

Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
June 21, 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, Janet Gullickson, Maureen McGuire, Greg Stevens, Anne Tucker, Alex Roberts, Brian Briggs, Carla Naccarato-Sinclair, George Suttle, Angela Wizner, Dawn Chavez, Robbin Hansen, Jorge Guerrero, Mike-Jones Thames, Alec Stannard, Maria Delane, and Linda Graham (recorder).

Guests: Jim Brady, John Huffstutter, Heather McKenzie, Gregory Roberts

CELEBRATING SUCCESS

Ms. Pam Praeger, Spokane Falls Community College President (SFCC), introduced Mr. Alec Stannard, SFCC Associated Student President, who showed a PowerPoint presentation highlighting the strategic plan for the SFCC Association Student Government. As outlined in Tab 0, specific topics that were addressed in the presentation included a brief history of student activities and student government merging into one cohesive unit, the student government handbook, mission, goal development and execution plans, objectives, and assessment measures.

Carol Landa-McVicker congratulated Mr. Stannard on the presentation and expressed the need for clubs and the leadership development they provide. Trustee Bever asked what the greatest challenge will be for student government in implementing the plan. Mr. Stannard clarified that the greatest challenge will be developing and implementing a data-driven process and stated that student government recently hired someone with some technical background who may be able to assist with this process. Mr. Bever thanked Mr. Stannard and the government leadership team. Trustee Cabildo congratulated Mr. Stannard for building an organized, powerful voice for students.

Mr. Stannard's discussed his involvement with the Washington Bus organization and his future educational plans at Gonzaga University. Dr. Johnson congratulated Mr. Stannard on the strategic plan and indicated that CCS grows strong leaders. Chairwoman Landa-McVicker thanked Mr. Stannard and recognized him for his

leadership role. Mr. Stannard thanked the Board and introduced Ms. Maria Delane, his successor. Ms. Delane introduced herself and recognized Mr. Stannard for his work.

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, June 21, 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

Dr. Johnson shared that institutional budgets and highlights from the 2010-11 academic year will be discussed at the July Board meeting. Chairwoman Landa-McVicker mentioned that the special budget workshop scheduled for June 15, 2011, had been cancelled due to lack of budget information from the legislature and State Board.

APPROVAL OF MINUTES

The minutes were amended to reflect Chairwoman Landa-McVicker as the co-chair of the Legislative Action Committee for the TACTC Board of Directors as noted on Page 2. It was moved by Ms. Bridget Piper and seconded that the minutes for the May 17, 2011, regular meeting be approved as amended.

No. 11-10; motion carried.

ADOPTION OF CCS STRATEGIC PLAN

Dr. Johnson requested the Board approve the Strategic Plan as outlined in Tab 2. Trustee Cox congratulated the district in having key performance indicators in each part of the strategic plan and noted his appreciation for the work of the staff in developing goals as well indicators. Dr. Johnson shared that the implementation of the plan will be a main area of responsibility for her direct reports. Dr. Johnson also recognized the strong support and direction of the Board. Chairwoman Landa-McVicker indicated that the Strategic Plan provided a good blue print for moving the institution forward. Trustee Cabildo thanked Dr. Johnson for leading the charge and taking the organization to the next level. It was moved by Trustee Greg Bever and seconded that the Strategic Plan be approved as presented with an effective implementation date of July 1, 2011.

No. 11-11; motion carried.

GOVERNANCE INSTITUTE FOR STUDENT SUCCESS OVERVIEW

In preparation for the Board's participation in the Washington State Governance Institute for Student Success (GISS), Mr. Mark Macias, Managing Director of Institutional Research, showed a PowerPoint presentation that highlighted the GISS purpose, data source, cohorts, measures, and sample data.

Trustee Bever noted that CCS seems to have a high number of students transferring without degrees. Mr. Macias and Ms. Praeger shared some background information regarding this issue. Dr. Janet Gullickson, Chief Academic Services Officer, shared that CCS is sharing data with other institutions to see how well these students are achieving. Chairwoman Landa-McVicker clarified that CCS is establishing data-sharing agreements with both K-12 and higher education partners. Trustee Cox indicated that students may be transferring to four-year universities early in order to meet departmental requirements that do not parallel with two-year degrees. Trustee Bever discussed Eastern Washington University's AA degree requirement for admission and the impact this change may have on students. Ms. Praeger discussed the importance for both curriculum committees to work together to develop a comprehensive Associated of Arts Direct Transfer Agreement.

Chairwoman Landa-McVicker questioned why students are taking longer to receive their degrees. Mr. Macias discussed how the average completion rate has increased and that 30-40 percent of the student population is part-time. Dr. Johnson discussed how more students are attending college on a part-time basis due to tuition increases and indicated that CCS may need to create modular achievement, stacked certificates and degrees. Trustee Cox stressed the importance of educating legislators and the community on the issues regarding basic skills achievement "tipping points." Chairwoman Landa-McVicker encouraged students to communicate with their legislatures. She also clarified that all members of the CCS Board will be attending the GISS meeting, which is being funded by the Gates Foundation.

TUITION AND FEES FOR 2011-2012

Mr. Huffstutter shared that the State Board for Community and Technical Colleges (SBCTC) is scheduled to adopt a 2011-12 tuition schedule during its June 22-23, meeting that is based on the legislatively-approved 12 percent tuition increase. At CCS, this change results in an annual increase of \$386.85 (\$128.95 per quarter) for a full-time resident student enrolled in 15 credits per quarter. The proposed schedule outlined in Tab 4, Attachment i, was reviewed. Chairwoman Landa-McVicker asked how the waivers are established. Mr. Huffstutter clarified that waivers are authorized by the legislature and the SBCTC. Trustee Cox provided a brief legislative overview of

the Washington Administrative Code (WAC) and Revised Code of Washington (RCW) that govern the waiver process.

Trustee Cox moved and it was seconded that the tuition increase be conditionally approved. Any adjustments made by the State Board to the draft tuition schedule will be brought back to the Board for approval before the schedule is published or implemented.

No. 11-12; motion carried.

Mr. Huffstutter showed a PowerPoint presentation summarizing the 2011-12 Lab and Course Fees. Proposed changes for 2011-12 and 2012-13 outlined in Tab 4, Attachments iv and v, were reviewed. If approved, the 2011-12 fee increases would take effect July 1, 2011. Specifically noting the fee increases in cosmetology, Trustee Cabildo asked if CCS was still competitive. Dr. Johnson stated that CCS is far more competitive than private institutions and clarified that the State does not pay full educational costs. As a result, students are required to pay a portion of the expense. It was also noted that proprietors have much higher fees than that of the State. For those who qualify, financial aid is available to help offset unmet needs.

Ms. Angela Wizner, SCC Faculty Representative, shared that faculty members often spend money out of pocket in order to keep costs down. Chairwoman Landa-McVicker encouraged CCS to partner with the community. Dr. Joe Dunlap, Spokane Community College (SCC) President, shared that business and industry contribute tools to help offset expenses to professional and technical programs. With technical costs going up, Trustee Cox expressed concerns that SCC may begin emphasizing transfer programs. Dr. Dunlap clarified that SCC is committed to its mission. While the program mix may change over time, there is no intent to move away from professional technical programs.

Trustee Cabildo asked if CCS has the resources needed to accommodate major changes to medical coding. Ms. Carol Riesenberg, SCC Vice President of Learning, and Ms. Terri Armstrong, SCC Dean of Health and Environmental Sciences, discussed the changes being made to the Health Information Management program to address coding and technology changes. Trustee Cabildo noted that this program could generate revenue and asked if SCC plans to partner with private industry. Ms. Armstrong explained that this topic is being discussed. Dr. Johnson also clarified that revenue-generating ideas will be addressed as Continuing Education is revamped.

Trustee Bever stressed the importance of training more health care workers. He also noted that fees should not be a barrier and encouraged CCS to engage the Foundation to support students entering health care careers. Dr. Johnson indicated that there are different models for supporting health care programs and that CCS will need to consider entrepreneurial options. Ms. Carla Naccarato-Sinclair shared that faculty and deans have done the best they can to keep costs down, but state funding is limiting the colleges' ability.

Trustee Cox moved and it was seconded that the Waiver and Lab and Course Fee Schedules be approved as presented, effective fall quarter 2011 through summer quarter 2012.

No. 11-13; motion passed.

BREAK

The meeting recessed at 10 a.m. and reconvened at 10:20 a.m.

ADOPTION OF SERVICES AND ACTIVITIES (S&A) FEE RATE INCREASE

Dr. Johnson commended Mr. Greg Stevens, Chief Administration Officer, Mr. John Huffstutter, and the budget team for their work and noted the need for tuition and fee increases. Mr. Huffstutter referred to Tab 5 and noted that the proposed 8 percent increase in Services and Activities (S&A) Fees is 10 percent below the maximum allowed by the SBCTC. Trustee Bridget Piper questioned the reduction in tutoring as indicated in Tab 5, Attachment ii. Ms. Praeger explained that Title III had previously paid this expense. With the grant ending, the college needs to begin institutionalizing the services. Ms. Praeger expressed her appreciation to the S&A committee for their consideration. Chairwoman Landa-McVicker requested that future S&A budget reports include previous year data as outlined in Tab 5, Attachment iii. Trustee Cox thanked the campuses for coming under the SBCTC's allowance.

Trustee Cox moved and it was seconded that the 2011-12 Services and Activities Fee (S&A) budgets and special projects be adopted as presented.

No. 11-14; Motion approved.

ADOPTION OF STUDENT TECHNOLOGY FEE BUDGETS FOR 2011-12

Mr. Huffstutter provided a brief overview of the Student Technology Fee and institutional spending plans based on available budget authority as outlined in Tab 6. Since the guidelines allow instructional materials to be included in these budgets,

Trustee Bever recommended that the terminology be changed. Trustee Cox thanked Mr. Huffstutter and the college staff for transparency and thoroughness in this process.

Trustee Piper moved and it was seconded that 2011-12 student technology fee budgets for Spokane Community College, Spokane Falls Community College and the Institute for Extended Learning be adopted as presented.

No. 11-15; Motion approved.

2011-12 OPERATING BUDGET FOR COMMUNITY COLLEGES OF SPOKANE

Mr. Greg Stevens showed a PowerPoint presentation highlighting historical analysis of budget-related impacts on students and employees and reviewed the major provisions of the legislatively approved 2011-13 operating and capital budgets for the community and technical colleges system as outlined in Tab 7.

The SBCTC will be meeting later this week and is expected to adopt a 12 percent tuition increase. Dr. Dunlap provided some background information on the Student Achievement Initiative. It was also noted that the funding for the Life Transitions Program has been eliminated. Mr. Scott Morgan, Chief Executive Officer will address program changes at a future meeting.

Chairwoman Landa-McVicker questioned who implements tuition levels for Running Start students. Dr. Johnson shared that the colleges are allowed to establish these rates. Trustee Cox provided background information on how costs were to be shared with the high schools and the challenges with the process. Ms. Praeger shared that the SBCTC had once recommended that tuition for Running Start students not be increased to the 10 percent level and explained that the odd number of credits Running Start students can take while attending high school classes can create a billing challenge.

Mr. Stevens discussed the changes in compensation and benefits and clarified that CCS can accomplish the 3 percent salary reduction through permanent and temporary layoffs, reduced work hours, vacancy savings, and salary reductions. Faculty increments and the 6 percent cap on pension contributions were also highlighted.

Capital funding has been secured for the General Classroom Building, a two phase building, at SFCC; however, the allocation for this project has been reduced 15 percent. It was noted that Mr. Dennis Dunham, District Director of Facilities is less than confident that the work can be done at the reduced funding level and may need to

reconsider structural designs. The Matching Fund project for the SFCC stadium and athletic field was funded at \$758,000.

Employee compensation was compared with the Seattle district. Ms. Naccarato-Sinclair noted that faculty salaries decreased across the state. Cumulative position vacancies and eliminations were also reviewed. When positions are eliminated, CCS has worked very hard to place affected employees in different positions. To date, there have only been two employees who have been eliminated. Vacancies are being tracked and monitored.

Trustee Cox thanked Mr. Stevens and expressed his appreciation for the thoroughness and transparency of the report. Trustee Cox noted the quality of current facilities and questioned the impact these reductions will have on the campus grounds. Mr. Stevens explained that maintaining facilities will be a challenge. Mr. Dunham has tried to find efficiencies by investing in equipment, sustainable landscape, and new buildings that meet LEED standards; however, it will be necessary to reduce the cleaning schedule. The facilities department has established a maintenance schedule in order to reduce the number of equipment failures. Chairwoman Landa-McVicker acknowledged the facilities staff and the great work that has been completed. Trustee Piper recommended that the local legislators be educated on the impact of these budget decisions. Dr. Johnson stated that the colleges may be able to redesign some programs that were impacted by the budget. Ms. Robbin Hansen, SFCC Classified Representative, stated that students – especially veterans – have expressed appreciation for the facilities and campus surroundings.

AHE/WFSE AND COLLEGE STAFF REPORTS

- a. Ms. Carla Naccarato-Sinclair, Association for Higher Education (AHE) Representative, shared that she will be attending a SBCTC meeting in the next couple of days. Graduation ceremonies went without hitch. Faculty members are currently on a short break; however, some will have the summer off. Ms. Naccarato-Sinclair hosted a meeting on the SCC campus for faculty presidents in Eastern Washington. Many participants commented about the great campus, parking, and meeting facility in Building 7.
- b. Ms. Jo Lynne Sherman, Washington Federation of State Employees (WFSE) Representative, stated that shop stewards have been busy getting employees placed in different positions. Union leaders continue to meet with the chancellor and unit leaders.
- c. IEL: Ms. Dawn Chavez, IEL classified staff representative, stated that staff are busy preparing for the new academic year and are helping families get settled and students transitioned. Ms. Chavez thanked the board for attending graduations and

celebrations at the different IEL Centers and expressed appreciation, on behalf of the classified staff, for all the work the Board has done in navigating the district during these economic times. Staff and students participated in a House Build on June 13, during a Habitat for Humanity event. The IEL was given a certificate of appreciation.

- d. SFCC: Mr. George Suttle, SFCC faculty representative, discussed the art project in Building 4 and the recent dedication ceremony for the new Music Building. Ms. Robbin Hansen indicated that there currently isn't anyone available to replace her as president on the SFCC Classified Staff Council and recommended that staff be encouraged to participate. As a previous IEL employee, Ms. Hansen is happy to see former IEL students graduate from SFCC and on their way to four year universities. Ms. Hansen explained that statistics on the Service Learning program are currently being gathered.
- e. SCC: Ms. Angela Wizner, SCC faculty representative, mentioned that Drs. Johnson and Gullickson recently attended a faculty senate meeting. Ms. Wizner thanked Dr. Johnson for touring the SCC campus and meeting the faculty. Faculty are concerned about academic integrity in the midst of budget reductions, less class offerings for students, students taking longer to earn degrees, long waiting lines, students taking classes that do not relate to their program, and cuts in curriculum to address budget reductions. In summary, Ms. Wizner stated that the budget should not drive curriculum.

CHANCELLOR REPORT

Dr. Johnson thanked the Board and CCS employees and noted the graduations ceremonies were evidence of a great team.

BOARD REPORT

- Trustee Piper commented on the graduation ceremonies, the strategic planning process, and how well employees handled the transition of a new chancellor. Trustee Piper stated that she is looking forward to the years ahead.
- Trustee Cox thanked the Board for the card and plant. Mr. Cox attended the Newport and Pullman Center graduations. While the ceremonies at the IEL Centers may be smaller than the ones held on the campuses, the humbling and gallant stories of the students are very inspiring.
- Trustee Cabildo mentioned how proud he is of the CCS students. Mr. Cabildo attended several events that were organized and/or run by students and found them to be impressive and empowering. Mr. Cabildo also attended the IBest program graduation and evaluated student business plans for the Entrepreneurial Center and was very impressed.

- Chairwoman Landa-McVicker stated that regardless of the budget cuts, CCS is doing a great job and noted the IEL graduation, transition of IBest students, PACE end-of-year celebrations, Hall of Fame and sports banquets, and CCS's premiere athletic program.

EXECUTIVE SESSION

The board convened an executive session at 12:05 p.m. to receive and evaluate complaints or charges brought against a public officer or employees and to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. Attendees included Carol Landa-McVicker, Ben Cabildo, Don Cox, Bridget Piper, Dr. Christine Johnson, Maureen McGuire, and Greg Stevens.

The executive session ended at 12:40 p.m. with the regular meeting reconvened. No formal action was taken.

ADJOURNMENT

The regular meeting adjourned at 12:40 p.m.