

Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
February 21, 2012 – 8:30 a.m.
Institute for Extended Learning Lodge Building
3305 W. Fort George Wright Drive; Spokane, WA

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

Guests: Patty Allen, Ken Burrus, Dennis Dunham, Bernard Hewey, Chanel James, Frank Powers, Scott Santschi, and Clayton Wright

CELEBRATING STUDENT SUCCESS

Ms. Pam Praeger, President of Spokane Falls Community College (SFCC) introduced Dr. Frank Powers, SFCC Dean of Business, Professional Studies and Workforce Education Division, who introduced Mr. Bernard Hewey, SFCC orthotics instructor, and Mr. Clayton Wright, SFCC prosthetics instructor. Messrs. Hewey and Wright showed examples of external prosthetic and orthotic devices, demonstrated a bionic hand, and shared a PowerPoint presentation outlining the role delineation, the history of the SFCC Orthotic and Prosthetic (O&P) program, program description, student demographics, post-graduate landscape, student profiles, and professional growth opportunities.

Chairwoman Bridget Piper thanked Messrs. Hewey and Wright for meeting the needs of the community. Trustee Ben Cabildo noted the program has a 76 percent placement rate and asked how many students find employment in the Spokane area. Mr. Hewey clarified that the Spokane area is saturated with graduates and that turnover rates in Spokane and Coeur d'Alene are low. Consequently, students must be willing to relocate. Faculty members help students during the second year of instruction to find internships and/or employment. Mr. Wright added that there are only six such training facilities in the country. As such, many national and international students come to SFCC and then return home after completing the program.

Trustee Cabildo asked about internship requirements. Mr. Hewey stated the program requires two internships. Mr. Wright added that some students have received employment offers during their first internship. Dr. Christine Johnson, Chancellor for Community Colleges of Spokane (CCS) congratulated faculty for the high-quality program.

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, February 21, 2012. Chairman Trustee Bridget Piper called the meeting to order at 910 a.m., followed by the Pledge of Allegiance and roll call.

INTRODUCTIONS AND OPEN MICROPHONE

Chairwoman Piper announced that a hearing would be conducted on proposed amendments to rules in the Washington Administrative Code on WAC 132Q-02-340, Definitions and WAC 132Q-07-060, Trespass.

People interested in presenting oral testimony were asked to sign in on the Public Hearing Sign-in Sheet, which was available at the back of the room.

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

APPROVAL OF MINUTES

The last sentence of Trustee Carol Landa-McVicker's board report on Page 10 was changed to reflect...*will be attending legislative, TACTC and College Promise Coalition meetings next week.* Trustee Ed Morgan moved, and it was seconded, that the minutes from the January 17, 2012, regular meeting be approved as amended.

No. 12-02; motion carried.

CCS EFFICIENCY

Reorganization

Mr. Greg Stevens, Chief Administration Officer, showed a PowerPoint presentation on CCS efficiency and cost reduction through reorganization of specific support services. The presentation highlighted the new organizational structure, timeline, implementation steps, and communications to date.

As outlined in the organizational chart, security will begin reporting to Mr. Stevens as of July 1, 2012. Mr. Stevens shared that he met with security personnel from both campuses. A proactive community policing model will be developed. Currently being established is a mission/vision for a centralized structure, training program, and common procedures for enforcement. The budget manager is also working on the design.

Ms. Anne Tucker, Public Information Officer, discussed the changes within the four functional areas of Information Technology and shared that a meeting with the classified union will be held on February 15, to help finalize job descriptions. Once the

job descriptions have been finalized, the rest of the structure will be developed, and impacted employees will be notified.

The other changes noted in the organization chart will report to a new provost position. Dr. Janet Gullickson, Interim District Academic Officer, shared that CCS is working across the district to create best programs. Anyone interested in the process were invited to participate in design meetings. These meetings will help develop the mission/vision, identify existing services, identify what is being done well and what can be added to enhance the programs, and contact best practice institutions. The work will be completed by July 1.

Trustee Landa-McVicker questioned the savings that have been realized from restructuring. Mr. Stevens shared that the initial review indicates a savings of \$550,000 by July 1. The savings from personnel reductions will remain at the unit level. These reductions are being announced early in hopes affected employees may find other positions within the district. Additional personnel savings are still being examined in other areas so savings should increase. Mr. Keith Foster, Chief Financial Officer, explained that the budget managers are assisting in the process by analyzing such things as fee revenue, distribution, organizational issues, budget development and targets.

Chairwoman Piper asked about the new provost position. Dr. Johnson clarified that the position is a chief academic officer with a direct line to academics. The position will oversee the work of deans and other academic personnel who report directly to the district office. The provost will also help oversee implementation of the strategic plan within the “student success” priority area.

Trustee Cabildo asked if CCS was updating its software/hardware for e-learning. Dr. Johnson reported that the State Board for Community and Technical Colleges (SBCTC) is working on replacing its 30-year-old computer system with a new technology foundation that will provide modern services to students, faculty and staff. The desire is to align with the state while saving costs.

Dr. Johnson continued the presentation by highlighting the budget overview, budget reduction estimates, enrollments in state-support classes, enrollments by course intent and continuing education expenditures, and CCS challenges. As part of the strategic plan, CCS surveyed employees in an 18-month period. Recommendations for consolidations came from employees with two exceptions – security (came from management) and international (revenue potential). Dr. Johnson noted the exceptional job of Mr. John Huffstutter, District Director of Budget and Administrative Services, and the budget team.

Trustee Landa-McVicker questioned the drop in enrollment at Spokane Community College (SCC) and expressed concern about drops in enrollment in career technical education. Dr. Joe Dunlap, President at SCC, shared that due to budget reductions,

vacant positions in career/technical programs have not been filled. As a result, programs have been terminated or reduced. The downturn in unemployment rates has also affected technical programs. Ms. Carla Naccarato-Sinclair, Association for Higher Education president and faculty member, asked about wait lists in the programs. Dr. Dunlap indicated that there are students waiting to get into programs but that it takes money to hire full-time tenure positions. Dr. Johnson indicated that enrollment will be reviewed by a task force. Dr. Dunlap clarified that while SCC has experienced a downturn in professional technical enrollment, the college is currently above its target and expects to meet or exceed its enrollment target for the year.

Dr. Johnson noted that the majority of the budget (85 percent) goes toward salary and benefits. Any reduction will have an impact on personnel. Community Colleges of Spokane cares for its employees and has done its best to avoid fiscal exigency and to save positions. Dr. Johnson expressed appreciation for the Board's leadership and noted the importance of being good stewards.

Trustee Morgan stated that he was impressed with the process and noted the importance of meeting with employees. Chairwoman Piper agreed that CCS has followed a good process and that the budget needs to reflect the strategic plan.

Continuing Education

Mr. Mark Mattke, Chair of the CCS Continuing Education and Executive Director for the Spokane Area Workforce Development Council, showed a PowerPoint presentation on the continuing education task force report and recommendations. The presentation consisted of acknowledgements, task force charge, CCS Strategic Plan, process, SWOT analysis – strengths, weaknesses, opportunities, threats, and redesign recommendations.

The task force recommends the new future state for continuing education (CE) include having business as the primary customer of CE, responding to needs of market with a focus upon corporate training to achieve revenue goals, having dedicated staff and business plan that guides all future development of CE, building and owning customized curricula rather than relying upon outside sources, having industry experts deliver instruction that responds to community needs, and using prior learning assessment (PLA) to articulate CE into degree programs. Dr. Johnson thanked Mr. Mattke and the task force members for coming up with a plan that will be useful for the community and CCS.

Ms. Naccarato-Sinclair shared that CCS had a wonderful CE program 20 years ago when faculty and instructional departments met with employers and developed curriculum. Faculty are ready to help and should be included in the process and honored for their work. Dr. Johnson clarified that the intent is to have a dedicated sales person to generate revenue, tap resources and promote programs. There will be many opportunities when faculty will serve as subject-matter experts, but not always. Ms. Angela Wizner, SCC faculty representative, stated that she liked the idea of prior

learning articulating into degree programs and stressed the importance of public speaking and other liberal arts components in CE offerings. Mr. Mattke indicated that public speaking and other soft skills are critical to businesses and that CCS needs the ability to customize its programming. Ms. Wizner stressed that people taking CE classes are more than customers – they are students.

Trustee Cabildo thanked Mr. Mattke for sharing his expertise and asked if an advisory board of business owners will be assembled. Mr. Mattke stated that the goal for CE is to meet the customer needs. Dr. Johnson clarified that once a director of sales is hired, a business plan will be developed by assessing the needs of the community – including the Native American population. Chairwoman Piper congratulated the task force on the work they have done and indicated that this is a perfect time to go to businesses for training programs.

Online Education Task force Report

Ms. Kassie Silvas and Dr. MaryAnn Goodwin, co-chairs of the online education task force, showed a PowerPoint presentation highlighting the charge, ties to the strategic plan, committee makeup, innovations at CCS, existing practices, inventory of online degrees and certificates, data gathering process, and recommendations.

The task force submitted more than 40 recommendations organized across six themes: oversight and management, faculty support, learning management system, online degrees and certificates, student support, and training and readiness assessment.

Ms. Praeger questioned how many faculty members taught themselves to teach online. Ms. Naccarato-Sinclair shared that different systems have been explored over the years and that faculty members taught themselves to use the technology.

Chairwoman Piper noted Page 6 of the report states that inadequate faculty compensation may be a barrier for moving curriculum to online formats. Chairwoman Piper encouraged early adopters to be celebrated and for Community Colleges of Spokane to create a professional online format. Trustee Cabildo asked if online classes will be limited geographically or targeted globally. Dr. Goodwin noted a global demand and stated that this will be added to the marketing plan.

Dr. Johnson thanked the task force members and indicated that this is an area of great opportunities for generating revenue.

BREAK

The meeting recessed at 10:40 a.m. and reconvened at 10:47 a.m.

STATUS REPORTS

Capital Projects in Progress

Mr. Dennis Dunham, District Director of Facilities, reported that the gas line and major capital projects have been finished. The SFCC campus classroom project should

be out for bid next week. The design phase of the athletic stadium/field should be completed this fall. The Colville window replacement project should be done this summer.

Budget and Expenditure

Mr. Foster noted that spending is on target with 45 percent of the overall operating budget expended.

Head Start

Ms. Allen, District Director for Head Start/ECEAP/Early Head Start (HS/ECEAP/EHS) referenced Tab 3c, Attachment i, and noted that out of \$8.5 million, the program returned \$3,182 of unobligated funds awarded specifically for staff training and development in 2010-11. The outcome of the USDA audit was provided.

STUDENT SUCCESS BOARD POLICY

Dr. Gullickson shared that the strategic priority areas of CCS include student success. A review of current board policy determined that a student success policy was absent. Emphasizing the absence are recent changes in student success, progression and completion expectations on the state and national level. Community colleges are being told to do a better job of educating students at a quicker rate. The draft policy recognizes current CCS excellence as well as other national best practices. The proposed policy is being presented for a first reading. Following the public comment period, it is anticipated that the policy will be presented for final consideration at the March Board meeting with a recommendation of approval and a directive to the chancellor to implement the policy.

Ms. Naccarato-Sinclair noted the need for communication. Dr. Gullickson clarified that this will be addressed during an all-campus meeting at SFCC, at the council of chairs meeting, as well as posted in the *On the Inside* publication. Ms. Naccarato-Sinclair stated that the policy needs faculty input, which she is working on.

ATHLETICS, PHYSICAL EDUCATION AND RECREATION

Copies of the CCS Physical Education, Recreation, Athletics, Wellness 2010-11 Annual Report were distributed. Mr. Ken Burrus, District Director for Athletics and Physical Education, shared that the report features student athletes who have transferred to four-year institutions. The 2010-11 Northwest Athletic Association of Community Colleges (NWAACC) Student-Athlete Tracking Summary sheet on Page 2 of the Annual Report indicates that out of 220 eligible student-athletes, only 9 withdrew from school before completing 6 quarters of education. The report also shows 31 students completed an AA/AAS degree, 98 completed two years' of schooling, and 78 transferred to a four-year college. Mr. Burrus provided an update on several of the students pictured on the cover of the report and introduced Mr. Scott Santschi, former CCS baseball student-athlete, and Ms. Chanel James, former CCS track athlete.

Mr. Santschi reviewed the mission of the program and shared that coaches at CCS are committed to retaining students and seeing them succeed. Mr. Santschi shared his personal experience while at CCS and stated he transferred to Oregon State and is now living in the Seattle area working in sales.

Ms. James provided some background information about herself and shared that she is currently a senior at Washington State University (WSU). Ms. James indicated that the CCS coaches made her feel welcomed, at home and supported. The teachers were also very supportive of athletes. Ms. James noted that she was thankful for her experience at CCS, which caused her to grow and be successful at WSU. Ms. James also discussed her passion for music and shared her experience auditioning on *American Idol* (7th year).

Mr. Burrus continued the presentation by highlighting division objectives and goals (Page 4), future building proposals (Page 4), athletic program guidelines for 2010-11 (Pages 6-8), and the number of students served in physical education (Page 20).

Trustee Landa-McVicker thanked Mr. Burrus for the report and for the Mr. Santschi and Ms. James for taking time out of their schedules to share their experiences. Chairwoman Piper thanked Mr. Burrus for the report and noted the facility changes on the SCC campus. Dr. Johnson commended Mr. Burrus for the job he and his team are doing.

ONLINE EDUCATION STUDENT DATA

Mr. Mark Macias, District Director for Institutional Research, showed a PowerPoint presentation on CCS online student characteristics. The presentation highlighted such topics as the methodology behind the report, overview findings showing a growing trend of online classes, and cohort findings. It was noted that more 53 percent of online students are female. It is anticipated that the number of veterans taking online classes will increase.

BUDGET/LEGISLATIVE UPDATE AND FY 10-11 FINANCIAL REPORT

Mr. Foster reported that the House is scheduled for a hearing today. The revenue forecast is more positive than originally anticipated. With a variety of bills being considered and specific budget information not known, CCS continues to work on various planning scenarios.

Mr. Foster introduced Ms. Lisa Hjaltalin, Director of Fiscal Services, and showed a PowerPoint presentation highlighting an overview of financial statements for 2011 and 2010, summarized statement of net assets, composition of net assets at June 30, 2011, summarized statement of revenues, expenses, and changes in net assets, comparison of revenues (all sources), comparison of expenses (all sources), student financial aid, grant and contracts (fund 145), comparison of operating reserves, local funds – cash and investments, operating margin, tuition revenue per FTE, operating revenue to debt

ratio, combined financial indicators, post-secondary education enrollment projections, and expected percentage increase in jobs by education. As noted in the combined unadjusted balance sheet for June 30, 2011, and the unadjusted statement of revenues, expenditures and changes in fund balance sheet for June 30, 2011, CCS is doing well financially. Mr. Foster noted that the current computer system does not allow automation of these reports so staff must generate reports manually. The need for the new state-wide ctcLink operating system was communicated.

Ms. Naccarato-Sinclair noted that slide 7 of the PowerPoint presentation shows less spending in instruction during 2011 despite large waiting lists. Dr. Johnson complimented Dr. Gary Livingston, former chancellor, and his team for their fiscal management. Community Colleges of Spokane is in a good position to manage these tough economic conditions, but CCS must remain diligent. Community Colleges of Spokane is in a position to meet all obligations. Reserves are used strategically for one-time initiatives. The budget team was recognized for their tremendous work.

GRADING POLICY

Dr. Gullickson presented the proposed revision to Board Policy 4.40.01 Grading Policy and CCS Administrative Procedure 4.40.01-A Grades as outlined in Tab 8 to the Board for final consideration and approval.

Trustee Landa-McVicker moved, and it was seconded, that Board Policy 4.40.01 Grading Policy be approved as presented.

No. 12-03; motion carried.

APPROVAL OF WAC CHANGES

Chairwoman Piper called the hearing on the proposed rules to order. For the record, the hearing was held on February 21, 2012, at the IEL Lodge in Spokane, Washington pursuant to the authority given the Board under RCW 28B. 50.140, and subject to the Open Public Meetings Act, Chapter 42.30 RCW and the Administrative Procedures Act, Chapter 34.05 RCW.

Notice of the hearing was filed with the Washington state code reviser's office on January 17, 2012, and published in the Washington State Register on February 1, 2012.

Individuals interested in testifying were asked to sign up on the sign-in sheet located at the back of the room. The sheet would be used to call forward individuals for testimony. Trustee Piper advised everyone in attendance that the hearing was being tape recorded, and the tape from the hearing would become part of the official rule-making file.

Mr. Foster provided background information as outlined in Tab 9. Formal feedback was not received. Copies of the proposed changes to the WACs were distributed,

projected on the screen, and reviewed. It was verified that the proposed changes were reviewed by legal counsel. No one asked to testify.

Trustee Landa-McVicker moved, and it was seconded, that changes to WAC 132Q-02-340 Definitions and WAC 132Q-07-060 Trespass be approved as presented.

No. 12-04; motion carried.

APPROVAL OF TENTATIVE AGREEMENT/TENURE PROMOTION STEPS

Mr. Stevens provided an overview of Tab 10 in regard to increment movement for faculty awarded tenure between July 1, 2010, and June 30, 2011. The total cost of these steps is \$30,071 plus related benefit increases. The tentative agreement (Tab 10, Attachment i) will be funded from CCS operating budgets. If approved, the increases will be retroactive to September 19, 2011, and will become an addendum to the 2009-2012 Master Contract.

Trustee Morgan moved, and it was seconded, that the Board of Trustees approve and authorize the Board Chair to sign the tentative agreement reached between the parties awarding tenure step movement per Article 20, Section 7 of the Master Contract, retroactive to the beginning of fall quarter 2011-12.

No. 12-05; motion carried.

AHE/WFSE REPORTS

Association for Higher Education

Ms. Naccarato-Sinclair discussed the various meetings she has attended in Olympia and bills affecting higher education and community colleges. She noted that students from four-year institutions recently held a rally in Olympia and that the legislators need to hear more from community and technical college students. Ms. Naccarato-Sinclair reported that employees are nervous about the changes taking place in relation to the reorganization. A letter from a faculty member described the current environment as defeatist and encouraged budget reductions be done fairly and transparently. Ms. Naccarato-Sinclair expressed concern with over-enrollment at SCC, stated excess tuition should go back to instruction, and requested information on excess tuition for 2009-10, 2010-11, and 2011-12 be shared at a future Board meeting.

Trustee Landa-McVicker noted that CCS has been increasingly more open and transparent in sharing information. Chairwoman Piper also stated that members of the Board attended a recent legislative town hall meeting. They have also been writing and calling area legislators. Students were encouraged to communicate with their legislators as well. Dr. Johnson shared that there is an expectation to be transparent; however, CCS must analyze information and notify affected employees first.

Washington Federation of State Employees

Ms. Naccarato-Sinclair shared that CCS facilities staff recently attended legislative meetings.

INSTITUTION REPORTS

Institution for Extended Learning

Ms. Sarah Stiffler, classified staff representative, shared letters from students in the career transition program highlighting what they have gained from the program. One student in the entrepreneurial program started a business making healthy treats for diabetics. The student now has a contract with Rosauers in Colville and is trying to find a larger space so she can grow her business plan. Ms. Stiffler was encouraged to have the student contact Trustee Cabildo to discuss funding possibilities.

Mr. Scott Morgan, Chief Executive Officer for the Institute for Extended Learning (IEL) reported that Dr. Jim Mohr, IEL Coordinator for Student Activities, received a national innovative program award for the safe campus advocate program. The career fashion show is scheduled for noon on February 29.

Spokane Falls Community College

Maria Delane, student representative, shared that student government on both campuses are collaborating on an upcoming comedy event and are looking forward to continued opportunities. Ms. Delane joined Board Chair Greg Bever in Olympia to meet with area legislators. They met with Representative Kevin Parker over lunch and discussed the educational needs of single women. Student government is currently promoting the student health clinic at SCC. They are also meeting with students periodically on S&A fees.

Mr. George Suttle, faculty representative, shared that faculty are excited about the \$60 million Race to the Top-Early Learning Challenge Grant that has been awarded to the state of Washington to improve school readiness for all children in Washington. Department faculty are already working with the state and local partners to implement the professional development component of the grant.

Ms. Praeger reported that Ms. Virginia Tomlinson, SCC Dean of Arts and Science, and Mr. Jim Brady, SFCC Dean of Computing Math and Science, recently held a STEM conference. The first two shows of the planetarium were sold out. Innovative funds will be used to purchase a new scanning system, which will provide faster, relevant response to assisting students. Following the news of a better budget situation, some deans met with the SFCC Vice President of Learning to reinstate some priority sections related to STEM and professional technical demands.

Spokane Community College

Ms. Angela Wizner, faculty representative, shared that SCC has a Water and Wastewater Operator Option being offered. Employers need summer interns for these high demand positions. The Spokane law firm Witherspoon, Kelley, Davenport & Toole, P.S. donated \$3,000 to a Community Colleges of Spokane Foundation scholarship

fund for students studying in SCC's paralegal and legal nurse programs. Trustee Cabildo will be the keynote speaker during SCC's conference on human rights scheduled for March 1.

Mr. Thames, student representative, reported that student government is considering a sustainability fee. There is an assumption that there is a high student failure rate in mathematics. As a results, student government is working with Dr. Terri McKenzie, SCC Vice President of Student and Instructional Services, on ways they can help. Student Government is also adopting a 6th grade class and will be mentoring students.

Ms. Brenda Martinson-Smith, classified staff representative, shared that 80 people attended a presentation on Post-traumatic Stress (PTS) and Traumatic Brain Injury (TBI). The staff council met on February 8, with 30 people in attendance. There is a lot of unease about upcoming changes.

On behalf of Dr. Dunlap, Ms. Praeger shared that SCC's Air Washington/Inland Northwest Aerospace Technology Center team is in Washington, D.C. this week for the first Department of Labor Aerospace grantees gathering. The team was one of only two invited to make a presentation to the national cohort. A list of events will be given to Linda Graham.

CHANCELLOR'S REPORT

Dr. Johnson shared the State revenue has improved slightly and caseload costs have declined. The gap that needs to be closed to balance the state budget is smaller than previously forecasted. It appears the reduction to community and technical colleges could be as low as 3 percent. Dr. Johnson also announced that CCS is working on Washington STEM, The College Board Infinity, and Honors College initiatives.

BOARD REPORT

Trustee Morgan shared that he visited the IEL center in Pullman and will be visiting other locations in the near future.

Chairwoman Piper stated the foundation has been going to outlying areas holding wills planning seminars. These events have been tremendously successful.

EXECUTIVE SESSION

The Board convened an executive session under RCW 42.30.110(1) at 1:10 p.m. to discuss with legal counsel representing the agency matters relating to agency enforcement actions or, litigation or potential litigation. The regular session was reconvened at 1:35 p.m. No action was taken during the executive session.

ADJOURNMENT

Trustee Landa-McVicker moved to adjourn the meeting. Being no further business, the meeting was adjourned at 1:36 p.m.