

Minutes of the Board of Trustees Meeting  
Washington State Community College District 17  
Regular Meeting  
October 11, 2011 – 8:30 a.m.  
Institute for Extended Learning Colville Center  
985 S. Elm, Colville, WA

**Present:** Carol Landa-McVicker, Greg Bever, Bridget Piper, Ed Morgan, Christine Johnson, Joe Dunlap, Maureen McGuire, Scott Morgan, Pam Praeger, Keith Foster, Janet Gullickson, Greg Stevens, Dennis Dunham, Amy Lopes-Wasson, Brenda Martinson-Smith, Rebecca Rhodes, Sarah Stiffler

**Guests:** Donna Jo Smith, Tom O'Brien, Scott Price

**CELEBRATING STUDENT SUCCESS: RURAL WORKFORCE TRAINING**

Ms. Donna Jo Smith, Colville Center Manager, welcomed the Board to Colville and showed a PowerPoint presentation highlighting the Center's service area, core offerings/services, community partnerships, and its use of technology to serve students.

Mr. Tom O'Brien, Eastern Washington Partnership Workforce Development Council representative, continued the presentation and described the Council's service area, composition, partnerships, and past collaboration efforts with Community Colleges of Spokane (CCS). It was noted that 2000 people in the Colville area will soon be exhausting unemployment benefits.

Dr. Rebecca Rhodes, Vice President for Instruction at the IEL, provided background information on the community and shared that most students in the area do not have high-speed internet at home and must come to the Center. Poverty and unemployment rates in the area were also noted. The IEL is working closely with Mr. O'Brien to develop strategies that address such challenges as sparse populations, small employers, equipment/facilities, financial resources, and geographic distance. Dr. Rhodes also provided information on the Medical/Legal Office I-Best, Integrated Business and Entrepreneurship and the Millwright "Lite" programs that are being offered in partnership with SCC.

Mr. Scott Price, Faculty and Department Chair of Math and Sciences at the Colville Center, continued the presentation by discussing the Energy and Power Plant Operations pilot program being offered in partnership with Centralia College and Center of Excellence for Energy Technology. The IEL is also pursuing a similar partnership with SCC that focuses on waste water treatment.

Dr. Christine Johnson, CCS Chancellor, expressed her excitement about the innovation and partnerships taking place across the district and that student needs are driving

collaboration efforts. Dr. Johnson also encouraged campuses to share curriculum redesign.

Trustee Bridget Piper commented on the innovation and complemented the IEL for looking at the needs of the community. Trustee Piper also asked what could be done to address the lack of high-speed internet. Dr. Rhodes explained that more broadband access is being laid through Lincoln County, Davenport, and some areas up north.

### **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 Colville Center, 985 S. Elm; Colville, Washington, on Tuesday, October 11, 2011. Chairwoman Landa-McVicker called the meeting to order at 9:06 a.m., followed by the Pledge of Allegiance and roll call.

### **INTRODUCTIONS AND OPEN MICROPHONE**

Chairwoman Landa-McVicker introduced Dr. Ed Morgan and welcomed him to the CCS Board of Trustees. Trustee Morgan stated that he was pleased to be on the Board and provided background information about himself and his involvement with community colleges.

### **APPROVAL OF MINUTES**

It was moved by Trustee Greg Bever and seconded that the minutes for the September 20, 2011, regular meeting be approved as presented.

**No. 11-26; 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 noted that Building 8 on the SFCC campus has been removed. Buildings 4 and 12 are scheduled to be demolished in November. The grand opening ceremony for the new SCC Stannard Technical Education Building is scheduled for November 12, in conjunction with the Greater Spokane Incorporated (GSI) Manufacturers Expo.

It was also noted that the Early Learning Center (ELC)/General Classroom Building project will need to be redesigned since only 85 percent of the funding was allocated by the state legislature. Chairwoman Landa-McVicker questioned if funding for new capital projects could be eliminated due to current economic times. Mr. Keith Foster, Chief Financial Officer, and Mr. Greg Stevens, Chief Administrative Officer, indicated that funding could indeed be cut. Mr. Dunham stated that Community Colleges of Spokane (CCS) is on target for having building foundations set. Chairwoman Landa-McVicker questioned if grant money was available to help offset expenditures for the new ELC building project. Mr. Scott Morgan, Chief Executive Officer for the Institute

for Extended Learning (IEL) clarified that while grant funding for the Head Start/Early Head Start (HS/EHS) program is not being reduced, the funds have not be increased to cover such expenditures.

#### Budget and Expenditure

Mr. Foster referred to Tab 2b, Attachments i-iii, and indicated that spending is on target.

#### Head Start

Mr. Morgan referenced Tab 2c, Attachments i-iii, and reported that the HS/EHS program was fully enrolled. The fiscal year for the program ends October 31. Early Head Start is currently being funded separately from Head Start; however, changes are being considered for next year. The first policy council meeting is scheduled for the evening of October 11. Chairwoman Landa-McVicker clarified that the Board is the grantee for the HS/EHS grant.

#### **CCS STUDENT DATA**

Dr. Johnson provided background information on the Governance Institute for Student Success (GISS) workshop held June 26-28, 2011, discussed the Board's adoption of the new Strategic Plan, and shared a PowerPoint presentation highlighting student demographics, transitions and the fastest growing occupations in the CCS service area. The IEL was recognized for its work in retaining and transitioning students. During this academic year, CCS will be looking at programs and reviewing curriculum and degrees.

Trustee Bridget Piper noted that viticulture wasn't on the list and indicated that winemaking is a growing industry. Dr. Joe Dunlap, SCC President, clarified that the labor data looks at projected growth and future retirements. Changes in consumer demand, however, are often not included. Boeing's contract for additional tanker planes was provided as an example. It was also noted that there is also often a two-year lag since national data is collected.

Trustee Greg Bever encouraged CCS to continue looking at the healthcare industry for future opportunities. Chairwoman Landa-McVicker asked if advisory boards help in identifying needs. Dr. Dunlap clarified that advisory committees are made up of practitioners in key fields at the local level but are not often aware of national trends. Local information is, however, considered for student placements. Ms. Pam Praeger, Spokane Falls Community College (SFCC) President, provided an example of how the national trend did not show a gap in the occupational therapy field; however, Spokane did not have enough skilled workers available to fill current vacancies. SFCC needed to show viability for regional need in order to start the program. Chairwoman Landa-McVicker added that colleges are trying to prepare students for jobs that are not yet needed.

## **BREAK/TOUR**

The meeting recessed at 9:37 a.m. for a tour of the Colville Center and reconvened at 10:16 a.m.

## **BUDGET UPDATE**

Mr. Foster reported that the Governor called for a Special Session beginning November 28, to pass a supplemental budget that implements additional budget reductions. As highlighted on the third page of Tab 4, Attachment i, budget reductions are affecting many other states as well. As for CCS, 10-30 percent cuts are expected. While exact numbers will not be known until late December, CCS is currently in the process of planning and implementing reductions. Dr. Johnson reported that CCS has a solid budget planning history. The presidents/CEO at each unit will manage their own budgets and make necessary reductions. Since each unit has a different program mix and methodology, employees can often become confused as plans are implemented. In an effort to communicate directly with employees on budget matters, Dr. Johnson called a special meeting with all deans and department chairs to ensure everyone heard the same information and had an opportunity to ask questions.

While CCS cares about its students and employees, it cannot promise that jobs will not be impacted by future budget reductions. Dr. Johnson shared that CCS reduced units last year but saved many jobs by realigning staff. Many other colleges in the system were not as fortunate and eliminated positions. With additional budget reductions pending, a different approach will be needed such as consolidating functions/services and looking at class-size caps. Dr. Johnson stressed that continued collaboration will be needed.

As an example, over the last ten years, the facilities department has reduced its staffing level by 18 people but gained 300,000 feet of new space to maintain. Each grounds person is currently responsible for maintaining 51 acres. As a result, custodial service has recently been changed to focus on health rather than appearance. Employees are now asked to empty their own trash cans into centrally located bins. Classrooms will be cleaned every other day while offices will be cleaned once a week. Dr. Johnson noted that CCS will feel the pain in other classified and faculty areas with further budget reductions. Trustee Piper indicated that a clean environment is important in public relations and that every contribution helps.

Trustee Morgan shared that CCS has built a positive climate that will enable the units to get through these economic times. Dr. Johnson gave credit to the trustees for establishing the climate. Chairwoman Landa-McVicker shared that Board members would be attending the Trustees Association of Community and Technical Colleges (TACTC) meeting to hear what other colleges in the state are doing to address budget reductions. Chairwoman Landa-McVicker and Trustee Bever will also be attending the TACTC Legislative Action Committee Meeting.

## **AHE/WFSE REPORTS**

### Association for Higher Education

A report was not provided.

### Washington Federation of State Employees

A report was not provided.

## **INSTITUTION REPORTS**

### Institution for Extended Learning

Ms. Sarah Stiffler, IEL Staff Representative, provided information about the career transition program and shared that 44 students are currently enrolled. The current group of students came from Worker Retraining, Temporary Assistance for Needy Families (TANF) referrals, and other organizations. Ms. Denise McKinnon is running the registration process for this program.

Mr. Scott Morgan, Chief Executive Officer for the IEL, clarified that the IEL is not an accredited organization. While the IEL has a great partnership with SCC for professional technical programs, most of its credit classes are offered by SFCC. The orientation process has gone through the Lean process. An online orientation session has also been developed as another alternative for students. The IEL has published its 2<sup>nd</sup> Annual Report. A copy is available on the IEL website. Mr. Morgan also thanked the Board and CCS employees for coming to Colville.

### Spokane Falls Community College

Ms. Praeger provided some background information on Dr. Kurt Kinbacher, SFCC Social Science Instructor, and shared that his article entitled “Indians and Empires: Cultural Change among the Omaha and Pawnee, from Contact to 1808,” was accepted to *Great Plains Quarterly, Fall 2011*. SFCC is interested in applying for a grant that would help high school students who are close to dropping out of school. SFCC is working with West Valley, Spokane Public Schools and ESD 101 school districts to receive pass-through dollars for these students. Rather than offering mini grants, funds will be used to sponsor all-college community events. The Gateway to College, Project Degree and Achieving the Dream visits were also discussed.

### Spokane Community College

Ms. Brenda Martinson-Smith, SCC Classified Staff Representative, shared that the classified staff council is talking about and reflecting on this year’s theme *Preparing for the New Normal*. Ms. Martinson-Smith also announced that Ms. Sarah Vowell, best-selling author and former contributing editor to Public Radio International’s “This American Life” will be in the Hagan Foundation Center for the Humanities on November 8. The Hagan Foundation Center can now be found on Facebook.

Dr. Dunlap welcomed Trustee Morgan and invited him on the SCC campus for a tour. Dr. Dunlap also reported that SCC enrollment is currently 2 percent above target.

Once apprenticeship figures are included, enrollment is expected to be 5 percent over target.

SCC is leading a consortium of 14 Washington community colleges, two aerospace technology centers and the Washington State Joint Aerospace Apprenticeship Committee that just received a \$20 million federal grant for targeted aerospace training and workforce development. A formal announcement will be made in Seattle on Friday. The land agreement is currently being reviewed. There are three buildings on the property. Two of the three buildings can be demolished. The third building is ideally suited for office space. There is a company interested in leasing the building. The dedication ceremony of the Lloyd Stannard Technical Education Building is scheduled for tomorrow. The building is named after Dr. Llyod Stannard, the third SCC president. Dr. Stannard's family will be present for the ceremony. A list of scheduled events will be given to Linda for posting.

The first-year accreditation report has been submitted. Core themes have been identified and linked to the strategic plan. A site visit is expected Fall 2012. The accreditation site visit for the nursing program is scheduled for November 1. Employees are working hard to reclaim accreditation for the program.

Campus initiatives were discussed. It was noted that counselors have been moved to instructional departments. The Transfer Center has been moved into Building 1. The Vice President of Student and Instructional Services will be moved to a central location as will the financial aid department. In addition, a taskforce will begin looking at the number and composition of instructional divisions and the workload of deans and assistant deans. A campus sustainability taskforce has also been established.

Trustee Bever thanked and congratulated SCC on the federal grant for aerospace training. As the lead institution, SCC will receive \$5.5 million and will have more responsibility. Trustee Bever requested that a presentation on the implications of the grant be given during a future Board meeting. Mr. Bever also indicated that GSI is extremely interested in the program due to workforce development opportunities and recommended that a presentation be made to that organization as well. Dr. Johnson thanked Dr. Dunlap for his leadership in this state-wide endeavor.

### **CHANCELLOR REPORT**

Dr. Johnson reported that CCS hosted the GSI Higher Education Leadership Group (HELG) in the SFCC Science Building. Mr. Jim Brady, SFCC Dean of Computing, Math and Science, and the faculty did a wonderful job. A tour was provided, and HELG members were impressed with the new laboratories. Mr. Stevens and the team in the Human Resource office were commended for developing a Faculty Symposium with Dr. Mark Milliron, Deputy Director for Postsecondary Improvement with the Bill and Melinda Gates Foundation, scheduled for December. Dr. Johnson also indicated that she is impressed with the hard work taking place on the Continuing Education Taskforce being chaired by Mr. Mark Mattke and staffed by Mr. Foster. It was

announced that science is now being offered online. Additional options are being considered by the Online Taskforce. Dr. Janet Gullickson, District Academic Officer, is currently working to streamline the grant development process. Two taskforce groups have been formed to consider recommendations from the faculty senate regarding single accreditation and changing to a semester system. Ms. Carla Naccarato-Sinclair, IEL Faculty Member/Association for Higher Education President, and Dr. Gullickson will be co-chairing the single accreditation taskforce, and Mr. Scott Satake, SCC Faculty Member, and Dr. Jim Minkler, SFCC Vice President of Learning, will be co-chairing the quarter to semester study. Reports will be provided at various times during the year. Findings will be brought to the Board for consideration with recommendation from the Chancellor.

### **BOARD REPORT**

The Board reviewed the committee/council assignments that were vacated by Mr. Don Cox's when his term expired in September. After some discussion, the following appointments for 2011 were made:

Committee/Council	Representative
CCS District Finance and Legislative Advisory Committee Representative(s)	Primary: Greg Bever Secondary: Carol Landa-McVicker
CCS Foundation Board Representative(s)	Primary: Bridget Piper Secondary: Ed Morgan
CCS Tenure Review Subcommittee	Primary: Ed Morgan Secondary: N/A
TACTC Legislative Steering Committee Representatives	Primary: Greg Bever Secondary: Carol Landa-McVicker

The Board reviewed the 2011 activity calendar. Chairwoman Landa-McVicker requested that the Head Start Policy Council meetings and the IEL Holiday Potluck be reflected on the calendar.

Trustee Piper shared that she attended the all-college meeting at SFCC and found it to be a great venue for training and for keeping employees informed.

Chairwoman Landa-McVicker indicated that online degrees are popular with students and is a focus for the Washington Governors University. Dr. Johnson shared that several meetings have been held with Dr. Jean Floten, President of Washington Governors University, in an effort to define a partnership.

Trustee Bever shared that he completed his term on the GSI Board and thanked Dr. Johnson for her support.

Trustee Morgan stated that he had served on several school boards and that he was impressed with CCS. In light of budget and staff reductions, Trustee Morgan encouraged CCS to continue sharing positive information.

### **EXECUTIVE SESSION**

The board convened an executive session at 11:22 a.m. to consider the selection of a site or the acquisition of real estate by lease or purchase. Attendees included Carol Landa-McVicker, Greg Bever, Bridget Piper, Ed Morgan, Maureen McGuire, Christine Johnson, Joe Dunlap, Pam Praeger, Scott Morgan, Keith Foster, Greg Stevens, and Dennis Dunham. At 11:40 a.m., an announcement was made that the executive session would be extended to 11:50 a.m. to discuss potential litigation. The executive session ended at 11:50 a.m. with the regular meeting reconvened. No formal action was taken.

### **ADJOURNMENT**

Being no further business, the meeting was adjourned at 11:55 a.m.