

Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
July 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, Joe Dunlap, Pam Praeger, Scott Morgan, Jim Minkler, Rebecca Rhodes, Terri McKenzie, Amy Lopes-Wasson, Greg Stevens, Anne Tucker, Janet Gullickson, Maureen McGuire, Carla Naccarato-Sinclair, Angela Wizner, George Suttle, Brian Briggs, Jo Lynne Sherman, Brenda Martinson-Smith, Dawn Chavez, Maria Delane, and Linda Graham (recorder).

Guests: Patty Allen, Chris Cary, Chrissy Davis, Dennis Dunham, Carmen Green, Tony Higley, Jenny Houck, John Huffstutter, Rebecca Rhodes, Patci Ryan, and Ben Wolfe.

CELEBRATING STUDENT SUCCESS: STUDENT TRANSITIONS

Dr. Rebecca Rhodes, Vice President of Instruction for the Institute for Extended Learning (IEL), provided background information on the challenges students face and the transition programs being offered to help build confidence and move students further and faster toward their goals. Dr. Rhodes introduced Mr. Ben Wolfe, IEL Institutional Research Manager; Ms. Jenny Houck, College Prep instructor; and Mr. Chris Cary, College Prep instructor.

Copies of the *Transition Programs, A Comprehensive Look, 2010-11 Report* were distributed and reviewed. Mr. Wolfe showed a PowerPoint presentation highlighting data from the Change Point (aka Displaced Homemaker), Career Builder, I-Best, ESL Transitions, and College Prep programs. Trustee Cox asked why men are not transitioning as well as women. Mr. Wolfe indicated that he wasn't sure of the reason but that this would be an area to research and to identify needed support services. Dr. Christine Johnson, Chancellor for Community Colleges of Spokane (CCS) explained that the data is consistent with the national trend.

Trustee Cox noted a difference between the first quarter GPAs and the completion rates and requested clarification. Mr. Wolfe clarified that students who transition to college often experience some success, but they often do not make it to the tipping point. Ms. Carla Naccarato-Sinclair, Association for Higher Education (AHE) representative, noted that many ESL students may actually have a higher transfer rate many students often transfer after receiving 30 college credits. Ms. Pam Praeger, Spokane Falls Community College (SFCC) President, also stated that many students gain employment after learning English.

Trustee Bridget Piper requested additional information on the pre-IBest program. Dr. Rhodes clarified that this program helps bridge students enrolled in college classes by raising expectations, developing proper study skills, and creating accountability. Chairwoman Carol Landa-McVicker thanked Mr. Wolfe for the data

Faculty members Ms. Jenny Houck and Mr. Chis Cary shared student success stories. Trustee Cox questioned if CCS will be able to sustain the research that has gone into today's presentation. Mr. Wolfe was thanked for preparing the data and was identified as one of the key individuals who will help with future data needs. Trustee Bever stated appreciation for the report and expressed gratitude for the work of those in the programs that contribute to student success. Chairwoman Landa-McVicker questioned the sustainability of these programs with current budget reductions. Mr. Scott Morgan, IEL CEO, addressed the impacts to the programs and the changes that have been made to compensate. Mr. Morgan stressed the importance of the transition programs to the IEL. Dr. Johnson thanked the IEL representatives for the report and noted that the framework for everything CCS does will be based on the strategic plan and student success. Further research and analysis will continue.

BREAK

The meeting recessed at 9:10 a.m. due to technical difficulties and reconvened at 9:17 a.m.

CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

The Board of Trustees of Washington State Community College District 17 held a regular meeting in the Institute for Extended Learning Lodge, 3305 W. Fort George Wright Drive, Spokane, Washington, on Tuesday, July 19, 2011. Chairwoman Carol Landa-McVicker called the meeting to order at 9:17 a.m., followed by the Pledge of Allegiance and roll call.

INTRODUCTIONS AND OPEN MICROPHONE

Ms. Maureen McGuire, Assistant Attorney General, introduced Mr. Benjamin Lenne, an intern from France. Dr. Joe Dunlap, Spokane Community College (SCC) president, introduced Ms. Robin Young, new SCC registrar. Dr. Dunlap also announced two new interim deans – Mike Lenker for Enrollment Services, and Christy Doyle for Health and Environmental Sciences – began on Monday. Dr. Christine Johnson, Community Colleges of Spokane (CCS) Chancellor announced that Mr. Keith Foster has been hired as the new Chief Financial Officer and will begin his duties later this week.

APPROVAL OF MINUTES

The minutes were amended to reflect the proper spelling of Terri Armstrong's name on Page 4, and Trustee Piper's name on Page 7. It was moved by Trustee Don Cox and seconded that the minutes for the June 21, 2011, regular meeting be approved as amended.

No. 11-16; 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 Cox questioned if design bids for the new buildings are coming in at the 15 percent reduction level. He also asked if CCS would be destroying the old buildings if they had been built according to Leadership in Energy and Environmental Design (LEED) standards. Mr. Dunham discussed the removal of the trailer and buildings on the SCC and SFCC campuses and stated that the structures are no longer economical to maintain.

Lean

Dr. Janet Gullickson, Chief Academic Officer, acknowledged the Lean Redesign Team; Dr. Terri McKenzie, SCC Vice President of Student and Instructional Services; Ms. Amy Lopes-Wasson, IEL Vice President of Student Services; Mr. Steve Bays, SFCC Associate Dean of Enrollment Services; Ms. Chrissy Davis Jones, SFCC Associate Dean of Student Success, Counseling and Advising; Dr. Johnson for her clear directive and unwavering support; and the Presidents/CEO for their commitment to the progress. Front line staff members were also recognized as well as external partners Mr. Mike Schneider and Ms. Sarah Stuart from Impact Washington.

Dr. Gullickson introduced Ms. Carmen Green, SCC Counselor, and Ms. Davis Jones who showed a PowerPoint presentation highlighting the goal of redesigning student services, the process that was used, and the next steps.

Trustee Cox asked if students are able to take classes at both campuses without having to go through additional steps for admission/registration. Dr. Gullickson clarified that students will only need to apply and test at one campus; however, they will need to complete a standardized change form to indicate the move between campuses. While the mechanics have been addressed, procedures will need to be aligned.

Trustee Greg Bever complimented Mss. Green and Davis Jones on the outstanding presentation and stated that change is difficult but huge for students. Trustee Bever also expressed his appreciation to the front-line staff for taking on this project, but noted that more work is needed and encouraged them to write out and evaluate their processes. Trustee Bridget Piper agreed with Trustee Bever and congratulated those who took part in the process.

Chairwoman Landa-McVicker noted that redesigning student services is a significant endeavor and thanked those who have done the work.

Ms. Carla Naccarato-Sinclair requested clarification on financial aid and dual enrollment. Dr. Gullickson clarified that students can take a class at all three units without having to complete different application forms. The financial aid office has

standardized its processes and forms so students do not need to complete additional forms. There is a process for notifying the federal government of enrollment changes.

Trustee Cox stated amazement of what has been accomplished in one year. Dr. Johnson expressed her gratitude and noted how employees have lived the Board's values. Dr. Johnson also concurred that there will be more work ahead.

HEAD START/EARLY HEAD START PROGRAM FOR 2011-12

Chairwoman Landa-McVicker provided an overview of the Board's responsibility regarding the Head Start/Early Head Start (HS/EHS) program and her role as the Board liaison to the HS/EHS Policy Council.

Ms. Patty Allen, District Director of Head Start/Early Head Start (HS/EHS), provided an overview of HS/EHS (see Tab 3A) that highlighted such topics as governance, functions on the HS/EHS Policy Council, strengthening the Board's knowledge, Federal Review non-compliance findings, program facts, and the status of the HS/EHS Federal Review Report.

Trustee Cox questioned the possibility of changes in federal regulations regarding program elements being contracted with community colleges. Ms. Allen stated that Educational Service District (ESD) 101 was awarded a contract to serve the rural/mead area and that CCS is working with them on boundary issues. There have been conversations at the state and federal level about a universal pre-kindergarten. Trustee Landa-McVicker stated that having HS/EHS in a college setting is unique. Many Head Start sites have their own board. There is also a trend to include pre-kindergarten into elementary schools. It was noted that CCS serves children and helps parents be better citizens.

The findings of the HS/EHS Federal review were reviewed and discussed. The department is working with the Human Resource department to fix the two areas of noncompliance pertaining to staff performance appraisals and staff and volunteer health. A follow up visit by the Regional 10 Specialist is expected in October.

Copies of the *Head Start & Early Head Start Continuation Grant Budget Summary* were distributed and reviewed. Ms. Allen provided an update on the status of the HS/EHS strategic plan, program goals and objectives, program options, training and development, 2012 federal funding, and considerations for fiscal year 2012.

Trustee Bever noted that the budget summary did not show changes from the previous year and asked for clarification. Ms. Allen stated that retirement changes impacted the budget. The supply line item was also reduced. Part-time and full-time staffing levels remained consistent. Trustee Cox clarified that pension changes are reflected in the benefit line item.

Trustee Cox moved and it was seconded that the continuation grant application for Head Start and Early Head Start funding for the 2011-12 fiscal year be approved as presented.

No. 11-17; motion carried

BREAK

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

APPROVAL OF TUITION AND FEES FOR 2011-2012

Mr. John Huffstutter, District Director of Budget and Administrative Services, shared that the Tuition and Fee Schedule that was approved during the June 2010, had the incorrect S&A fee rate of \$8.80 listed. The correct rate is \$8.88.

Trustee Piper moved and it was seconded that the Tuition and Fee schedule as corrected, including the corrected S&A fee rate, be approved as presented.

No. 11-18; motion carried.

APPROVAL OF OPERATING BUDGET FOR 2011-2012 / RELEASE OF 1% RESERVE

Mr. Huffstutter provided background information related to the operating budget and showed a PowerPoint presentation highlighting the 2010-11 and 2011-12 budget comparisons and the 2011-12 initial operating budget.

Mr. Greg Stevens, Chief Administrative Officer, introduced CCS budget analysts Karen Johnson, Daniel Whye, Dennis Eaker, and Bill Sackville-West. Mr. Stevens discussed PowerPoint slides outlining the Administrative Services budget reduction summary and strategy. Reductions in each area were highlighted, and position eliminations were discussed. Trustee Cox questioned if all eliminated positions were voluntary. Mr. Stevens clarified that two people were laid off in Administrative Services effective July 1, 2011. Ms. Naccarato-Sinclair requested information on an open position in the athletic department. Mr. Stevens shared that the new position will be split between the two campuses. Due to unfilled vacancies, departments may not be as responsive to employee inquiries. Ms. Naccarato-Sinclair asked if there will be a designated person to address benefit questions. Mr. Stevens indicated that Sandy Wentz is the appropriate person to contact for benefit information. The Human Resource Office Function List is also posted on the CCSnet. Ms. Naccarato-Sinclair mentioned that there may be a high demand for retirement information since PERS is now an option for faculty not just TIAA CREF. Trustee Landa-McVicker questioned if CCS has an orientation program for new employees. Mr. Stevens indicated that new employees go through an orientation session within 30 days of hire. Trustee Cox questioned what PERS option is being offered. Mr. Stevens indicated PERS 3.

Mr. Dunham discussed the facilities 2011-12 budget and reduction strategies that were highlighted in the PowerPoint presentation. Since 2009, the facilities department has eliminated 19 positions. Trustee Cox indicated the loss of these positions will affect building cleanliness and preventative maintenance. Since students often select a school based on appearances, these reductions could have an impact on enrollment. Trustee Cox praised facilities staff for the work they have done. Trustee Bever stressed the need to provide an attractive and safe environment. Ms. Angela Wizner, SCC faculty representative, indicated that faculty members have complained about feeling sick after being in certain buildings/rooms. Mr. Dunham clarified that facilities staff try to address issues as soon as possible and provided an example of how Building 18 on the SFCC campus met code when it was built but the codes have since changed to include more air exchange. A three-phase project is addressing the new codes for airflow; however, these projects require funding. Mr. Dunham also discussed reduction in capital funding for 2011-13 projects.

Dr. Joe Dunlap, SCC President, discussed the PowerPoint presentation highlighting SCC's budget reduction history, budget process, considerations and concerns, 2011-12 budget, and budget reduction impacts. Dr. Dunlap explained that liberal arts has greater flexibility and is less expensive. SCC will continue its focus on professional/technical programs; however, its program mix will differ slightly. Dr. Dunlap thanked faculty members who were able to increase their teaching loads. Trustee Bever questioned how reductions affect programs. Dr. Dunlap clarified that vacant positions in instructional areas will not be filled. Regarding the one-year program that was cancelled as part of the reduction strategy, Trustee Cox asked how returning students will be redirected. Dr. Dunlap clarified that all of the students in the one-year program have completed the program so they will not be impacted by the cancellation. Trustee Cox noted that students will be paying more for their education. Ms. Naccarato-Sinclair questioned the number of separations and expressed her hope that money be allocated to other programs not just to liberal arts and that the administration will give special consideration for technical programs with good placement rates. Trustee Landa-McVicker encouraged administration to continue looking at low-enrollment programs.

Ms. Praeger discussed the PowerPoint presentation highlighting the SFCC budget building philosophy and strategies/assumptions, budget building process, 2011-12 initial budget allocation build-up, 2011-12 budget reduction strategies, and budget impacts. Trustee Bever asked if all telecourse classes are being eliminated and how the campus plans to accommodate students. Ms. Praeger clarified that telecourse offerings have been diminishing district wide. The campus will offer online or onsite classes to accommodate students. Trustee Cox expressed concern that students in rural areas may be impacted by the elimination of telecourse offerings. Ms. Praeger and Ms. Naccarato-Sinclair clarified that both the IEL and SCC have stopped offering telecourse classes and have opted for online classes.

Mr. Scott Morgan, IEL CEO, discussed the PowerPoint presentation outlining the IEL budget, operating budget by program, legislative budget, IEL program cut summary and the IEL commitment of local funds. Trustee Landa-McVicker expressed appreciation for the work that has been done and noted the upcoming challenges.

Trustee Greg Bever moved and it was seconded that the Board of Trustees of Washington State Community College District 17 adopt the initial CCS Operating Budget for 2011-12, effective July 1, 2011, as presented; authorizes the administration to reduce operating reserves to 4 percent; and authorizes the administration to accept additional allocations and adjustments during the fiscal year.

No. 11-19; motion approved

CCS FOUNDATION AWARD RECIPIENTS

Saling

Mr. Tony Higley, CCS Foundation Executive Director, recognized Ms. Patcy Ryan, CCS Foundation Grants Coordinator, and provided some background information on Mr. Saling and the Endowment Fund. Ms. Ryan announced Ms. Debra Alley, SCC Executive Assistant to the President, and Ms. Virginia Tomlinson, SCC Dean of Arts and Sciences, as the 2010-11 award recipients. Each will receive a \$1000 award. The foundation will also make \$1,000 retroactive awards to Mr. Denny Glass, IEL Program Manager, and Ms. Monika Zeller, SFCC Executive Assistant to the Vice President of Learning, as the 2009-10 recipients.

Exceptional Faculty

Mr. Higley provided background information on the Exceptional Faculty Award Endowment Fund and acknowledged Spokane Teachers Credit Union (STCU) as a main contributor. This year, nine \$1,000 awards will be issued for the 2010-11 academic year. Ms. Ryan discussed the nomination process and identified the following recipients:

- SCC: Ms. Erin Clason, Mr. Doug Nelson, and Barbara Rielly
- IEL: Jenny Houck, Robert (Mike) Hunley, Suzanne McCurdy
- SFCC: Heather Keast, KayDee Steele, Josh Westermann

Ms. Ryan thanked the committees for their work in selecting the recipients. Formal letters will be sent to all recipients and nominees.

Trustee Don Cox moved and it was seconded that the Board of Trustees approve the granting of Exceptional Faculty Awards for the 2010-11 academic year as recommended by the committee.

No. 11-20; motion approved.

**STUDENT SUCCESS BOARD DISCUSSION: HIGHLIGHTS OF GOVERNANCE
INSTITUTE FOR STUDENT SUCCESS**

Dr. Johnson shared that she and the Board recently attended a workshop sponsored by the Gates Foundation. Material will be reviewed and discussed during this afternoon's Board Retreat. CCS purchased *Making the Grade, How Boards Can Endure Academic Quality* books by Peter T. Ewell and distributed them to the cabinet and faculty senate.

AHE/WFSE REPORTS

Association for Higher Education (AHE)

Ms. Naccarato-Sinclair expressed appreciation for the recognition of faculty during today's Board meeting. She also mentioned that both Dr. Dunlap and Mr. Morgan have been sharing valuable budget information with their units and recommended they continue the practice.

Washington Federation of State Employees (WFSE)

Ms. Jo Lynne Sherman shared that union representatives have been working closely with the presidents/CEO to help employees affected by position eliminations. She also stated that the bargaining team will be meeting on August 9.

INSTITUTION REPORTS

Institution for Extended Learning

Mr. Morgan thanked the Board members for attending the IEL graduations and end-of-year celebrations. He also shared that 12 dozen employees participated in a campus cleanup event.

Ms. Dawn Chavez, IEL classified representative, shared that IEL employees will be staffing an information booth at the Hillyard Festival on August 5-7.

Spokane Falls Community College

A verbal report was not provided; however, Ms. Praeger submitted written highlights.

Spokane Community College

Ms. Brenda Martinson, SCC classified staff representative, shared that employees are looking forward to the staff conference on August 11-12, and the Fall Convocation scheduled for September 19. Ms. Martinson also noted that staff members are handling the changes on campus with grace and emotional intelligence.

Ms. Angela Wizner, SCC faculty representative, thanked both the counseling faculty for their work in putting students into proper classes and the instructional faculty for providing academic advising and keeping SCC on the cutting edge of knowledge. Ms. Wizner also acknowledged the AHE leadership and stated that Mr. Scott Satake, Ms. Naccarato-Sinclair, Dr. Dunlap and Dr. Johnson have provided exceptional leadership in difficult times. Ms. Wizner also thanked the Board for attending events and for changing the lives of students.

Dr. Dunlap shared that Dr. McKenzie's office will be relocated to the SCC Lair Building. Financial Aid has been moved to Building 14, and career counselors have

relocated throughout the campus. Dr. Dunlap thanked the Board for attending graduation ceremonies. In addition, Dr. Dunlap noted that the SCC Service Learning program created 81 new community partnerships and provided 3,560 hours of service to these community partners. Signatures are pending on the land transfer agreement for the Inland Northwest Aerospace Technology Center that is well underway.

CHANCELLOR REPORT

Dr. Johnson thanked the Board and CCS employees for great year. Dr. Johnson also acknowledged the administrative team who participated in a day-long retreat on July 12, that focused on implementing the strategic plan.

BOARD REPORT

There were no reports.

EXECUTIVE SESSION

The Board convened an executive session at 12:58 p.m. to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. Attendees included Carol Landa-McVicker, Greg Bever, Don Cox, Bridget Piper, Dr. Christine Johnson, Maureen McGuire, and Greg Stevens. The executive session ended at 1:05 p.m.

ACTION

Chairwoman Landa-McVicker reconvened the regular meeting at 1:07 p.m. Don Cox moved and it was seconded that Consistent with Board Policy 2.20.01 and Section 5 of Scott Morgan's employment contract, the Board increase the annual compensation of the IEL Chief Executive Officer to \$147,900, making permanent the on-going stipend for districtwide capital funding requests, and directs the Chancellor to implement this increase by signed addendum to that contract.

No. 11-21; motion approved.

ADJOURNMENT

The regular meeting adjourned at 1:10 p.m.

Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Special Meeting
July 19, 2011 – 1:30 p.m.
2010 W. Waikiki Road; Spokane, WA

Present: Carol Landa-McVicker (chair), Greg Bever, Don Cox, Bridget Piper and Christine Johnson.

CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

The Board of Trustees of Washington State Community College District 17 held a special meeting in the Spokane Country Club, 2010 W. Waikiki Road, Spokane, Washington, on Tuesday, July 19, 2011. Chairwoman Carol Landa-McVicker called the meeting to order at 1:30 p.m.

During lunch, the board conducted self-evaluations and discussed the Governance Institute for Student Success initiative.

EXECUTIVE SESSION

The Board convened an executive session at 3:30 p.m. to review the performance of a public employee. Attendees included Carol Landa-McVicker, Greg Bever, Don Cox, Bridget Piper, and Dr. Christine Johnson. The executive session ended at 3:55 p.m.

ACTION

Chairwoman Landa-McVicker reconvened the special meeting at 4:00 p.m. Trustee Greg Bever moved and it was seconded that the Board extend Dr. Christine Johnson's appointment as Chancellor of Washington State Community College District 17 for a term to run from July 1, 2011, through and including June 30, 2014, and authorizes the Chair to sign, on the board's behalf, a contract addendum reflecting this term.

No. 11-22; motion approved.

ADJOURNMENT

The special meeting adjourned at 4:05 p.m.