

Minutes of the Board of Trustees Meeting  
Washington State Community College District 17  
Regular Meeting  
April 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, Carol Landa-McVicker, Ed Morgan, and Bridget Piper. Also present were Christine Johnson, Joe Dunlap, Scott Morgan, Pam Praeger, Keith Foster, Janet Gullickson, Greg Stevens, Anne Tucker, Maureen McGuire, Brian Briggs, George Suttle, Angela Wizner, Mary Charles, Brenda Martinson-Smith, Sarah Stiffler, Jason Noyes, Anica Pham, and Linda Graham (recorder)

**Guests:** Patty Allen, Rebecca Blackwell, Nicholas DiBartolo, Dennis Dunham, Tony Higley, WooYoung Olsen, Patci Ryan, and Jen Westra

**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, April 17, 2012. Chairman Greg Bever called the meeting to order at 8:30 a.m., followed by the Pledge of Allegiance and roll call.

**INTRODUCTIONS AND OPEN MICROPHONE**

Chairman Bever announced that a hearing would be conducted on proposed amendments to rules in the Washington Administrative Code on WAC 132Q-136-040, Limitations. 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 abbreviations for American Honors College on Page 3 were corrected to read *AHC*. The first main header on Page 7 was also corrected to read Executive Session for *Winter* Quarter Tenure. Trustee Ed Morgan moved, and it was seconded, that the minutes from the March 20, 2011, regular meeting be approved as amended.

**No. 12-08; motion carried.**

**NATIONAL VOLUNTEER MONTH**

In commemoration of National Volunteer Month, Mr. Tony Higley, District Development Officer, recognized Mr. Craig Soehren, highlighted his community service activities, and presented him with the 2012 Volunteer of the Year award. Mr. Soehren thanked Mr. Higley and the Board and stated that the mission of Community Colleges of Spokane (CCS) is becoming a passion for him and his family.

Mr. Higley also acknowledged Mrs. Pauline Soehren, Ms. Barb Richey, Director of Marketing for Spokane Teachers Credit Union; Ms. Patci Ryan, Foundation Grants Coordinator; and Ms. Jen Westra, Foundation Administrative Assistant, who were in the

audience. Invitations to the Wine and Gourmet Gala event scheduled for Saturday, April 28, were distributed.

## **STATUS REPORTS**

### Budget and Expenditure

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

### Head Start

Ms. Patty Allen, District Director of Head Start/ECEAP/Early Head Start, provided an overview of her written report (Tab 3b, Attachments i-iv).

### Administrative Procedures

Mr. Greg Stevens, Chief Administrative Officer, shared background information on CCS Administrative Procedure 2.10.04-A, Personnel Selection, and reviewed changes in Subsection 11.6.

### Capital Projects in Progress

Mr. Dennis Dunham, District Director of Facilities, shared that bids on the Spokane Community College (SCC) roof repair and the new Spokane Falls Community College (SFCC) Classroom Building are due Wednesday, April 18. The matching fund project has been split into two projects so work on the athletic field can be completed in time for upcoming sporting events. The consultant process for the joint SCC/Institute for Extended Learning (IEL) building project has begun.

Trustee Morgan noted the complexity, detail, and conservative nature within the facilities department and how employees are doing more with less funding.

## **CONSIDER APPROVAL OF CAPITAL BUDGET REQUESTS**

Mr. Dunham provided background information on the 2013-15 capital budget request process and reviewed the CCS minor capital project requests as outlined in Tab 4, Attachment i-iv.

Trustee Bridget Piper asked about vandalism on campus and repair costs. Mr. Dunham stated that there has been some tagging and landscape damage over the years; however, costs have not been calculated.

Chairman Bever asked if there are any funding concerns. Mr. Dunham clarified that capital funds are expected to be reduced the next three bienniums. Mr. Scott Morgan, Chief Executive Officer for the IEL, noted that SFCC submitted a major capital project request a few years ago; however, the State Board for Community and Technical Colleges (SBCTC) has an aggressive priority list that will need to be worked through. Mr. Stevens stated that capital funding is not expected to improve any time soon, noted that CCS has been very successful in securing capital funds in the past, and acknowledged Mr. Dunham's leadership.

Trustee Ben Cabildo questioned the design of the new Veteran's Center at SFCC. Mr. Dunham clarified that this project is being submitted as a minor capital request and has

not yet gone through the design phase. Funding for this project is not expected to be available for another two years. Dr. Christine Johnson, Chancellor for CCS, acknowledged Mr. Dunham and his team for their work on sustainability, innovation and the facilities master plan.

Ms. Pam Praeger, President for SFCC, clarified that the line sketch for the Student Union Building project is not finalized. The design will be developed once an architect is hired and he/she is able to work with all stakeholders. An information paper about the proposal was released, and an open forum is being planned. Administration and student government will publish a project fact sheet.

### **STUDENT SUCCESS POLICY**

Dr. Janet Gullickson, Chief Academic Officer, reported that the proposed Student Success Policy was shared with faculty, deans, department chairs, student services personnel and the vice presidents of learning. The goal of the comprehensive policy is to implement a systematic approach to student success within the broader context of student access, progression and expectations for completion of certificates and degrees.

Trustee Landa-McVicker commented on the timeliness of the policy and noted the state and national emphasis on student achievement. Dr. Johnson acknowledged the Board for their vision and support and noted that she has charged Carla Naccarato-Sinclair and Dr. Gullickson to co-chair a taskforce to address student success. Chairman Bever stated his appreciation for making student success a priority and recognized that this topic is reflective of the commitment faculty and staff have for students.

Trustee Bridget Piper moved, and it was seconded, that the policy and parallel resolution to the chancellor to implement the policy be approved as presented.

**No. 12-09; motion carried.**

### **INTERNATIONAL STUDENT SUCCESS**

Mr. Mark Macias, Managing Director of Institutional Research, showed a PowerPoint presentation on international student characteristics. Specific topics highlighted in the presentation included international enrollment figures, countries students come from, enrollment demographics, and student success.

Trustee Morgan questioned if academic fraud in other countries has made it difficult for international students to apply with CCS. Mr. Macias was not aware of any issues. Dr. Johnson shared that international students diversify and enrich students and the community and that higher documented levels of student success and safe and enriching learning environments are essential in building a successful and profitable international program. It was noted that CCS will need to invest in a software to reduce manual processing.

Trustee Ben Cabildo noted the importance of bringing in revenue and looking at best practice models. Trustee Carol Landa-McVicker mentioned that other colleges within the state have the same technical issues and encouraged CCS to continue collaborating.

Mr. Macias clarified that this report focused on international students attending credit and non-credit classes in the U.S. Data for international students taking online classes abroad will be reviewed at a later date. Dr. Johnson noted the importance of international recruiters and strong embassy relationships and shared that the CCS international program is currently being redesigned to promote expansion.

### **BREAK**

The meeting recessed at 9:30 a.m. and reconvened at 9:42 a.m. Chairman Bever announced that an executive session would be held.

### **APPROVAL OF WAC CHANGES**

Chairman Bever called the hearing on the proposed rules to order and encouraged people interested in testifying to sign in at the back of the room. Chairman Bever also announced that the hearing was being tape recorded, and that the tape from the hearing would become part of the official rule-making file.

For the record, the hearing was being held on April 17, 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 February 17, 2012, and published in the Washington State Register on March 7, 2012.

Mr. Keith Foster, Chief Financial Officer provided background information and reviewed the specific changes to WAC 132Q-136-040, Limitations. No comments were received, and no one signed up to give testimony.

Trustee Morgan moved, and it was seconded, that the WAC 132Q-136-040 be approved as presented.

**No. 12-10; motion carried.**

### **REVIEW OF WORKFORCE DEMOGRAPHIC AND UTILIZATION**

Mr. Stevens showed a PowerPoint presentation on workforce demographic and utilization for the period of January 1, 2011 through December 31, 2011. Specific topics addressed as outlined in Tab 8, Attachment i, included Board of Trustee Policy 2.00.05 on diversity, population comparisons, people of color comparisons, persons with disabilities comparisons, Vietnam veteran comparisons, and the 2011 affirmative action data report.

Chairman Bever questioned if data on disabled veterans is collected. Mr. Stevens reported that self-disclosed data is collected. Trustee Cabildo noted the drop in the number of people of color working in the facilities department. Ms. Angela Wizner, faculty representative for SCC, noted the low number of people of color in the faculty categories. Mr. Brian Briggs, faculty representative for the IEL, indicated that many people want permanent positions. Unfortunately, open adjunct positions are few.

Dr. Johnson shared that CCS is working to increase faculty diversity through succession planning as retirements occur. Mr. Stevens discussed the different initiatives that have been implemented to increase faculty diversity through recruitment and retention and noted that more work is needed. Mr. Stevens clarified that while there is still work to be done in this area, CCS has seen an increase in diversity and noted that since 2005 CCS has become the most diverse community college on the east side of the state and has a better representation of employee groups. Community Colleges of Spokane has been complimented at the state level for having a Board Policy on diversity. Trustee Cabildo stressed that this is a regional issue and needs to be addressed as such by regional leaders. Trustee Landa-McVicker stressed that awareness needs to be raised and that CCS can be leaders in this endeavor.

### **TRUSTEE ASSIGNMENTS FOR GRADUATION CEREMONIES**

The Trustees reviewed the 2012 Community Colleges of Spokane graduation ceremony schedule and assigned the following attendance plan based on their individual availability:

<b>Date</b>	<b>Time</b>	<b>Division</b>	<b>Location</b>	<b>Trustee</b>
Thurs, June 14	1:00 p.m.	PACE – Colville End of Year Celebration*	Colville Center Rendezvous Theatre 985 S. Elm Street Colville, WA	Greg Bever
Fri, June 15	11 a.m.	SEER End of Year Celebration*	IEL Lodge	Ben Cabildo
Fri, June 15	1:30 p.m.	PACE Services End of Year Celebration*	SFCC, SUB Lounges ABC	Ben Cabildo
Wed, June 20	3 p.m.	IEL Adult Basic Education	SCC – Bldg. 5 Walter Johnson Sports Center	Bridget Piper
Wed, June 20	3:30 p.m.	Spokane Falls Community College	SFCC Stadium	Ed Morgan
Wed, June 20	6 p.m.	IEL Adult Basic Education	SCC – Bldg. 5 Walter Johnson Sports Center	Bridget Piper
Thurs, June 21	4 p.m.	SCC Health & Environmental Sciences <i>and</i> Arts and Sciences	INB Performing Arts Ctr. 334 W. Spokane Falls Blvd., Spokane	Pending
Thurs, June 21	6:30 p.m.	IEL Newport Center	Stratton Elementary 1201 W. 5 <sup>th</sup> , Newport	Carol Landa-McVicker (tentative)
Thurs, June 21	6:30 p.m.	IEL Pullman Center	Gladish Center 1115 NW State St, STE 305A; Pullman	Ed Morgan

Thurs, June 21	7:30 p.m.	SCC Business, Hospitality, and Information Tech. <i>and</i> Technical Education	INB Performing Arts Ctr. 334 W. Spokane Falls Blvd., Spokane	Bridget Piper
Fri, June 22	6:00 p.m.	IEL Colville Center	Colville Center 985 S. Elm St, Colville	Carol Landa- McVicker
Thurs, June 28	9:30 a.m.	IEL Airway Heights Correctional Center – Minimum Security*	AHCC Minimum 11919 W. Sprague Ave. Airway Heights, WA	Greg Bever
Thurs, July 19	9:30 a.m.	Airway Heights Corrections Center– Main*	AHCC – Main 11919 W. Sprague Ave. Airway Heights, WA	Greg Bever

All events will be added to the trustees' electronic calendar. Board members will review the calendar weekly and notify the Chancellor's office of the events they plan to attend.

**No. 12-11; motion carried.**

#### **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

Mr. Briggs reported that Mr. Richard Mudd and other IEL faculty members have been marketing the Business and Community Training programs by going to the WorkSource Center and working directly with agency personnel. The Republic Center received a \$4,000 donation from a local mining company that will be used to help eligible students pay for text books and testing fees. Funds are being managed by the foundation office.

Ms. Sarah Stiffler, classified staff representative, reported that a group of IEL employees will be going to Big Bend Community College for regional classified training. The Bowdish Valley Center will be holding a career day on May 2, to discuss short-term programs and career/employment opportunities. The IEL hosted the four-member world percussion group, Drum Brothers, on April 9-11.

Mr. Morgan announced that the Ione Center will be celebrating its 10<sup>th</sup> anniversary this week. An open house will be held on May 23, to celebrate the 35<sup>th</sup> anniversary of the Colville Center. Information about the rural aerospace training program was shared.

### Spokane Falls Community College

Mr. George Suttle, faculty representative, shared that Mr. Bradley Bleck, SFCC English faculty member, is curating the National Council of Teacher's of English Two-Year College English Association National Poetry Month Celebration. Local survivors of Pearl Harbor joined members of the SFCC Veterans club for lunch following the Pearl Harbor Survivor Presentation on March 14.

Ms. Mary Charles, classified staff representative, reported that the classified staff council will be hosting a barbeque in early June. Employee memorials, including one for Mr. Larry Poole, will be incorporated into the Facilities Master Plan.

Ms. Praeger clarified that the SFCC facilities and grounds committee has established criteria for memorials and that it has been decided that a memorial walkway will be created after capital building projects have been completed. Spokane Falls Community College is a member of the President's Higher Education Community Service 2012 Honor Roll as announced during the American Council on Education's 94<sup>th</sup> Annual *Ahead of the Curve* Meeting that was held on March 12, 2012, in Los Angeles, California. The newly remodeled Music and Performing Arts Building received the American Institute of Architects Honor Award. Mr. Dunham and the facilities team were commended. Data from the CCSEQ and Noel Levitz surveys have been compared, and the campus is working to address student satisfaction gaps. Spokane Falls Community and the IEL will be submitting a Welty Grant application to enhance cultural competence.

### Spokane Community College

Ms. Wizner, announced that the Spring Communication Conference is scheduled for May 8, from 8:30 a.m. to 11:30 a.m. in the SCC Lair Building. Since the operating budget will not be as impacted as originally anticipated, faculty are hopeful that the number of class offerings will increase. The annual carnival at East Central Community Center will be held on June 8, from 3 p.m. to 7 p.m.

Ms. Brenda Martinson-Smith, classified staff representative, expressed gratitude for learning opportunities and funding improvements. Upcoming Intercultural Leadership and Get Lit events were also discussed.

Ms. Anica Pham, Associated Student Government Senator of Arts and Sciences, provided an update on the Technology Fee process and the club budgets. In recognition of Civics Week, students are being encouraged to vote, and state legislators will on campus for various meetings. Spring Fling events will be held all week. Mr. Jason Noyes, Associated Student Government Director of Sustainability, shared that an SCC student was recently killed in an accident. Grief counseling will be made available. The campus has 10 new recycling stations. More information about the sustainability project will be presenting at a future meeting.

Dr. Joe Dunlap, President, reported that the Staff Appreciation Breakfast and President's Outstanding Staff Awards will be held on April 20. The Years of Service and Retirees' Appreciation event will be held on May 18, at 2:30 p.m. Spokane Community College will honor 74 employees who have given a total of 930 years of service and ten retirees who have

given a total of 261 years of service to the institution and its students. The Spring Fling barbeque and car show is scheduled for May 16. The nursing program has regained national accreditation. First quarter licensure pass rates were compared, and it was noted that SCC received a 92 percent pass rate compared to WSU's 87 percent. Due to the success of the Avista Center for Entrepreneurship at SCC, Avista has decided to expand the program to four other colleges. Chairman Bever congratulated SCC for receiving accreditation and for being recognized as a model for its Entrepreneurial Center.

### **CHANCELLOR REPORT**

Dr. Johnson reported that 11 CCS instructors and administrators were invited to be part of the inaugural cohort of the College Board's Affinity Network. The purpose is to strengthen connections between K-12 and postsecondary education through Common Core Standards. Work on the American Honor College is progressing. An enrollment management taskforce has been created and is being co-chaired by the presidents with Mr. Scott Morgan serving as the lead. A student safety and security taskforce has also been created and is being chaired by Dr. Terri McKenzie, SCC Vice President of Student and Instructional Services.

### **BOARD REPORT**

Trustee Landa-McVicker discussed the role of the Trustees Association of Community and Technical Colleges (TACTC) and encouraged trustees to consider the leadership opportunities that are available through the organization. Requests for award nominations for various categories will be going out soon, and CCS was encouraged to participate in the process.

Trustee Morgan congratulated students on a successful year and stated that he was looking forward to commencement ceremonies. He attended the SFCC president open forum on April 12, and plans to attend the one scheduled for April 19.

Trustee Piper shared that she recently attended a meeting in the community and heard positive comments about the Avista Center for Entrepreneurship program at SCC. Trustee Piper expressed pride for the students at CCS.

Chairman Bever recently attended the State of the County address, noted that CCS was well represented, and expressed the need for workforce development. This year's legislative session was challenging. Chairman Bever mentioned the efforts that were made on behalf of CCS and the community it serves. He also thanked students for meeting with legislators and sharing their stories.

### **CELEBRATING STUDENT SUCCESS – TRANSFORMING LIVES AWARD NOMINEES**

Dr. Johnson provided background information on the TACTC Transforming Lives Award and introduced the three CCS student nominees – Nicholas DiBartolo, Rebecca Blackwell, and WooYoung Olsen – who attended the award ceremony in Olympia on January 22. Each student shared how they overcame significant barriers to achieve their higher education goals. A video presentation about the students was shown.

### **EXECUTIVE SESSION**

An executive session was called at 11:30 a.m. to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee and to discuss with legal counsel representing the agency on matters relating to agency enforcement actions, litigation or potential litigation. At 11:50 a.m. an announcement was made that the executive session would be extended to approximately 12:15 p.m.

The Executive Session under RCW 42.30.110 ended at 12:08 p.m. with the regular meeting reconvened. No formal action was taken.

### **ADJOURNMENT**

Trustee Morgan moved to adjourn the meeting. Being no further business, the meeting was adjourned at 12:09 p.m.