

Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
May 15, 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 in attendance were Christine Johnson, Joe Dunlap, Pam Praeger, Scott Morgan, Maureen McGuire, Keith Foster, Janet Gullickson, Greg Stevens, Anne Tucker, Carla Naccarato-Sinclair, Brian Briggs, George Suttle, Angela Wizner, Mariah Martindale, Brenda Martinson-Smith, Sarah Stiffler, Maria Delane, Anica Pham, and Linda Graham (recorder)

Guests: Patty Allen, Dennis Dunham, Marie Cole, Donelle Odren

CELEBRATING SUCCESS

Ms. Pam Praeger, president of Spokane Falls Community College (SFCC), introduced Ms. Marie Cole, program director/instructor of the SFCC Physical Therapist Assistant (PTA) Program, and announced the program went through a rigorous accreditation review last year and received accreditation through 2021.

Ms. Cole introduced Dr. Donelle Odren, SFCC academic coordinator of clinical education, and showed a PowerPoint presentation (Tab 0, Attachment i) that highlighted such topics as program overview, Bureau of Labor statistics, SFCC PTA program statistics, student profiles, and the future of the SFCC PTA program.

Chairman Greg Bever asked how many SFCC students in the program transfer to Eastern Washington University. Ms. Cole clarified that the program is not designed to be transferable and mentioned that PTA students typically go into doctorate programs. Trustee Bridget Piper recommended that program literature reflect all program options – including a three-year track.

Trustee Ben Cabildo questioned the demographics of the program and noted the lack of diversity in the profession. Ms. Cole indicated that a large percentage of students in the program are Caucasian, which is reflective of the Spokane community; however, there are some students from Ukraine. Trustee Ed Morgan thanked Ms. Cole for the report, noted how profiled students overcame barriers, and commended Community Colleges of Spokane (CCS) for offering great programs.

Chairman Bever congratulated the program for receiving accreditation through 2021 and the 100 percent passing rate on the national exam. Trustee Cabildo asked what could be done to develop the program further in order to serve more students. Ms. Cole

reported that personnel and equipment needs have been shared with the dean and that an allied health grant is being considered.

Dr. Christine Johnson, chancellor of CCS, praised the program for its quality, innovation, passing rates and for having the same accreditation standards as doctorate programs. Ms. Praeger discussed the student recruitment process and gave examples of how the college has come together to build and promote the program. Trustee Cabildo reported that companies are having difficulty hiring people of color in this field.

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, May 15, 2012. Chairman Greg Bever called the meeting to order at 9:08 a.m., followed by the Pledge of Allegiance and roll call.

INTRODUCTIONS AND OPEN MICROPHONE

Chairman Bever announced that Ms. Praeger would be retiring in June after serving CCS for almost 35 year. He also congratulated Dr. Joe Dunlap, president of Spokane Community College (SCC), for being hired as the new president at North Idaho College; Mr. Scott Morgan, chief executive officer for the Institute for Extended Learning (IEL) for being appointed acting president at SCC; and Dr. Janet Gullickson, chief academic officer, for being hired as the new president at SFCC.

No other introductions were made, and no one asked to address the board.

APPROVAL OF MINUTES

Chairman Bever's title was corrected on Page 1. Trustee Morgan moved, and it was seconded, that the minutes from the April 17, 2012, regular meeting be approved as amended.

No. 12-12; motion carried.

STATUS REPORTS

Capital Projects in Progress

Mr. Dennis Dunham, district director of facilities, provided an update on the capital projects on the SCC campus and announced that T.W. Clark Construction was the low bidder for the SFCC General Classroom Building project. A preconstruction meeting for that project is scheduled for tomorrow on the SFCC campus. Roof repairs on the SFCC atrium and the IEL Magnuson Building are currently taking place. The athletic field project is scheduled to go out to bid on May 16. The stadium project will go out for bid in a month and a half. Integrus Architecture was the low design bidder for the joint SCC/IEL building project. Trustee Bever noted these projects are creating jobs for the Spokane area. Trustee Morgan requested clarification on the bidding process. Mr. Dunham shared that the bidding process is managed by the state.

Budget and Expenditure

Mr. Keith Foster, chief financial officer, reported that 71 percent of the budget has been spent, and CCS is in good fiscal shape.

Head Start

Ms. Patty Allen, district director of Head Start/ECEAP/Early Head Start (HS/ECEAP/EHS), provided an overview as outlined in Tab 2c. As a result of the growth data that has been collected, the department will be implementing programs to address childhood obesity. Ms. Allen also announced that an employee of 28 years recently passed away. As a result, a new director of program services will need to be hired.

Trustee Piper praised the program for addressing obesity and for investing time and money in this issue. She also asked how many children are in the Head Start (HS)/Early Head Start (EHS) programs. Ms. Allen reported that there currently are 669 children in HS and 210 in ESH (84 of which are in the home visiting program). Trustee Carol Landa-McVicker shared that there are just about as many children waiting to get into the program.

CCS VETERANS STUDENT DATA

Mr. Mark Macias, district director for institutional research, showed a PowerPoint presentation highlighting data on veteran students. Specific data reviewed included enrollment, demographics, academics, programs of interest, and completions.

Trustee Piper questioned prior learning benefits and if CCS could work with the government to streamline services. Dr. Johnson clarified that CCS owes it to veterans to give credit for prior learning and that this topic is being reviewed by the student success task force. A lot of work on this issue is also being done on the national level. Ms. Carla Naccarato-Sinclair, faculty member and Association for Higher Education (AHE) representative, further explained that CCS does have a way of evaluating prior learning through the College-Level Examination Program (CLEP); however, determining skill/experience levels in the liberal arts programs can be more challenging.

Trustee Landa-McVicker asked if the report focused on veterans registered in onsite or online classes. Mr. Macias clarified that the report showed data for new students registered in both onsite and online classes. Trustee Cabildo questioned if there is data showing how many veterans drop out or do not complete a degree. Mr. Macias shared that indirectly, completion rates show veterans do better than other students.

Chairman Bever reported that veterans are falling below the national employment standards. Consequently, Senator Murray is extremely interested in getting veterans trained and hired. There is funding available for demonstration projects to help lead in this regard. Chairman Bever encouraged CCS to share their success stories with the

Senator and to be an example for other institutions. Dr. Johnson shared that there is a large federal grant available to help serve our veterans. Ms. Trina Miller, director for workforce development, and the CCS grant team are pursuing this opportunity. In addition, the Department of Education is interested in what CCS is doing to serve our veteran population. Ms. Praeger indicated that many veterans have special needs as a result of posttraumatic stress disorder (PTSD) and brain injuries and that the campus is working hard to address these needs, including establishing a dedicated space for veterans. Trustee Landa-McVicker discussed the U.S. Department of Education Community College Summit she attended last year and encouraged CCS to implement successful strategies from other colleges. Ms. Angela Wizner, SCC faculty representative, mentioned that while a lot of work is being done with student services, faculty are also discussing how to support veterans and create new opportunities by adjusting pedagogy.

USE OF EXCESS ENROLLMENT FUNDS

Mr. Foster showed a PowerPoint presentation and provided an overview of the use of excess enrollment and the annual excess enrollment distributions as outlined in Tab 4, Attachment i.

Dr. Dunlap continued the presentation by addressing how SCC uses excess enrollment funds to mitigate budget reductions and maintain FTE production. These funds have specifically been used to pay summer salaries for full-time faculty members, salaries for adjunct faculty throughout the academic year, and special capital projects. The FTE production goal for SCC is currently 5 percent; however, enrollment strategies are currently being reevaluated by the district enrollment task force.

Ms. Praeger continued the presentation and shared that SFCC uses excess enrollment to support the college and supplement the state allocation. Funds have been accumulated in contingency funds primarily to lesson negative impacts of budget cuts and to maintain services to students, college operating infrastructure and high-quality instruction and services. Assessment and strategic planning are key factors for determining how funds are used.

Mr. Morgan finalized the presentation and reported the IEL uses only a limited amount of operating support to support its general fund budget. Since excess enrollment is unpredictable, these funds are only used for one-time decisions to address budget reductions and/or capital projects. Chairman Bever noted that as the economy improves, excess enrollment typically declines and asked how the IEL will plan for the future. Mr. Morgan clarified that excess enrollment is not factored into the IEL's operational budget so there would not be an impact. In addition, Mr. Morgan noted that there are ways to control excess enrollment and generate other revenue sources. Dr. Dunlap indicated that CCS is looking at different philosophies and other revenue sources as indicated by recent consolidations, partnerships, and task force assignments. Ms. Praeger stated that CCS is focusing more on student success. As a result achievement points and other incentives may be available. Ms. Naccarato-Sinclair

noted that the state's goal is to increase the number of degrees that are obtained. Consequently, CCS should begin thinking of ways to drive the economy, increase enrollment, register more students in programs, and improve student success. Dr. Johnson clarified that CCS is working on several issues simultaneously – identifying growth opportunities, finding new markets, offering more short-term degrees, and rethinking and redesigning departments, programs and services. Community Colleges of Spokane is in a position to drive and lead economic recovery. Progress reports on these activities will be provided over the next few months. Trustee McVicker shared that the State Board for Community and Technical College is changing its focus from access to student success. Chairman Bever noted that despite tuition increases, CCS is still the best bargain in the region and encouraged CCS to continue looking for new opportunities since state funding is expected to decline.

BREAK

Trustee Bever announced that an executive session would be held following the regular meeting. The meeting recessed at 10:20 a.m. and reconvened at 10:35 a.m.

PROPOSED 2012-13 OPERATING BUDGET FOR COMMUNITY COLLEGES OF SPOKANE

Mr. Foster provided an overview of Tab 5 outlining a draft Sources and Uses statement and the expected changes to CCS' operating budget. More detail will be shared as tuition and the final allocation is approved by the State Board for Community and Technical Colleges (SBCTC). Ms. Naccarato-Sinclair indicated that the SBCTC will be discussing possible tuition increases with Washington Association of Community and Technical Colleges (WACTC) and encouraged the presidents to support the proposed tuition increase. Mr. Foster reported that there has been discussion about a possible 9 percent reduction at the national level.

AHE/WFSE REPORTS

Association for Higher Education

Ms. Naccarato-Sinclair congratulated Dr. Dunlap on his new position at North Idaho College and Dr. Janet Gullickson and Mr. Scott Morgan for their new positions within CCS. Ms. Naccarato-Sinclair also reported that she will be attending the last SBCTC efficiency meeting tomorrow. A report on the case studies for collaborating/merging will be shared in June.

Washington Federation of State Employees

Ms. Mariah Martindale, Washington Federation of State Employees (WFSE) representative, reported that May 7-11, was public employee week. In recognition, WFSE purchased donuts and delivered them across the district. Ms. Martindale also shared that contract training is being provided, staff are serving on negotiation teams and shop stewards are holding various meetings in an effort to improve communications.

INSTITUTION REPORTS

Institution for Extended Learning

Mr. Brian Briggs, faculty representative, reported that Michele Cook, adult basic education (ABE) instructor, will be partnering with SFCC on the Gateway to College program. Jenny Houck, college prep instructor, has accepted a position with another organization

Ms. Sarah Stiffler, classified staff representative, reported that the IEL will be participating in the largest “hands on career fair” in the northwest today. The Professional Business Technology I-BEST program at SFCC had a full enrollment of 18 students at the beginning of the quarter, and 16 students made it to the half way mark. Fifteen out of the sixteen students will continue their education at SFCC or SCC summer or fall quarter.

Mr. Morgan reported that employees in the ABE program met in April for cultural competence training that was sponsored by a Welty grant. Mr. Morgan also announced that the SBCTC is expected to raise General Educational Development (GED) testing fees to approximately \$150 now that GED has been sold to another company and will be going online.

Spokane Falls Community College

Mr. George Suttle, faculty representative, reported that Dr. Cameron McCormick, social science instructor, was accepted to attend the "Systems, Society, Sustainability and the Geosciences" workshop at Carleton College in Minnesota. If funding is available, he will attend to support next fall's “Imagining a Sustainable Future” learning community. Bradley Bleck was awarded a Northwest International Education Association travel grant and will be using it to travel to China to teach English at the Harbin Institute of Technology in July and August. The President's Higher Education Community Service Honor Roll, launched in 2006, annually highlights the role colleges and universities play in solving community problems and placing more students on a lifelong path of civic engagement by recognizing institutions that achieve meaningful, measureable outcomes in the communities they serve. Spokane Falls Community College was the only community college recognized in the state of Washington as a 2012 Honor Roll college. *The Communicator* won third place in the Society for Professional Journalists regional Mark of Excellence competition. Students from the Chemical Dependency Professionals Program had T Shirts printed for Bloomsday and completed the race on Sunday. This was done to encourage healthy lifestyles and to honor Troy Edwards, an SFCC student who passed away earlier spring quarter. The SFCC math department held its first monthly alignment curriculum conversation with Eastern Washington University. The PTA program allowed 4 of 16 students to take the National Licensing Exam on April 26, prior to their graduation in June. All four students passed. Ms. Chelsey Moyer, a pre-med student, has been accepted into the University of North Dakota's Research Experience in Neuroscience for Undergraduate Students internship for this summer. This is a very competitive program that only accepts a few community college students. Ms. Alexis Frasier enlisted in the US Navy

to help pay for Physical Therapy school. She was accepted as HM-Hospital Corpsman and will be leaving for basic training this June. The International Film Festival is in its 7th year. Attendance at last week's film broke a new record with 307 people in attendance (129 tickets sold, 146 students, 32 faculty/staff).

Ms. Maria Delane, student representative, reported that student government has been busy finalizing the technology fee budget. The District Services and Activity (S&A) Fee Committee is considering a 2 percent rate increase for 2012-13. Three students went to Seattle to give a presentation on extending a smoke free policy statewide. There is a lot of interest in the state to have student trustees. Students at CCS, however, did not support this proposal due to the lack of consistency a two-year rotation would cause. Upcoming campus activities include a Pow Wow and an open forum with Ms. Praeger about proposed renovations to the student center.

Ms. Praeger acknowledged Ms. Delane's leadership and explained the budget review that was recently conducted with associated student government. The annual Pow Wow will be held May 18-19. Ms. Alexis Nelson, SFCC English instructor, recently published an article for the Two-Year College English Association. Spokane Falls Community College has done a lot of work in development math and has consequently found gaps and areas to improve. The Graduation Project grant begins fall 2012 and will focus on student retention. Thirteen students at SFCC took home national ADDY awards at the student designer competition sponsored by the Spokane Advertising Federation. With the help of the IEL, a Spanish articulation agreement with Colville High School has been developed that will allow Colville high school students to take a Capstone Test. If they pass and pay a small fee, their Spanish prior learning will translate to credit.

Spokane Community College

Ms. Wizner thanked Dr. Dunlap for his years of support and wished him well in his new position at North Idaho College. She also welcomed Mr. Morgan in his new role as acting president of SCC. Faculty members continue to reach out to the local and global community. Some examples include participating in quarterly service learning activities, building schools in El Salvador, and teaching children in Ghana.

Ms. Brenda Martinson-Smith, classified staff representative, shared that classified staff are grateful for Dr. Dunlap and are excited about his new opportunity. Approximately 30 classified staff attended a conference in Moses Lake and received valuable training. Staff are looking forward to additional training scheduled on June 1. Employees participated in the campus cleanup event last Wednesday. Employees have also participated in open forums with Scott Morgan.

Anica Pham, student representative, described the various Spring Fling activities scheduled all week from 10 a.m. to 2:30 p.m. The Associated Student Government finalized work on the 2012-13 Technology Fee process and is still working on S&A fees and other budgets.

Dr. Dunlap announced that SCC's Years of Service/Retirement Reception is scheduled for May 18, at 2:30 p.m. Federal Express donated a Boeing 727-200 freighter jet. The turn-over ceremony is scheduled for 11:30 a.m. on Wednesday, May 23. Patrick OHalloran applied and was awarded a "Keep America Beautiful" grant. As a result, SCC will receive over 400 recycling bins that will be distributed across campus. Caterpillar Logistics is opening a Spokane distribution center this summer and will be hiring approximately 150 workers. The company will host free information sessions at SCC on May 21 and 22. Phi Theta Kappa selected SCC to pilot its interactive web-based platform CollegeFish.org to help students plan for degree completion and transfer to four-year colleges and universities. Avista wants to export the Center for Entrepreneurship program to four other colleges and would like SCC to package its curriculum. Graduation ceremonies are scheduled for June 21.

CHANCELLOR REPORT

Dr. Johnson congratulated Dr. Dunlap, Mr. Morgan, and Dr. Gullickson on their new positions and acknowledged Ms. Praeger's long service to CCS. Dr. Johnson recently attended the American Association of Community Colleges (AACC) annual meeting as a member of the 21st Century Commission on the Future of Community Colleges and panelist. CCS recently hosted several events – Workforce Development Council, Washington Council for Engineering and Related Technical Education, and WACTC to name a few – and stimulated our local economy. Community Colleges of Spokane is a recipient of a Washington STEM grant. Dr. Johnson thanked the CCS employees for their hard work during the redesign. As a result, considerable savings has been achieved and jobs preserved. One candidate from the SFCC president search is being considered for the provost position and will be invited back to meet with SCC and IEL faculty.

BOARD REPORT

Trustee Morgan attended the CCS Retiree Breakfast and was struck by the legacy, stories and loyalty of former employees. Trustee Morgan also met with Representatives Joe Schmick and Susan Fagan who both extended appreciation and praise to CCS.

Trustee Landa-McVicker attended the Wine Gala fundraiser event at SCC and complemented the Foundation for the décor, food and success. Trustee Landa-McVicker also acknowledged Ms. Jennifer Ross, president of the Spokane County Head Start/Early Head Start Policy Council, for her work with the legislature on behalf of the program and its students. At the last SBCTC meeting, it was noted that its top priorities include pay increases for faculty and staff, faculty increments, minimizing tuition increases, general enrollment increases, and student success initiatives. Information on these items is posted on the SBCTC website. A report on student achievement was also provided at the SBCTC meeting. Trustees know the impact tuition increases will have on students and hope other models will be considered in the future. A meeting with CCS and EWU trustees is scheduled for May 17.

Trustee Piper attended the Wine Gala, retiree breakfast, African American graduation, and four of the five SFCC president open forums.

Trustee Cabildo congratulated Dr. Dunlap, Dr. Gullickson and Ms. Prager for their service to the Spokane Community and noted that he is working with facility maintenance and construction businesses who want to hire CCS students. Trustee Cabildo also shared that SCC will be holding a Legal Immigration Rights Seminar on May 21, and announced that 40 million foreign-born individuals live in the United States.

Chairman Bever attended the Greater Spokane Incorporated DC Fly-In Event and met with senior policy advisor for the Department of Education and the director for the Department of Labor. They are interested in successful examples of entrepreneurship programs, use of technology in the classroom, and connections with K-12 math. Dr. Johnson will follow up to ensure a continued dialogue. The Department of Labor has several grants available, and Chairman Bever congratulated Dr. Dunlap for recently securing one such grant. Representatives in Washington DC want to hear more from colleges in the Northwest, and Chairman Bever encouraged CCS to continue to reach out and to share its success stories.

EXECUTIVE SESSION

An executive session was called at 11:45 a.m. to discuss with legal counsel representing the agency matters relating to agency enforcement actions or, litigation or potential litigation. It was also announced that the Executive Session was expected to last until 12 p.m. with no formal action taken.

The Executive Session under RCW 42.30.110 ended at 11:57 a.m. with the regular meeting reconvened at 11:58 a.m. No formal decisions were made.

ADJOURNMENT

Trustee Landa-McVicker moved, and it was seconded, that the meeting be adjourned. Being no further business, the meeting was adjourned at noon.