

Minutes of the Board of Trustees Meeting  
Washington State Community College District 17  
Regular Meeting  
January 17, 2012 – 8:30 a.m.  
Institute for Extended Learning Lodge Building  
3305 W. Fort George Wright Drive; Spokane, WA

**Present:** Greg Bever, Ben Cabildo, Bridget Piper, Carol Landa-McVicker, and Ed Morgan. Also present were Christine Johnson, Joe Dunlap, Pam Praeger, Scott Morgan, Keith Foster, Greg Stevens, Anne Tucker, Janet Gullickson, Maureen McGuire, Carla Naccarato-Sinclair, Brian Briggs, George Suttle, Angela Wizner, Brenda Martinson-Smith, Aaron McCoy, Sarah Stiffler, Maria Delane and Linda Graham (recorder)

**Guests:** Dennis Dunham, Patty Allen, Athena Biggs Celeste Kuntz, Nicole Lor, Salena Mirasole, Gary Pratt, Terry Davenport, Rod Larse, Bob Peebles, and Jo Lynne Sherman

#### **TRANSFER OF THE GAVEL**

Ms. Carol Landa-McVicker passed the gavel to Mr. Greg Bever, 2012 Board of the Trustees Chair. Trustee Landa-McVicker was presented with a vase in recognition of her contributions to Community Colleges of Spokane (CCS). Dr. Christine Johnson, Chancellor, thanked Trustee Landa-McVicker for her extraordinary leadership and service over a decade. Chairman Bever expressed his appreciation for the opportunity to serve on the CCS Board.

#### **CELEBRATING STUDENT SUCCESS**

Ms. Patty Allen, District Director of Head Start/ECEAP/Early Head Start, provided a brief overview and description of the Early Childhood Education and Assistance Program (ECEAP) and introduced Ms. Salena Mirasole, Education Specialist; Ms. Celeste Kuntz, Health Specialist; and Ms. Nicole Lor, Education Specialist.

Ms. Mirasole continued by showing a PowerPoint presentation highlighting the program's structure, history, purpose, funding, and comprehensive services. Currently, there are 670 children/families being served. A map of the service area was reviewed. Rules, guidelines, and performance standards were discussed. Progression towards mastery in language development and learning and social/emotional development is assessed. The data indicates children in the program are better prepared for kindergarten.

Ms. Kuntz, continued the presentation and shared that a healthy start program for preschoolers (3-5 years old) was implemented, and food guidelines are followed. Early intervention for dental disease is also provided. Ninety-three percent of the children in

the program had a dental examination, and 84 percent received treatment. Children enrolled in the program receive accessible and coordinated care. Initially 42 percent of the children in the program were behind in well-child exams. Currently 88 percent are up-to-date on exams.

Ms. Lor continued the presentation by sharing information pertaining to family support services. The program helps parents set goals, provide leadership opportunities, encourage participation in their child's education, and connects them with community resources.

The Parent Policy Council provides opportunities for parent participation in program governance. Members of the council are elected by their peers and meet once a month. Ms. Athena Biggs, former ECEAP parent and current EHS parent, was introduced and background information about her was provided.

Chairman Bever asked if more than one child in a family can be served. Ms. Allen clarified that multiple children can be served if financial and age requirements are met.

Trustee Bridget Piper asked how people are made aware of the program. Ms. Allen indicated that information is posted on the CCS and IEL websites. In addition, subcontractors have recruitment plans that address the needs of their area/community.

Trustee Carol Landa-McVicker asked if there is a waiting list for the program. Ms. Allen stated that there are 2,900 children on the waiting list statewide. As the legislators are making difficult financial decisions, it is important they remember the critical role of early childcare.

Trustee Ben Cabildo thanked Ms. Allen for managing an excellent program for children and questioned why 100 percent of the children in the program are not up-to-date on well child exams. Ms. Kuntz shared that CCS can identify barriers but cannot make parents participate. Mr. Cabildo asked if CCS is participating in the Apples for Health program. Ms. Kuntz reported that CCS does partner in the program.

Dr. Johnson commended the team for their work on behalf of children and thanked Ms. Allen for overseeing the entire program and for modeling integrated services for children. Chairman Bever complimented the team on the presentation.

### **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 Building, 3305 W. Fort George Wright Drive; Spokane, Washington, on Tuesday, January 17, 2012. Chairman Greg Bever called the meeting to order at 9:05 a.m., followed by the Pledge of Allegiance and roll call.

## **STATE BOARD EFFICIENCY STUDY**

Chairman Bever welcomed Ms. Sharon Fairchild, Chair of the State Board for Community and Technical Colleges (SBCTC). Ms. Fairchild provided information regarding the three-phase statewide efficiency study that was mandated by the state legislation (ESSB 6359) in 2010. The first phase of the report was submitted December 2010 and outlined the system's overall efficiency efforts that were already in place. The second phase report (Tab 1, Attachment i) was submitted in December 2011. It identifies new and expanded efficiencies. The third phase will address possible governance changes to increase efficiency. This final report is due in 2013.

Participation in the study was broad-based. College business officers did the analysis. The SBCTC worked closely with the Washington Association of Community and Technical Colleges (WACTC). The Structure analysis was done through state-wide committees. Data was reviewed and discussed with stakeholders.

The goal of increased efficiency is to improve access and the quality of education. The data collected shows what is being done and how Washington compares with other states. A one-page summary report is being prepared and will be shared with legislators and other stake holders.

Chairman Bever noted that the report focuses a lot on technology and asked how long it will take to get books and classes online. Ms. Fairchild responded that there has been great progress on the open course library initiative. So far approximately \$4 million has been saved. The ctcLink project will take longer since it is a staged effort.

Trustee Cabildo asked about state-wide efforts with tribal colleges. Ms. Fairchild confirmed that there are many collaborative efforts underway.

Trustee Landa-McVicker thanked Ms. Fairchild for her leadership and for representing the needs and interests of eastern Washington.

Chairman Bever asked how high school technical programs can be made more efficient so Running Start students interested in these programs are ready for college. Ms. Fairchild indicated that the SBCTC is looking at doing front end work to make sure students are ready for college. Funding for Running Start is an issue and a focus for the SBCTC.

Ms. Naccarato-Sinclair indicated that there is some interest in the legislature to create a Running Start program in the high schools. While Spokane Community College (SCC) has had Running Start students in its technical programs, student participation depends on the high schools and their internal processes. Dr. Joe Dunlap, SCC President, clarified that students in professional programs are often required to take an entire block of classes, which can be problematic for some high schools. Ms. Pam Praeger, Spokane Falls Community College (SFCC) President, reported that Tech Prep agreement courses are articulated with the colleges and high schools.

Trustee Morgan stated the study was comprehensive and far reaching and congratulated Ms. Fairchild and the SBCTC for setting the standard.

Trustee Piper expressed concern about the funding for the ctcLink project and asked where the money for this state-wide system is coming from. Ms. Fairchild stated that savings realized from these efficiencies will stay in the sytem. Front-end funding will come from tuition – 3 percent of the tuition increase goes toward this project.

Trustee Landa-McVicker stated that CCS has the least funding in the state. Efficiency strategies implemented at CCS were discussed and supported by trustees. Employees were recognized for their collaboration in the strategic planning process and for making CCS a lean and efficient organization. Ms. Naccarato-Sinclair mentioned that CCS cannot sustain more cuts. Trustee Landa-McVicker commented on the continued need for student support services, counselors/academic advisors, and support for special populations.

## **INTRODUCTIONS AND OPEN MICROPHONE**

No introductions were made and no one requested to speak during open microphone.

## **APPROVAL OF MINUTES**

Trustee Morgan moved, and it was seconded, that the minutes from the December 20, 2011, regular meeting be approved as presented.

**No. 12-01; motion carried.**

## **STATUS REPORTS**

### Capital Projects in Progress

Mr. Dennis Dunham, District Director of Facilities, reported that the major capital projects have been completed. The dome for the science building at SFCC is being assembled and is scheduled to be attached next week. Chairs in the planetarium have been replaced. Design work is currently being done for the Colville Center and SCC Building 15 projects. The campuses are prepared for expected snow. Mr. Dunham extended his appreciation for the support he and his family recently received from the CCS community.

### Budget and Expenditure

Mr. Keith Foster, Chief Financial Officer, stated that spending is on target.

### Head Start

Ms. Allen introduced Ms. Athena Biggs, former ECEAP parent and current EHS parent, and stated that Ms. Biggs will be attending and observing future board meetings to gain additional leadership skills. Due to Ms. Bigg's background in

nutrition, she will also be assisting with the USDA Child and Adult Care Food Program (CACFP) and participating in the audit scheduled for the week of January 23, 2012.

Ms. Allen referenced Tab 3c, Attachment i, and provided an update on the budget, enrollment, 2012 State Parent Ambassador Program, and the Department of Education's Child Care Access Means Parents in School Annual report.

Trustee McVicker thanked Ms. Allen for sharing how the program impacts children and their parents. Chairman Bever thanked Ms. Biggs for sharing her expertise with CCS.

### **SPECIAL STUDENT POPULATIONS**

Ms. Brenda Burns, Institutional Research Analyst, showed a PowerPoint presentation on special student populations. Variables examined included populations, first quarter GPA, persistence to the second quarter, total student achievement points in basic skills, college ready pre-English and pre-math, and 30 college level credits.

Trustee Piper thanked Ms. Burns and asked who would be following up on the data that has been collected. Ms. Burns stated that the institutional researchers will be reviewing the data with the vice presidents and cabinet members. Dr. Janet Gullickson, Chief Academic Officer, will also be monitoring and tracking improvements. Ms. Burns was commended for the report and analysis.

Chairman Bever noted that the data is similar to what has been reported by the SBCTC and asked that the information be compared.

Trustee Cabildo asked if the demographics of Asian populations differentiates foreign and national born. Ms. Burns shared that this information can be gathered for the institutions. Ms. Naccarato-Sinclair noted the needs of Native Hawaiian and Native American students and suggested that it would be worth tracking the progress of foreign born students.

Dr. Gullickson provided closing remarks and noted that a lot of good work is being done across the district. Ms. Burns is assigned to the student services leadership group and will continue assessing student success. Trustee Landa-McVicker stressed the importance of looking at strategies for improvements.

### **GRADING POLICY/PROCEDURE**

Dr. Gullickson shared that the lowest grade traditionally awarded by colleges is a 1.0. The suggested revision to Board Policy 4.40.01 and Administrative Procedure 4.40.01-A will bring CCS practice into alignment with the expectations of transfer institutions and the SBCTC. Following public comment, it is anticipated that the policy will be presented for final consideration at the February Board meeting.

Chairman Bever clarified that action on this item will be done in February. Dr. Johnson emphasized that this change brings the policy and procedure in line with academic standards and best professional practice.

Trustee Morgan asked if the current practice implies that CCS is lowering its standards by accepting D grades. Dr. Gullickson clarified that the revision will strengthen the grading standards. Ms. Naccarato-Sinclair indicated that this topic has been discussed with the faculty. It is possible that students in the technical education programs may be slightly affected by the change, but the impact is expected to be relatively low. Dr. Gullickson stated that changes would be implemented July 1.

### **BREAK**

The meeting recessed at 10:08 a.m. and reconvened at 10:20 a.m.

### **IT ASSESSMENT RESULTS**

Mr. Dick Hol, District Director of Information Systems, showed a PowerPoint presentation and provided an overview of the IT assessment. Highlights of the presentation included the project charge and scope, approach and timeline, key findings, recommendations, transition plan, and implementation. Dr. Jeff Stafford, Eastern Washington University (EWU) communication professor, and Dr. Gary Pratt, EWU Chief Information Officer, were acknowledged for their help in the assessment process. A copy of the final report is posted on the CCS website. A link will be forwarded to the Board.

Trustee Piper asked if CCS could pilot the new ctcLink, a technology foundation that will replace the State's outdated 30-year-old computer system that is scheduled to be implemented in 2014. Mr. Hol confirmed that it is a goal for CCS to pilot the technology. Through the Lean process and frequent conversations, CCS has proven its ability to be a leader in this process.

Trustee Landa-McVicker thanked Mr. Hol and Dr. Pratt for their leadership. Chairman Bever acknowledged the IT team and their work in supporting the strategic plan. Dr. Johnson acknowledged the plans for a new leadership team that consists of long-standing, dedicated and competent professionals who have an opportunity to do district-wide work. At the implementation of the plan, these individuals will be working harder and more broadly to serve all CCS. Mr. Hol introduced Ms. JoLynne Sherman, Mr. Rod Larse, Mr. Terry Davenport, and Mr. Bob Peebles. These individuals will be instrumental during the transition to a new organizational structure.

With what is going on at the state level, Trustee Cabildo stated that the report was very timely and asked if a preliminary impact analysis has been completed. Mr. Hol indicated that working with facility and budget offices will be a high priority during the transition.

## **WAC UPDATES (DIRECTORY, TRESPASS, FACILITIES USE)**

Mr. Foster advised the Board of the intent to amend the following three Washington Administrative Codes (WACs):

- 132Q-02-340: To remove items from the student directory information that may be considered harmful or an invasion of privacy if disclosed to an outside party
- 132Q-07-060: To give presidents authority to expand a no trespass notice to other college facilities or the entire district if necessary
- 132Q-136-040: To prohibit camping on campus.

A formal hearings will be held in February for WACs 132Q-02-340 and 132Q-07-060 and in April for WAC 132Q-136-040.

## **TENURE ALERT**

Mr. Greg Stevens, Chief Administrative Officer, notified the Board that one faculty member, Ms. Janet Sanders, is in her eighth quarter of tenure review. By February 1, Board members will be sent a link to a secure site to view tenure files. According to the timeline, the Board may hold an executive session on February 21, to review and discuss the records. The Board will then approve or deny tenure during its regular meeting on March 20.

## **BUDGET & LEGISLATIVE UPDATE**

Dr. Johnson reported that she and members of the Board are scheduled to travel to Olympia on January 20, to meet with legislators. Students from each unit will also be participating in these meetings. Additional legislative information will be obtained during Trustees Association of Community and Technical Colleges (TACTC) and WACTC meetings next week. Information from these meetings will be shared at a later date.

Mr. Foster shared that specific budget proposals from the State have not yet been received; however, funding for higher education may be impacted due to the Washington State Supreme Court's ruling that the state is not meeting its constitutional obligation to amply pay for basic education. The units within CCS are making progress on planning scenarios. Due to reorganization efforts district wide, CCS will be saving over half a million dollars next fiscal year. The next economic update from the state is expected January 11.

Dr. Johnson stated that the SBCTC is currently working with WACTC on equipment needs. The colleges have responded in hopes of getting additional funding.

## **CCS CURRENT YEAR BUDGET**

Mr. Foster showed a PowerPoint presentation summarizing the Operating Budget Book, which is posted online. The presentation provided an overview of how the budget is distributed, where the operating budget comes from, where the funding goes, other

sources of funds, and the annual budget reductions. John Huffstutter and the budget team were recognized for their work. Mr. Foster reported that CCS is fiscally sound.

Chairman Bever thanked the budget team for providing a great snap shot of the budget picture. Trustee Piper noted that more reserve funds being used and asked if that indicated trouble. Mr. Foster clarified that Board approved the use of one-time reserve funds for innovation projects. Dr. Johnson also shared that the colleges have dipped into their reserve funds to cover programmatic needs.

Dr. Dunlap reported that the colleges augment the operating budget with operating support funds from Running Start, International and other revenue-generating programs. The colleges are using these funds more often as a result of state budget reductions. Trustee Cabildo asked how the colleges are addressing the shortage in state funding. Dr. Johnson commended the employees at the colleges, IEL and the district office and shared that grants have increased. In addition a thorough analysis has been completed. As a result, the continuing education and international education programs are in the process of being reorganized to bring in more students and to make the programs totally self-sufficient.

Mr. Scott Morgan, Institute for Extended Learning (IEL) Chief Executive Officer, also noted that salary and benefits make up the majority of the budget. Increases in employee benefits impact the institutions. Mr. Morgan indicated that the IEL uses operating reserves for one time purposes.

## **AHE/WFSE REPORTS**

### Association for Higher Education

Ms. Naccarato-Sinclair shared that a faculty senate meeting was held last weekend. The focus of the conversation was on consolidations within CCS. Some clarification regarding changes to e-learning is needed. Ms. Naccarato-Sinclair recently attended hearings in Olympia. The legislators are questioning wait lists and long registration lines since excess tuition should be providing more classes. The legislators are hearing that students are not getting the classes they need and are not able to graduate on time. The Governor's proposed bill to eliminate the Higher Education Coordinating Board was also discussed.

### Washington Federation of State Employees

No report provided

## **INSTITUTION REPORTS**

### Institution for Extended Learning

Mr. Brian Briggs, faculty representative, shared that Ms. Molly Popchock, ESL faculty member, is collaborating with Mr. Barry Moses, GED instructor, in raising Native American awareness. Mr. Richard Mudd, faculty member in the career transition program is reaching out to veterans. More details will be reported during the February

Board meeting. Faculty members at the IEL are reaching out to various groups in the community and building bridges of understanding.

Ms. Sarah Stiffler, classified staff representative, shared that the ESL program is serving several refugee groups. Career days are being planned in the IEL centers. These events will assist students with career exploration and help develop employment plans. Trustee Piper asked what countries the new refugee students are coming from. Ms. Stiffler indicated that Korea, Vietnam, and China are represented.

Mr. Morgan reported that the IEL's PACE Services program received a three-year accreditation for its Employment Planning Services and Community Employment Services in Job-Site Training, Job Supports and Job Development. The annual fashion show is scheduled for February 29. Donations of professional clothing are welcome.

#### Spokane Falls Community College

Ms. Aaron McCoy, classified representative, shared that two positions at SFCC were recently vacated. Ms. Jille Shankar and Ms. Wendy Derain will be missed.

Mr. George Suttle, faculty representative, reported that three faculty members are participating in the Library Open Course. Library faculty members have questions about the district-wide reorganization. A faculty member on the SFCC campus also questioned if there was any thought about adding a student representative to the CCS Board. Ms. Naccarato-Sinclair shared this topic is currently being considered by the state legislature. Under Substitute House Bill 1568, a student member would be appointed to local boards of trustees; however, these students would not be full voting members. Trustee Landa-McVicker stated that TACTC encourages student participation in board meetings; however, they are opposed to having students appointed to local boards due to the time commitment and learning curve.

Ms. Praeger reported on behalf of Maria Delane, student representative, that SFCC is gradual limiting smoking on campus. Cigarette butt boxes and smoking shelters have been removed. Ms. Praeger also shared that Ms. Marjorie Davis has been appointed as the Acting Associate Dean of Financial Aid and thanked the SCC financial aid staff for providing support during this time of transition. Spokane Falls Community College was invited to submit a follow up proposal for the College Spark Grant. Information pertaining to Open Course was shared. The college has planned for a 10 percent budget reduction this year.

#### Spokane Community College

Ms. Angela Wizner, faculty representative, shared examples of how faculty members are reaching out to the community in different venues. Faculty members are sorry to hear about the passing of Dr. Livingston's wife and plan to attend the service to show their support.

Ms. Brenda Martinson-Smith, classified staff representative, shared that the staff council will be meeting in March. Classified staff members are settling into winter quarter, waiting to learn more about the consolidations throughout CCS, and are grateful for the support of the administrators. Events in the SCC Hagen Center were highlighted. People were encouraged to *like* the Hagen Center on Facebook.

Dr. Dunlap clarified that each SCC faculty members is eligible for \$350 each year for professional development activities. It is expected that SCC will end the year slightly above its enrollment target. Ms. Shannon Maxhimer and Mr. Steve Watilo have been nominated for the SCC All Washington Team. Mr. Rod Taylor has accepted the Associate Dean of Technical Education position and will be managing the aerospace grant. A list of events will be provided to Linda Graham for inclusion on the Board's calendar.

Dr. Johnson stated that information from the online taskforce will be shared at a future Board meeting. Partnerships with the Science, Technology, Engineering, and Mathematics (STEM) Education Coalition and Eastern Washington University (EWU) are being finalized. Faculty professional development opportunities with the Carnegie Foundation will be coming soon. Mr. Stevens and his team were acknowledged for their work.

## **BOARD REPORT**

Trustee Morgan did not provide a report.

Trustee Landa-McVicker discussed her partnership and affiliation with the Spokane Tribes. Information regarding the tribal college will be shared a at a future meeting. Trustee Landa-McVicker will be attending legislative, TACTC and College Promise Coalition meetings next week.

Trustee Piper thanked past chair Carol Landa-McVicker for her leadership.

Chairman Bever reported that the wife of Dr. Gary Livingston, former CCS chancellor, recently passed away and provided service information. Dr. Johnson did a great job representing CCS on the higher education panel during the GSI Good Morning Spokane event on January 13. Mr. Bever also announced his retirement from the Spokane Journal of Business.

## **EXECUTIVE SESSION**

An executive session was not held.

## **ADJOURNMENT**

Trustee Landa-McVicker moved to adjourn the meeting. Being no further business, the meeting was adjourned at 11:50 a.m.