

Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
July 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 in attendance were Christine Johnson, Janet Gullickson, Scott Morgan, Maureen McGuire, Keith Foster, Greg Stevens, Anne Tucker, Carla Naccarato-Sinclair, Angela Wizner, Mariah Martindale, Brenda Martinson-Smith, Sarah Stiffler, Daron Williams, and Linda Graham (recorder)

Guests: Patty Allen, Dennis Dunham, Cheryl Heath, Jenni Martin, Jim Mohr, and Roberta Worley

CELEBRATING SUCCESS

Dr. Jim Mohr, director of student success at the Institute for Extended Learning (IEL), showed a PowerPoint presentation and shared that in the spring of 2011, the legislature cut funding for the state-funded Displaced Homemaker program. In an effort to continue serving non-traditional, under-represented students in the community, it was determined that the Career Building and ChangePoint programs would be merged into one Career Transitions program. Statistics from both the ChangePoint and Career Building programs were reviewed. Dr. Mohr introduced Ms. Jenni Martin, IEL dean of instruction, who continued the presentation.

Ms. Martin described the Career Transitions program; recognized program faculty Ms. Sami Salvatori, Mr. Rick Mudd and Mr. Rob Deyo; shared program challenges and strategies; identified community partnerships; and introduced former students Ms. Cheryl Heath and Ms. Roberta Worley, who then shared their personal stories.

Chairman Greg Bever questioned how many students are in the program. Ms. Martin shared that the program served 200 students the first session and 78 the final session and that community partnerships have helped promote the summer schedule. Chairman Bever asked about the success rate. Ms. Martin noted that the data is being compiled and will be reported at a later date. The student retention rate, however, is very strong at 80-90 percent.

Trustee Carol Landa-McVicker asked if there are similar programs and if the IEL coordinates offerings with other entities. Ms. Martin clarified that the IEL makes every effort not to duplicate programs and noted that the educational component of the Career Transitions program sets Community Colleges of Spokane (CCS) apart. It was noted that students need a supporting environment, and the IEL works with internal workforce staff as well as external partners.

Trustee Ben Cabildo congratulated the department for their creativity and leadership in merging programs to promote student success. Dr. Christine Johnson, CCS chancellor, expressed her appreciation; noted the IEL's commitment to innovation, redesign, and student focus; and encouraged the students to continue their educational pursuits.

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, July 17, 2012. Chairman Bever called the meeting to order at 8:50 a.m., followed by the Pledge of Allegiance and roll call.

INTRODUCTIONS AND OPEN MICROPHONE

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

APPROVAL OF MINUTES

Trustee Ed Morgan moved, and it was seconded, that the minutes from the May 30, 2012, special meeting, and the June 19, regular meeting be approved as presented.

No. 12-21 and 12-22; motion carried.

STATUS REPORTS

Capital Projects in Progress

Mr. Dennis Dunham, district director of facilities, provided an update on the new classroom building at Spokane Falls Community College (SFCC), the Heavy Equipment Building (Bldg. 19) at Spokane Community College (SCC), and the remodel project on the joint SCC/IEL Student Services Building (Bldg. 15). Repair projects were also discussed. It was noted that stadium project has been awarded. Trustee Bridget Piper acknowledged Mr. Dunham for his work coordinating projects.

Budget and Expenditure

Mr. Keith Foster, chief financial officer, reported that 92 percent of the budget has been spent and that a slight surplus is expected, which will be added to the reserves. Community Colleges of Spokane is fully expending all state budgets and is in the process of closing the final month. Chairman Bever requested that CCS pay attention to its reserves. Mr. Foster clarified that CCS has the Board-mandated 5 percent reserve and continues to build its cash reserves. Mr. Foster also provided a brief update on the energy efficient grant noting that less matching funds may be needed due to Avista rebates in partnership with McKinstry.

Administrative Procedures

Mr. Foster advised the Board of recent changes to Administrative Procedures 5.5.01-G, Student Voluntarily Imposed Fees; 5.05.01-A, Employee Parking Fee; and 5.05.01-B, Student Parking Fees.

Head Start

Ms. Patty Allen, district director of Head Start/ECEAP/Early Head Start (HS/ECEAP/EHS), provided an overview as outlined in Tab 2d pertaining to training/technical assistance, senate appropriations committee and the ECEAP contract.

APPROVAL OF THE REAUTHORIZATION OF FUNDING FOR THE IEL HEAD START/EARLY HEAD START PROGRAM FOR FISCAL YEAR 2012-13

Ms. Allen provided an overview of year two of the continuation grant application for Head Start and Early Head Start funding for budget period November 1, 2012, through October 31, 2013, in the amount of \$8,613,409 (plus non-federal share) as outlined in Tab 3. Topics highlighted included background information, the status of the strategic plan and program goals and objectives, program options, training and development, federal funding, and considerations for fiscal year 2012-13. It was noted that the department has been completing self-assessments throughout the year and that the Board's representative receives regular updates during the policy council meetings. A budget overview was also provided as outlined in Tab 3, Attachment ii, and Ms. Nancy Dymond, Fiscal Specialist Supervisor, was introduced.

Chairman Bever noted that the program went through an audit last year and asked if CCS has adopted all the recommendations. Ms. Allen noted that the department received two small findings at the time of the audit but has since met all requirements. The department received a letter last fall stating the report had been closed.

Trustee Piper asked what is being done to reach out to the legislators. Ms. Allen shared that the department has very active and engaged parents, partners, and policy committee. It was also noted that the constituent relations liaison for Congresswoman Cathy McMorris Rodgers' office recently visited two HS/EHS centers. Trustee Ed Morgan thanked Ms. Allen for the excellent report and for being a champion for young children.

Trustee Morgan moved, and it was seconded, that the Board of Trustees of Washington State Community College District 17 approve the continuation grant application for Head Start and Early Head Start funding for fiscal year 2012-13 as presented. Motion passed.

No. 12-23; Motion Carried

APPROVAL OF OPERATING BUDGET FOR 2012-13

Community Colleges of Spokane

Mr. Foster showed a PowerPoint presentation highlighting the operating budget development (sources and uses), adjustments, budget comparisons for 2011-12 and 2012-13, and initial budget allocations. It was clarified that coding of the restructured departments meet National Association of College and University Business Officers (NACUBO) standards.

Mr. Scott Morgan, SCC/IEL president, continued the presentation by highlighting the 2012-13 budget strategies for SCC and the IEL. It was noted that funding at the IEL was added to high priority areas. Trustee McVicker requested a presentation be given next year to show how the rural communities are benefiting from these enhancements. Trustee Morgan noted the focus on completion rates.

Dr. Janet Gullickson, SFCC president, continued the presentation by highlighting SFCC's strategic cuts and investments. Mr. Dan Whye, SFCC budget analyst, reviewed and explained the SFCC's budget build up process.

Chairman Bever expressed concerns that enrollment will begin to decrease as the economy improves and encouraged CCS to be mindful of enrollment trends and to plan accordingly. Dr. Johnson reported that CCS is already beginning to see such a trend. As a result, CCS is looking for other enrollment markets. The presidents are also being proactive in this regard. Mr. Foster shared that the chancellor started an enrollment taskforce earlier in the year to address this issue. Mr. Foster recognized the entire budget staff and Mr. Bill Sackville-West for their support.

Trustee Piper moved, and it was seconded, that the 2012-13 operating budget be approved as presented.

No. 12-24; Motion Carried

Approval of 2012-13 Lab and Course Fees

Mr. Foster continued the PowerPoint presentation and explained the lab and course fee process. It was noted that there were concerns about the initial fee requests. As a result, the deans reviewed and revised the fees as appropriate. Chairman Bever noted that this has been an area of concern and expressed his appreciation to the deans for reviewing the fees and coming back with a recommendation that will help students. Trustee Morgan noted the amount of work that has gone into the review. Dr. Johnson added her appreciation and admiration and asked the deans to stand in order to be recognized.

Chairman Bever noted that the cost of living is increasing but colleges are expected to operate with less money. Ms. Carla Naccarato-Sinclair shared that the deans are working hard to keep costs down; however, student learning will be impacted by a lack of supplies and equipment. Students and college employees need to communicate needs with local legislators. Mr. Daron Williams, SCC associate student government director of legislator affairs,, shared that he was placed on a program waiting list due to a lack of equipment and shared that students recognize the need for fees and are willing to pay if the fees go to specific needs.

Mr. Foster also reported that after the June Board meeting, CCS was notified by the Department of Revenue of the need to collect retail sales tax (8.7 percent) on parking passes. Rather than add 8.7 percent on top of the 5 percent programmed increase, CCS

administration recommends changing the student parking pass fee back to the 2011-12 rate (\$20/quarter, \$70/year, \$10/summer quarter).

Trustee Morgan moved, and it was seconded, that the proposed lab and course fees be approved as presented and that the student parking fees be adjusted back to the 2011-12 rates, effective fall quarter 2012 through summer quarter 2013.

No. 12-25; Motion Carried

Sustainability Fee

Mr. Williams was asked to speak about SCC's proposed student sustainability fee. Mr. Williams clarified that the proposed sustainability fee is a student-led and student-supported initiative. Examples of possible projects that could be funded by this fee were shared. Trustee Landa-McVicker expressed concern about adding additional fees when tuition is being increased. It was also noted that many of the projects that were listed could be prioritized through the student body budget. Mr. Williams shared that the lack of student funding has been an issue and that the student body has expressed a desire to implement a new fee.

Trustee Landa-McVicker noted that the student government budget has a substantial balance and recommended that a study be considered to determine why more money is needed for these types of projects. Mr. Foster indicated that the student government carryover budget will need to be reviewed to determine if these funds have already been earmarked for building projects. Ms. Naccarato-Sinclair mentioned that faculty on the SCC campus want to adopt a sustainability theme and asked if this would be a permanent fee. Mr. Morgan clarified that the term depends on the students. Chairman Bever asked how this fee and its purpose would be communicated to future students. Mr. Williams mentioned that student newspapers, college websites, faculty advisors, and other outreach avenues could be used.

Mr. Morgan shared that most students are not aware of fee changes and recommended that a process be put into place to improve communication and promote campus-wide participation. Trustee Piper agreed that more study was needed and thanked Mr. Williams for his advocacy and leadership. Trustee Landa-McVicker expressed appreciation for Mr. Williams' leadership. Dr. Gullickson encouraged student leadership at all three institutions carry a similar message. Chairman Bever thanked the student government representatives for their work on behalf of the students.

EXECUTIVE/ADMINISTRATOR SALARY SCHEDULE FOR FY 2012-13

Mr. Greg Stevens, chief administration officer, provided an overview of Tab 5 and explained the multi-step salary schedule for CCS administrators, Section 501 of the state's Appropriations Act, and two allowable salary adjustments addressed in the act. Recent reorganization and budget-related administrator/executive position elimination affords an opportunity to adjust the executive salary schedule per the Appropriations Act allowances.

Dr. Johnson emphasized that the administrative reorganization saved costs by reducing executive management positions to a third. Salary savings from these positions will be used to support the proposed salary increase. Ms. Carla Naccarato-Sinclair questioned how administrators will move between the salary steps. Mr. Stevens explained that seniority, performance, and required training determine movement eligibility. Turnover savings are also needed to fund future step increases. Ms. Naccarato-Sinclair noted her support of the increase.

Trustee Piper moved, and it was seconded that the 2012-13 administrator and executive salary schedules be approved as presented.

No. 12-26; Motion Carried

BREAK

The meeting recessed at 10:35 a.m. and reconvened at 10:50 a.m. Chairman Bever announced that an executive session would be held for approximately 45 minutes to review the performance of a public employee. It was also reported that the Hillyard Center was closed today due to a power outage.

AHE/WFSE REPORTS

Association for Higher Education

Ms. Naccarato-Sinclair shared that she traveled a lot this year for AHE and legislative meetings. She recently attended a national education assembly in Washington D.C. where Dr. Jill Biden spoke, and President Obama and Vice President Biden participated by satellite.

Washington Federation of State Employees

Ms. Mariah Martindale, Washington Federation of State Employees (WFSE) representative, shared that it was a tough year for classified staff. The union is working to bring employees together and to improve communication. Employees are looking forward to the implementation of overtime for professional development opportunities. Working to bring together and improve communication.

INSTITUTION REPORTS

Institution for Extended Learning

Ms. Sarah Stiffler, classified staff representative, shared that 48 staff members are participating in "Break a Rule" training with Mr. Rick Lewis.

Mr. Morgan shared that the Career Transitions program has caught momentum and is doing well.

Spokane Community College

Ms. Wizner, faculty representative, welcomed acting president Scott Morgan and acting vice presidents Rebecca Rhodes and Amy Lopes-Wasson, shared that she was excited

about SCC's future, and thanked Mr. Morgan for meeting with employees and listening to their concerns. Ms. Wizner also thanked the trustees for their hard work – locally and at the state level.

Ms. Brenda Martinson-Smith, classified staff representative, shared that many classified staff are participating in cross-district training. While staff members are nervous about change, they are excited about the leadership and new opportunities.

Mr. Morgan explained that both SCC vice presidents retired on relatively short notice. As acting president, Mr. Morgan appointed Dr. Rhodes and Ms. Lopes-Wasson to acting vice president positions. All three campus executives are splitting time between SCC and the IEL in an effort to support both units. Spokane Community College will be offering a composite program, which is an individual certificate program through the Air Washington consortium. The Inland Northwest Culinary Academy's INCA "After Dark" interactive courses have been successful. The culinary department and its dean were acknowledged for their innovation. Ms. Carla Naccarato-Sinclair noted that the INCA "After Dark" program is funded by a Welty grant. Trustee Piper encouraged SCC to invite Dr. Welty to an upcoming class. Spokane Community College is in the process of hiring several tenure faculty positions.

Spokane Falls Community College

Dr. Gullickson shared that SFCC and SCC are entering a joint venture to create ESL curriculum. In addition, there will be joint hiring committees for annualized faculty positions at both campuses. Over 50 students have been recruited to complete their high school diploma through a Gateway to College partnership with the IEL. Spokane Falls Community College is also working very hard with its K-12 partners. The campus is back on track with its Achieving the Dream plan to increase faculty advising. In an effort to increase graduation rates, the campus will be establishing an early alert system. Spokane Falls Community College received a Campus Compact grant for a Vista AmeriCorps Volunteer to address poverty issues.

CHANCELLOR REPORT

Dr. Johnson shared reported that CCS will be launching a pilot Honors College this summer. Faculty from SCC, SFCC and the IEL are in the process of developing curriculum. A group of CCS faculty will travel to Denver to collaborate with faculty members from other universities.

Community Colleges of Spokane is also being mentored to write National Science Foundation (NSF) grants, which is a new funding source for CCS. The new CCS provost will coordinate a forum on August 29.

Dr. Johnson announced that she was invited to be a panelist for the AACC Corporate Council, to attend a STEM meeting in Seattle that was hosted by Boeing, and to attend a meeting with the U.S. Department of Education Under Secretary Martha Kanter that was hosted by University of Washington.

Dr. Johnson expressed her gratitude to employees for their dedication and noted that she was pleased with the leadership and the collaboration.

BOARD REPORT

Trustee Morgan complemented Linda Graham on the minutes and stated his appreciation for CCS and his fellow Board members.

Trustee Landa-McVicker shared that Spokane Public Schools hired a new superintendent and recommended that a joint meeting with the Boards be held. She also announced that she will be participating in the State Board for Community and Technical Colleges (SBCTC) executive director search committee. Trustee Landa-McVicker further stated that this will be a busy election season and encouraged people to discuss the importance of higher education.

Trustee Piper stated that CCS has done a wonderful job “beginning with the end in mind” and noted its goal to be streamlined and effective.

Chairman Bever congratulated the new presidents and noted that CCS’s emphasis on student success needs to continue. Chairman Bever expressed excitement about the role CCS plays in preparing the growing workforce in aerospace, healthcare, and manufacturing industries. Chairman Bever announced that he will be co-chairing the Trustees Association of Community and Technical Colleges (TACTC) legislative committee next year and that there would not be a CCS Board meeting in August.

EXECUTIVE SESSION

An executive session was called at 11:25 a.m. to review the performance of a public employee. It was announced that the Executive Session was expected to last until 12:30 p.m. with no formal action taken. At 11:48 a.m., an announcement was made that the executive session would be extended to 12:40 p.m.

The Executive Session under RCW 42.30.110 ended at 12:34 p.m. with the regular meeting reconvened at 12:35 p.m.

ACTION GENERATED FROM EXECUTIVE SESSION

The Board reconvened at 12:35 p.m. and voted in public session to extend the chancellor’s employment contract through June 30, 2015.

No. 12-27; Motion Carried

ADJOURNMENT

Being no further business, the meeting was adjourned at 12:40 p.m.