the Washington State Board for Community and Technical Colleges (SBCTC) has great career/college resources linked to the WOIS website.

Trustee Bever questioned if the IEL worked closely with high school counselors. It was clarified that Spokane Community College (SCC) and Spokane Falls Community College (SFCC) work with area high schools.

Trustee Cabildo commented on the excellent programs and resources that are available to students and expressed the importance of using all avenues, including social media, to promote both.

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, January 18, 2011. Chairwoman Carol Landa-McVicker called the meeting to order at 8:40 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 December 21, 2010, regular meeting be approved as presented.

No. 11-01; 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. Trustee Piper requested

clarification on the campus entrance project. Mr. Dunham stated that the main entrance to the SCC campus will be impacted when the north/south freeway is built. This project, which is currently in the design phase, will develop the entrance farther east on Mission Street.

Budget and Expenditures: Mr. Greg Stevens, Chief Administrative Officer, deferred to Tab 6, Annual Financial Report.

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. Attendance and disability rates were reviewed.

Trustee Piper questioned the ECAP funding and the enrollment of three-year-old children. Ms. Allen clarified that the ECAP program was initially designed for four-year old children. The requirement of obtaining special permission from Olympia to have three-year old children in the program has relaxed over time. Programs in rural areas, including the ECAP program at Community Colleges of Spokane, often have difficulty filling classrooms with just four-year olds so classes are mixed with three- and four-year old children. Continued service of three-year olds will be discussed this legislative session.

Chairwoman Landa-McVicker briefly explained the Board's role with Head Start and stated that she receives a very detailed list of all expenditures, which she would be happy to share with anyone who is interested.

Administrative Procedures: Copies of CCS Administrative Procedures 1.40.01A (Delegation of Authority), 2.10.01A (Appointing Authority and Disciplinary Action), 2.40.03A (Exempt Employment Contracts), 4.60.01A (Continuing Education), and 7.30.01B (Access Controls over Information Systems) were distributed per Board Policy. Procedures have been vetted through the various deliberating bodies and have been implemented. Mr. Stevens; Dr. Janet Gullickson, Chief Academic Officer; and Ms. Anne Tucker, Chief Public Information Officer, provided background information regarding the procedures. Dr. Johnson shared that the units are collaborating and working together as a district. Procedures are being implemented to fulfill the Board policies.

Chairwoman Landa-McVicker acknowledged the work in getting procedures developed, vetted, and approved. She also provided some background information regarding the policy review that was conducted a few years ago by the Board of Trustees and how the district is establishing procedures to address those policies.

TENURE ALERT

Mr. Stevens alerted the Board that 23 people were in their eighth quarter of tenure review and will be considered for tenure during the March 15, Board of Trustees meeting. Files will be available for review by February 1. The communication process between trustees was discussed. If needed, an executive session may be called during the February Board meeting to review and discuss specific tenure files.

The human resource department and the AHE were acknowledged for the improvement of the tenure process. Chairwoman Landa-McVicker noted the progress that has occurred due to the thorough training that has been provided.

FOUNDATION UPDATE

Mr. Tony Higley, Executive Director of the CCS Foundation, introduced the department staff and showed a PowerPoint presentation that highlighted the status, progress and initiatives of the Foundation for 2010-2011. In addition, special events, technology updates, and the Trustee Scholarship were discussed. Copies of the *2009-2010 Community Colleges of Spokane Foundation Annual Report* were distributed.

Trustee Bever congratulated the staff for a successful year and thanked the Foundation for their worked on behalf of the students. Trustee Bever also expressed the importance of thanking donors for their contributions.

Chairwoman Landa-McVicker discussed a letter that was sent to the editor of *The Spokesman Review* regarding financial aid and the fear of tuition increases and challenged employees and Board members to support the Foundation. Chairwoman Landa-McVicker also mentioned the importance of people remembering their roots in community colleges and encouraged the Foundation to celebrate and reach out to CCS alumni.

Trustee Piper mentioned that she is the Board representative on the Foundation. At the last meeting, the Foundation voted to provide \$3,000 for a Basic Skills Scholarship that can be applied toward GED testing fees.

BREAK

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

INSTITUTIONAL RESEARCH DECISION-SUPPORT FRAMEWORK

Dr. Janet Gullickson introduced Mr. Mark Macias, District Director of Institutional Research, and members of the district institutional research team. Dr. Gullickson showed a PowerPoint presentation outlining the student success decision-support framework that is being developed within which information can be collected, analyzed and reported for the purpose of strategic planning and leadership and management

decision-support. The framework is comprehensive in scope and is based on the Gates Foundation Completion by Design schema, and incorporates metrics from the Washington Student Achievement Initiative and the National Board of Governors such as staffing levels, peer comparisons, momentum points, retention, completion rates, and transfer and employment rates.

Trustee Cabildo questioned if CCS is collaborating with other institutions in regards to data gathering and research. Mr. Mark Macias, District Director of Institutional Research, confirmed that CCS is collaborating with others and stated that more collaboration will be done in the future.

Copies of the *2009-10 Annual Student Achievement Initiative Report* were distributed. Mr. Macias provided an overview of the material and explained momentum points and the slow down in growth.

Chairwoman Landa-McVicker provided some historical information on the Student Achievement Initiative and discussed the importance of educating decision makers at the policy level that student success can be measured in degree completion and gainful employment.

Mr. Alex Stannard, Spokane Falls Community College (SFCC) Associated Student Body President, questioned if it were possible to track momentum points when students identify their major. While it is possible, Ms. Pam Praeger, SFCC President, noted that students change majors often and that campuses need to ensure correct codes are being used.

Ms. Carla Naccarato-Sinclair, Association for Higher Education (AHE) representative, mentioned that legislators need to be educated that students can be successful without a degree. Chairwoman Landa-McVicker agreed that CCS needs to take the opportunity to share and educate our legislators that success is measured in more ways than just degrees.

Trustee Piper commented on web of inclusion at CCS and challenged everyone to identify and communicate trends in these certain areas.

Dr. Johnson commended everyone within the district for working together to highlight student success. She also thanked the Board for their interest and their questions. Regular updates will be provided.

Ms. Praeger highlighted the Tipping Point information outlined in the PowerPoint presentation and suggested that the research behind these points could be used to educate policy makers.

ANNUAL FINANCIAL REPORT

Copies of the *2009-2010 Financial Report* were distributed and reviewed. Ms. Lynn Holmes, District Director of Fiscal Services, showed a PowerPoint presentation and provided an overview of the annual financial statements and supplementary schedules for fiscal year ending June 30, 2010.

Dr. Johnson shared that the financial report demonstrates that CCS has been well managed. That tradition of supporting and protecting its employees and investing in strategic areas will continue. Additional information will be provided to the Board when the March revenue projection is received from the State. Dr. Johnson mentioned that she will request the Board consider holding a budget work session to review all the material.

Chairwoman Landa-McVicker commented on the importance of having the budget discussion in conjunction with student success.

AHE/WFSE REPORTS

- a. Washington Federation of State Employees: Ms. Jo Lynne Sherman, WFSE representative, reported that the negotiation team will be going back to the table early February. Classified staff members have been identified to serve on the Chief Financial Officer screening committee. Rod Larse, SFCC IT Manager, will be serving on the Lean Committee. The SCC classified staff chili cook off is scheduled for January 28, at 11:30 a.m. in the Lair.
- b. Association for Higher Education: Ms. Naccarato-Sinclair reported that faculty members are very busy. There are two taskforce groups in progression: 1) parking and 2) five-year academic calendar. AHE continues to work with campus administrators to problem solve issues.

Legislation is currently in session. The Governor's proposed budget reductions in salary, retirement contributions, and health care benefits were discussed. Union representatives met with Charlie Earl and others from the SBCTC regarding the legislative strategy. Specific topics of discussion included maintenance of the Community and Technical College budget, Department of Education proposal, campus closures verses consolidations, efficiency study, student achievement initiative, policy on incremental increases, and concerns about the budget impact to professional/technical programs.

Ms. Naccarato-Sinclair stated that additional meetings will be held to better coordinate efforts. She will be in Olympia later this afternoon for the Senate Ways and Means higher education hearing. Ms. Naccarrato-Sinclair will also be participating on the faculty panel for the House higher education committee work session to review funding and its impact on colleges and students.

A higher education coalition is being formed. Washington State University and University of Washington will be funding the two individuals putting together the coalition and working with the legislature.

Chairwoman Landa-McVicker mentioned that the Board will begin receiving legislative updates starting later this week and encouraged Board members to watch their e-mails. Trustee Piper reported that Senator Michael Baumgartner and Representative Susan Fagan attended the CCS student and legislator recognition reception event in December and learned more about CCS and its students.

INSTITUTION REPORTS

- a. Institute for Extended Learning: Mr. Brian Briggs, IEL faculty representative, shared an e-mail from Mr. Ron Pearson, faculty member at the Airway Heights Correctional Center, that described the upholstery vocational program offered at the prison and showed pictures of two chairs that were recently completed and sold to the Salvation Army. Mr. Briggs announced that there would be a career day activity scheduled on February 23, in the Adult Education Center located on Monroe and followed by the Career Gear lunch and fashion show/clothing give away at noon in the IEL Lodge. The IEL has a new staff and student literary magazine called *The Mag*. Copies will be brought to the next Board meeting. Two IEL faculty members – Judy Campbell, and Kathy Laise – were recognized as Star Faculty in the November 2010 Centers of Excellence publication. It was noted that Judy Campbell co-authored the IEL's Learning Disability Handbook, which is now posted on the Intranet. Mr. Briggs also read a letter from an IEL graduate who is now at Whitworth University studying for a BA degree in education.

Ms. Dawn Chavez, IEL classified staff representative, shared that staff at all the Centers are busy serving students. Mentorship and continuity of movement were discussed in relation to student progression. Details about the Career Builder program were provided, and a student success story was shared.

Mr. Scott Morgan, IEL Chief Operations Officer, acknowledged the Foundation for the basic skills scholarship that was created to help cover GED testing fees. He also announced the IEL annual Bowl for Literacy event, which is scheduled for February 21, from 9:30 a.m. to 12:30 p.m. at North Bowl, 125 W. Sinto. The cost is \$30 per person. Proceeds will go toward the GED student testing fees and scholarships.

Spokane Falls Community College: Mr. George Suttle, SFCC Faculty representative, briefly shared about an incident on campus that have faculty concerned about a student who is perceived as a threat. It was mentioned that the current policy does not provide adequate communication to involved parties and suggested that the policy be reviewed and/or updated. Security personnel are stretched thin, and faculty are concerned about the lack of evening escorts. Mr. Suttle also announced

that Ms. MaryAnn Sharkey was selected as the recipient of the 2011 Distinguished Educator Award by the American Physical Therapy Association. The award will be presented to Ms. Sharkey during the annual Combined Sections Meeting in New Orleans on February 11, 2011.

Mr. Bever asked if the Board policy on security had been reviewed. Ms. Maureen McGuire, Assistant Attorney General, clarified that the policy had not been reviewed in recent history; however, Mr. Roger Bragdon, former Spokane Police Chief, has been very involved in a district-wide analysis of security and emergency management. In addition, Ms. McGuire reported that the Student Conduct Code had been amended several years ago, but CCS is currently in the process of reviewing the material again.

Chairwoman Landa-McVicker requested additional information about the Welty Grant. Mr. Suttle provided some historical information about the purpose of the grant and the awarding process. This year's joint SFCC/IEL proposal on systemic change in diversity education was recently awarded the grant.

Mr. Alec Stannard, SFCC Student Body President, reported that some student senators were released from their positions since they fell below the required GPA level; however, five student staff members received above a 3.7 GPA last quarter. Representatives from student government participated in the network academy to learn more about the legislative process and how community colleges are connected at the state level. Four students are scheduled to attend the strategic planning focus group meeting this week. Due to increased security concerns, four students went through the security training process in order to better support the security department. Mr. Stannard also shared the following student government winter quarter goals: communicate with more students through Facebook, follow up with student success participants, and meet with staff from the CCS Foundation office to learn more about the services they provide.

Ms. Pam Praeger, SFCC President, provided an update on the college success events at the SFCC campus. Budgets and tenure/annualized positions are being reviewed. A self-assessment to evaluate development education in reading and writing was completed, and SFCC received certification and accommodations from the National Association for Development Education (NADE). Representative from *The Communicator*, SFCC student newspaper, met with Anne Tucker and others throughout the district regarding the distribution of transfer guides to students. Other outcomes of operating as a district were shared. Ms. Praeger also addressed the security concerns that were expressed and stated that several meetings with the student have been held and that Spokane Mental Health has been involved. Appreciation for Ms. Ronda Hain, IEL mental health counselor, and the help she provided the student was expressed.

Ms. Naccarato-Sinclair acknowledged that policies and procedures are in place; however, implementation and communication need to be improved. Employees filing concerns need to be kept informed. Mr. Briggs questioned if the student identity and the nature of the concern were being shared with the other units. Ms. Praeger clarified that the issue was confined to the SFCC campus but that the process was under review. Dr. Johnson acknowledged the concerns of the Board and faculty members regarding this issue and stated that this area will be closely examined and improved or redesigned.

- b. Spokane Community College: Ms. Angela Wizner, SCC Faculty representative, reported that the other representatives addressed her concerns about safety and overloaded classrooms. Ms. Wizner acknowledged Mr. Dennis Dunham, District Director of Facilities, who is a product of Spokane Community College. The community-wide Martin Luther King Jr. celebration was discussed, and Dr. Johnson's three-minute speech was highlighted. Board members; administrators; Ms. Kitara McClure, SCC Multicultural Director; student clubs/organizations; and others were thanked for their support and participation.

Mr. Jorge Guerrero, SCC Associated Student Government (ASG) President, reported that student government has moved to the first floor of the Lair building. The ribbon-cutting ceremony is scheduled for January 25, at 11:30 a.m. with a reception immediately following. Mr. Justin Perry, student in the water resource program, has filled the new Associated Student Council Director of Sustainability position. Mr. Perry is coordinating with the Phi Theta Kappa Honor Society and the sustainability conference, which is also scheduled on January 25, at 2 p.m. The ASG Constitution is currently being revised and should be completed by the end of winter quarter.

Dr. Joe Dunlap, SCC President, reported that the Jenkins Wellness Center dedication ribbon cutting ceremony is scheduled for February 8, at 2:30 p.m. Mr. Hobart Jenkins, SCC's second president, will be in attendance with his family. Programs have moved into the building, and the building is in operation. Mr. Dunham, the facilities team, Mr. Rod Ramer, CCS purchasing manager, and the purchasing team were acknowledged for their work in getting the building ready and operational. SCC has exceeded its enrollment target for this quarter and will continue to add apprenticeship FTEs throughout the quarter. Mr. Dunlap thanked the trustees for attending the Martin Luther King Jr. celebration on campus last week. A dental accreditation in-briefing was held this morning. The unofficial out-briefing is scheduled for tomorrow and is expected to go well. Dr. Dunlap stated that accreditation is not required for this program, but SCC determined it was important and decided to pursue. Ms. Mary Harnetiaux, Communications Manager,

documented the history of SCC. This information is now posted on the SCC website. Dr. Dunlap highlighted some upcoming events and welcomed the Board to attend. While the counseling department was not included in the student services review process, the counselors prepared a proposal to review its operations in order to become a more efficient part of the organization.

CHANCELLOR REPORT

Dr. Christine Johnson stated that formal reports will be provided on student performance measures – including nursing licensing exam rates; professional development opportunities for employee groups; and accreditation reports on the variety of programs with external accreditation and the steps taken to anticipate any issues that may come up.

Dr. Johnson shared that strategic planning focus groups have begun for students, employees, business and employers, K-12 partners, educational leaders, and general community members. Information will be presented to the strategic planning team and then to the Board.

Community Colleges of Spokane has contracted with Lean Enterprise Network to better streamline practices such as student admissions and registration. A number of employees across every sector will be trained.

Dr. Johnson will be out of the office most of next week for Trustees Association of Community and Technical Colleges (TACTC) and Washington Association of Community and Technical Colleges (WACTC) meetings.

Photographs of the Student and Legislator appreciation reception event that was held in December were shown. Chairwoman Landa-McVicker commented on the reception and how much the legislators enjoyed the event.

BOARD REPORT

Trustee Greg Bever expressed his appreciation for the individuals who fixed the sound system at the IEL Lodge. Mr. Bever also discussed the community-wide and SCC Martin Luther King Jr. events.

Trustee Ben Cabildo shared that the Spokane Tribal Council is focusing on economic development and has many projects in surrounding area. As an appointed non-Indian board member, Mr. Cabildo stated the council's concern regarding the lack of skill and education for its 2700 tribal members. Community Colleges of Spokane has an opportunity to collaborate and partner with the Council.

Trustee Bridget Piper shared her excitement about CCS contracting with Lean Enterprise Institute and shared her experience with the company. Ms. Piper

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congratulated Chefs Doug Fisher and Robert Lombardi for being inducted into the American Culinary Federation's American Academy of Chefs.

Chairwoman Carol Landa-McVicker reminded people to forward event information to Linda Graham so the Board calendar can be updated. Strategic planning team members were encouraged to talk to their constituents. Consequently, Carol encouraged Board members to provide her with any feedback on questionnaire she provided.

EXECUTIVE SESSION

An executive session was not held.

ADJOURNMENT

Chairwoman Landa-McVicker adjourned the meeting at 12:25 p.m. No further action was taken.