

Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
March 20, 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, and Ed Morgan. Also present were Christine Johnson, Joe Dunlap, Pam Praeger, Scott Morgan, Keith Foster, Janet Gullickson, Greg Stevens, Anne Tucker, Maureen McGuire, Carla Naccarato-Sinclair, Brian Briggs, George Suttle, Maria Martindale, Brenda Martinson-Smith, Sarah Stiffler, Maria Delane, and Linda Graham (recorder)

Guests: Patty Allen, Dennis Dunham, John Huffstutter, and Chris Romer

CELEBRATING SUCCESS – HIGHER ONE

Mr. Keith Foster, Chief Financial Officer, shared that between Spokane Community College (SCC) and Spokane Falls Community College (SFCC), approximately 5,000 paper checks are distributed each quarter. Students stand in long lines the first day of the quarter waiting for these checks. In an effort to provide better service to students while operating more efficiently, Community Colleges of Spokane (CCS), along with six other colleges in the community and technical college system, has contracted with Higher One to electronically process financial aid disbursements. A video was shared illustrating past practices and the benefits of the new program that goes into effect summer 2012. Students will receive financial literacy training as part of this program.

Chairman Greg Bever noted that this program will help reduce student frustration. He also complimented the fact that financial literacy is being included in the program. Dr. Christine Johnson, Chancellor for CCS, commended student services staff for their help in implementing the program, which is directly linked to student success.

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, March 20, 2012. Chairman Greg Bever called the meeting to order at 8:45 a.m., followed by the Pledge of Allegiance and roll call.

INTRODUCTIONS AND OPEN MICROPHONE

Ms. Katherine Ridley, Spokane Falls Community College (SFCC) Associated Student Government Academic Vice President, shared information about the proposed renovations to the SFCC Student Union Building and expressed concerns about the removal of the bowling alley and an apparent lack of communication and

student input. Ms. Ridley asked if a policy should be adopted at both campuses that would require information regarding changes to buildings be posted and/or displayed for student comment.

Chairman Bever thanked Ms. Ridley for bringing this issue forward and noted that campus administration is addressing the concerns. Ms. Pam Praeger, SFCC President, stated that she and Dr. Christine Johnson, Chancellor for Community Colleges of Spokane (CCS), met with Ms. Ridley, Ms. Maria Delane, SFCC Associated Student Government President, and other student representatives about this issue. The process is currently under review.

Dr. Johnson expressed her appreciation to Ms. Ridley and the students for making an appointment to discuss their concerns. There is a clear process for how student funds are used, and CCS will follow up to ensure these funds are being used appropriately. This topic will also be addressed at the cabinet level.

Trustee Ed Morgan asked how many students use the bowling alley. While the specific information was not readily available, Ms. Ridley noted that SFCC is a commuter campus with limited recreational options available. As a result, the bowling alley is often used by students and the community.

Ms. Delane clarified that college administration met with student government on this issue the last two years. Unfortunately, the outcome from these meetings did not get fully communicated during the student leadership transition. From her meetings with students across the campus, Ms. Delane found that students are generally in favor of getting rid of the bowling alleys; however, they do want other recreational options. Campus administration recently met with student leaders to discuss possible solutions.

Chairman Bever thanked Ms. Delane and Ms. Ridley for their leadership and stated that administration is working on the issue. Dr. Johnson reiterated that the administration will be following up on the topic.

APPROVAL OF MINUTES

Trustee Ed moved, and it was seconded, that the minutes from the February 21, 2011, regular meeting be approved as presented.

No. 12-06; motion carried.

AMERICAN HONORS COLLEGE: NEW OPPORTUNITIES FOR CCS STUDENTS AND FACULTY

Dr. Johnson introduced Mr. Chris Romer, Co-founder and President of American Honors, Inc. Mr. Romer provided some background information about himself and showed a PowerPoint Presentation (Tab 2, Attachment i) highlighting such things as

the American Honors mission, management team and advisors, roles and responsibilities, operations, network/curriculum, coaching, online platform, transfer agreements, network programming and research, institutional wins for community college partners, and target students.

It was clarified that the admission process for the American Honors College (AHC) will be similar to that of Phi Theta Kappa. Classes will be taught in a hybrid format. Articulation agreements between community colleges and universities within the AHC network will ensure AHC credits transfer. While American Honors will fund and scale quality honors programs, it was clarified that these will be CCS programs taught by CCS faculty members. American Honors will provide intensive coaching/mentoring for faculty advising and funding for the technology platform that is needed to launch quality online/hybrid programs. American Honors is interested in doing a pilot of 2-4 classes with approximately 30-60 students. The decision to launch an Honors College with SFCC and SCC will be made later fall 2012.

Trustee Morgan asked about student criteria. Mr. Romer clarified that CCS and AHC will work together to figure out the details; however, there will be a clear path for eligible students to get into Honors College. These will be CCS programs and will need to meet the same accreditation standards.

Trustee Piper asked about the funding. Mr. Romer shared that AHC is funded by 3-4 national capital funds and several investors. Funding will be used to launch the program. The program will grow slowly and methodically. Community Colleges of Spokane will pay salary and benefits for faculty and student services personnel. Tuition will become the funding source. There will be a revenue share in the investment.

Chairman Bever asked about the anticipated demand, if CCS is capable of providing the necessary student services, and articulation agreements with four-year private institutions within the Spokane area. Mr. Romer stated that data shows 23 percent of students below the age of 23 are interested in participating in an Honors College, and 37 percent of older students are interested. American Honors will have online coaches/mentors working closely with CCS student services personnel. Specific private institutions within the Spokane area have not been identified as of yet; however, this option will be considered as the pilot program moves forward. Chairman Bever thanked Mr. Romer and expressed interest in international opportunities.

Ms. Carla Naccarato-Sinclair, Association for Higher Education president and faculty member, asked about the classes that will be piloted during the fall. Mr. Romer clarified that AHC will be working with CCS faculty and deans over the summer. The hope is to have some commonality within the network.

Ms. Delane expressed disappointment that she will not be attending CCS when the American Honors College is established. Dr. Johnson reported that the Assistant

Attorney General's office has been involved in the discussions and that CCS is ready to finalize the plans so work with deans and faculty can begin.

STATUS REPORTS

Budget and Expenditure

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

Head Start

Ms. Patty Allen, District Directory of Head Start/ECEAP/Early Head Start (HS/ECEAP/EHS), provided an overview of Tab 3b, Attachment I, regarding the HS/EHS supplemental Consolidated Appropriations Act (COLA) and training and technical assistance (T/TA) funds, Region X quarterly risk monitoring meeting, and the Eastern Washington Association for the Education of Young Children Professional of the Year Award.

Capital Projects in Progress

Mr. Dennis Dunham, District Director of Facilities, reported that the General Classroom Building at SFCC is out to bid. The legislature reduced the budget for this project by 15 percent. As a result, the building has 6,000 less square feet. As soon as the bid for this project is complete, facilities will begin working on the design of the Early Learning Center project. The Colville remodel is scheduled to be completed this week. The repair project at the Magnuson Building came within budget.

Chairman Bever asked how the cut in square footage affects the building usage. Mr. Dunham explained that the number of computer labs, classrooms, and offices within the building are being reduced. Ms. Praeger shared that some program space such as continuing education and service learning are consolidated. The tutoring and resource/success center will be maintained as originally designed.

BREAK

The meeting recessed at 10 a.m. and reconvened at 10:17 a.m. Chairman Bever announced that people interested in making comments regarding tenure recommendations needed to sign in.

CCS EFFICIENCIES

Facilities

Mr. Dunham showed a PowerPoint presentation outlining the facilities mission, staffing, space supported, staffing ratio, and lean efficiency measures being implemented.

Chairman Bever expressed his appreciation for the innovative ways of looking for efficiencies and for keeping health and safety a priority. Trustee Morgan stated that he was impressed with the work being done and asked about employee turnover rates. Mr. Dunham shared that the highest area for turnover has been in custodial due to shift work. It is hoped that the changes being implemented will help. Maintenance

crews also have a heavy work load. The department is working at being proactive by doing more preventative maintenance work.

Ms. Naccarato-Sinclair thanked Mr. Dunham and the facilities staff. The benefits of having custodial staff working during the day were noted. Dr. Johnson commended Mr. Dunham and his team. The department is focused on the strategic plan and is innovative. Chairman Bever stressed the importance of making all CCS employees feel welcomed and included. Facilities staff are appreciated and should be recognized for their part in the organization.

Reorg Budget Support

Mr. John Huffstutter, District Director of Budget and Administrative Services, showed a PowerPoint presentation highlighting reorganization budget principles, reorganization planning support, changes in the budget process, and fee management. It was noted that a new management tool is being created using the Operational Data Store that will import data from legacy administrative systems to a Sequel database.

Chairman Bever congratulated Mr. Huffstutter and the budget team on the systematic approach. Trustee Piper expressed her appreciation for the work being done and for getting people involved in the process. Dr. Johnson thanked the entire budget team and praised Mr. Huffstutter for his management skills and for staying focused on the strategic plan.

2010-11 CCS STAFFING COMPARISON REPORT

Mr. Greg Stevens, Chief Administrative Officer, showed a PowerPoint presentation outlining the comparative analysis of the State Board for Community and Technical Colleges (SBCTC) staffing levels. Specific topics included district staffing comparisons, college staffing comparisons, staffing efficiency comparisons, four-year trend analysis in state supported full-time equivalents (FTEs), and impacts in the classroom for annually contracted instructional faculty. In summary, CCS serves fewer students per full-time faculty member, serves more students per part-time faculty member, serves approximately the same number of student per classified employee, serves far more students per administrator, and serves more students per exempt employee than all but one of the institutions compared.

Chairman Bever asked if CCS is staffing appropriately. Mr. Stevens indicated that CCS is providing quality education with tenured and experienced faculty. By design, CCS is always looking for ways to reduce administrative overhead by centralizing and reducing duplication. Community Colleges of Spokane provides quality service. Dr. Johnson shared that the budget is tool designed to carry out the strategic plan. The focus of the CCS budget has been on instructional personnel, which is a fundamental priority. Community Colleges of Spokane has one of the best full-time faculty ratio in the state and nation.

Community Colleges of Spokane is also administrative lean (300 students per administrator); however, this staffing ratio will need to be monitored to ensure the lean administrative team is not stretched too thin. Dr. Johnson expressed pride in working with the dedicated team.

Chairman Bever asked if the Seattle Community College district is looking at the data and considering a change in their strategy. Mr. Stevens shared that the budget pressure is causing colleges throughout the state to look at their structure. Ms. Naccarato-Sinclair expressed interest in comparing CCS data with Bellevue College. Chairman Bever expressed his pride in representing CCS.

CCS STRATEGIC PLAN – STUDENT SUCCESS PROGRESS REPORT

Dr. Johnson shared that the colleges and district office are implementing the strategic plan. Regular progress reports will be provided to the Board throughout the year. Quarterly reports focusing on key performance indicators (KPI) will also be shared. This first quarterly report shows areas where CCS is excelling as well as areas that need to be improved.

Mr. Stevens continued the presentation by showing a PowerPoint presentation that highlighted such things as strategic initiatives for strengthening student engagement, key performance indicators, increasing basic education rates of completion, completion rates, transfer student persistence, weekend and evening classes, online sections, success rates of underserved populations, and specific projects underway in support of student success at SFCC, SCC, the Institute for Extended Learning (IEL), and the CCS district office. Tab 6, Attachments i and ii were also reviewed.

Chairman Bever questioned the response of accreditation teams when they look at the completion rates. Dr. Dunlap, SCC President clarified that accreditation looks at each unit and securitize and compares results within curricula and the community. Technical programs also seek individual accreditation in addition to college accreditation.

Student persistence was also discussed. Chairman Bever noted that many students leave CCS early to go to four-year universities and, therefore, meet their educational goals. Dr. Johnson indicated that data from four-year institutions will be included in future reports to show student success. The importance of understanding why students leave and the number of quarters they complete before transitioning was expressed.

It was noted that evening and weekend classes have declined; however, Ms. Naccarato-Sinclair shared that many students are now taking online offerings rather than attending evening and weekend classes. It was also shared that CCS has a more diverse student body than its service area.

Trustee Morgan questioned the number of persistent leavers and if there has been any attempt to identify where they went and why they left. Mr. Stevens reported that CCS

is in the process collecting and analyzing this information. Mr. Brian Briggs, IEL faculty representative, asked if data on the IBest program was reviewed. Mr. Stevens clarified that trends within specific programs were not assessed. Trustee Piper noted the increase in basic education completion rates and expressed appreciation for the review process. Chairman Bever encouraged the district to continue reviewing the data for continuous improvement.

EXECUTIVE SESSION FOR WINTER QUARTER TENURE

An executive session was not held.

CONSIDERATION OF THE GRANTING OF TENURE FOR WINTER QUARTER 2012

Trustee Morgan thanked the tenure committee and college administration for their efforts in the tenure evaluation process. In addition, Trustee Morgan shared student observations and highlighted the candidate's background and professional growth. Trustees Bridget Piper also commented about the candidate's listening and thinking skills, life experiences, and participation in department meetings.

Chairman Bever moved, and Trustee Piper seconded, that the appointing authority hereby grants an award of tenure to Ms. Janet Sanders, SCC Nursing probationary academic employee, and hereby directs the chancellor to take any and all appropriate action in carrying out this decision.

No. 12-07; Motion carried

AHE/WFSE REPORTS

Association for Higher Education

Ms. Naccarato-Sinclair shared that faculty are excited about the Honors College and Affinity Network initiatives and the potential they can bring to faculty and students. The legislature has not approved a budget as of yet; however, budget cuts are expected to be less than originally anticipated. Changes in healthcare benefits may mean less service for employees. The Efficiency Study is moving forward at the state level. Bargaining taskforce groups have been established for continuing education, prior learning and online learning.

Washington Federation of State Employees

Ms. Mariah Martindale, Washington Federation of State Employees (WFSE) representative and IEL staff member, was introduced. Ms. Martindale provided some background information about herself and reported that staff are waiting for the budget to be released. Reorganization and layoff notifications are also being addressed. To improve communications, union members are being encouraged to obtain information from appropriate sources. A new contract is being negotiated.

INSTITUTION REPORTS

Institution for Extended Learning

Mr. Briggs, reported that Ms. Mary Ann Nardecchia, ESL instructor, recently taught a unit on health. During which, Washington State University nursing students gave a presentation on the dangers of diabetes and tested students. Mr. Doug Mayhew, ESL instructor, will be retiring after 30 years. Three IEL students passed the Secondary Level English Proficiency Test (SLEP). The Career Day and Fashion Show were very successful. Personnel at the Colville Center recently provided training on FERPA and veterans services. The new rural aerospace training program in Colville is full spring quarter with more students on the wait list.

Ms. Sarah Stiffler, classified staff representative, share that GED testing requirements will be changing in 2014. A new ESL pilot program focusing on citizenship was also discussed.

Mr. Scott Morgan, IEL Chief Executive Officer, noted that the newest edition of *The Mag* has been distributed. Background on the student publication was provided.

Spokane Falls Community College

Ms. Delane referred to the CCS mission statement and how it relates to the remodel of the student center by providing needed space for veterans, testing, diversity, security and other essential services. Administrators have helped students understand the process and are discussing other usable recreational space. Student government will have a unified message to students. Ms. Delane will provide an update next month.

Mr. George Suttle, faculty representative, shared that there was a large turnout for the Pearl Harbor Survivors presentation on March 14. Representative Cathy McMorris Rodgers presented certificates to the survivors. Mr. Suttle also indicated concerns about the reorganization and communication process.

Ms. Praeger reported that a team of five individuals from SFCC will be attending the Achieving the Dream conference in Dallas, Texas. Details about the team and the conference were provided. The Midsummer Night's Dream performance was also discussed. Students at Spokane Falls Community College won 17 ADDY® awards at the recent student competition sponsored by the Spokane Advertising Federation.

Spokane Community College

Ms. Brenda Martinson-Smith, classified staff representative, shared that monthly updates are being provided in order to give employees fact-based information and to encourage positivity. The Hagan Foundation Center for the Humanities is being used on a regular basis. Recent events were discussed. Get Lit events are scheduled in April

Dr. Dunlap congratulated Ms. Janet Sanders for receiving tenure. Spokane Community College expects to end the academic year 3 percent above its enrollment target. With the signing of the Jumpstart Our Business Startups (JOBS) Act,

entrepreneurship is becoming more nationally recognized, and college presidents are being encouraged to promote such programs. Representatives from SCC and Avista have met to discuss replicating The Avista Center for Entrepreneurship (CFE) in five other community colleges. An update on Washington Aerospace Training & Research Center was provided. Representatives from Boeing recently visited several locations associated with the aerospace program. A team from the Inland Northwest Aerospace Technology Center was asked to give a presentation in Washington DC. Spokane Community College will be partnering with Bellevue Community College on a DOL grant opportunity focusing on a health component. Members of the 2012 All-Washington Academic Team will be honored in a recognition ceremony in Olympia on March 22. Information about the SCC team member was shared. The next President's Speaker Series lecture with Mr. Keith Boykin is scheduled for April 11.

CHANCELLOR REPORT

Community Colleges of Spokane is currently working on four special initiatives: Mentor-Connect National Science Foundation (NSF) Grant to improve technical education in the US; Affinity Network – Connecting K-12 and Postsecondary Education, which focuses on how Common Core Standards influence the transition of students from high school into and through college; Individual Certificate Programs (ICP) to respond to local workforce needs; and professional development training for department chairs, administrators and exempt employees. Dr. Johnson also announced that the SFCC president search committee is scheduled to provide her the list of finalists later today.

BOARD REPORT

Chairman Bever shared that Ms. Delane and other students traveled to Olympia to meet with local legislators. Chairman Bever discussed the winter sports banquet and congratulated student athletes for their sportsmanship and for maintaining good GPAs.

EXECUTIVE SESSION

An executive session was not held.

ADJOURNMENT

Trustee Morgan moved, and it was seconded, that the meeting be adjourned. Being no further business, the meeting was adjourned at 12:25 p.m.