

Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
October 16, 2012 – 8:30 a.m.
Institute for Extended Learning Newport Center
1204 W. Fifth, Room 115; Newport, WA

Present: Carol Landa-McVicker, Ed Morgan, and Bridget Piper. Also in attendance were Christine Johnson, Janet Gullickson, Scott Morgan, Rebecca Rhodes, Amy McCoy, Maureen McGuire, Nancy Fair-Szofran, Greg Stevens, Kate Lyons-Holestine, Sarah Stiffler, Ethan Erickson, Jason Heath, and Linda Graham (recorder)

Guests: Millie Brumbaugh, Dennis Dunham, Lori Jordan, Jenni Martin, Leah Schaeffer

CELEBRATING SUCCESS

Ms. Jenni Martin, dean of instruction for the Institute for Extended Learning (IEL) welcomed the Board to the Newport Center and showed a PowerPoint presentation that acknowledged faculty and staff and highlighted rural instructional initiatives. Ms. Lori Jordan, business technology instructor, continued the presentation by providing an overview of the rural transition programs and explained the JumpStart program and its benefits. Ms. Leah Schaeffer, English composition and literature instructor, shared information regarding learning communities and how they help students and faculty develop a greater sense of community throughout the IEL. Ms. Millie Brumbaugh, adult basic education (ABE), General Educational Development (GED) and humanities instructor, continued the presentation and discussed American Honors and development education. A video sampling of an American Honors class was shown. Ms. Martin concluded the presentation by providing an update on the short-term rural aerospace and the Ione Energy training programs and explained future initiatives. The IEL continues to work with its partners to develop cost effective and innovative programs for students.

Trustee Ed Morgan thanked Ms. Martin and the IEL employees for the presentation, their enthusiasm, and for offering innovative programs for students. Trustee Landa-McVicker noted the Newport Center's proximity to other schools and asked if there are any initiatives targeting junior and high school students and their parents. Ms. Brumbaugh shared an example of collaboration with area schools.

Chairwoman Piper explained her experience growing up in a small town and encouraged employees not to underestimate their influence.

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 Newport Center, 1204 W. Fifth,

Room 115; Newport, Washington, on Tuesday, October 16, 2012. Chairwoman Bridget Piper called the meeting to order at 8:55 a.m., followed by the Pledge of Allegiance and roll call.

INTRODUCTIONS AND OPEN MICROPHONE

Everyone in attendance introduced themselves. Ms. Tina Culman, director of institutional solutions for Cengage Learning, and student representatives were welcomed. Chairwoman Piper announced that Trustee Carol Landa-McVicker received the 2012 Pacific Regional Trustee Leadership Award during the Association of Community College Trustees (ACCT) annual Community College Leadership Congress on October 10, 2012.

APPROVAL OF MINUTES

Trustee Landa-McVicker moved, and it was seconded, that the minutes from the September 18, 2012, regular meeting be approved as presented.

No. 12-30; motion carried.

STATUS REPORTS

Capital Projects in Progress

Mr. Dunham, district director of facilities, provided an update on capital projects in progress and shared that the west wing of Building 1 on the Spokane Community College (SCC) campus is more than 50 percent demolished. Construction of the new classroom building on the Spokane Falls Community College (SFCC) campus is slightly ahead of schedule. Once completed, the administration building on the SFCC campus will be demolished. Design for the SCC Building 15 expansion project is about to begin as well as the redesign phase of the SFCC Early Learning Center.

Budget and Expenditure

Dr. Christine Johnson, chancellor, referenced Tab 2b and reported that expenditures are on target and noted that the national economy and state enrollment trends will continue to be monitored. It was noted that an enrollment taskforce was established last year, and enrollment targets were identified for each college within Community Colleges of Spokane (CCS) to promote strategic growth.

Head Start

On behalf of Ms. Patty Allen, district director of Head Start/ECEAP/Early Head Start (HS/ECEAP/EHS), Mr. Scott Morgan, SCC president and IEL chief executive officer, provided an overview of Tab 2c.

Administrative Procedures

Mr. Greg Stevens, chief administration officer, advised the Board of Administrative Procedure 2.03.05-C, Mandatory Reporting of Suspected Child Abuse/Neglect. Information pertaining to this procedure will be mailed out to employees, and training will be offered.

Dr. Johnson shared that student and employee safety is important to the Board. After participating in several safety and security webinars, the Board charged her to review all CCS policies and procedures. As a result of the review, other policies on such topics as fraternization and consensual relationships will be established. The Board was applauded for their work in protecting the safety and welfare of students and employees.

CCS Student Data

Mr. Mark Macias, district director of institutional research, showed a PowerPoint presentation (Tab 3, Attachment i) highlighting the national and local trends occurring with regard to poverty and the educational outcomes associated with low-income students versus their more advantaged peers.

Trustee Landa-McVicker questioned the percentage of students receiving short-term certificates and gainful employment. Mr. Macias will review the data and provide a report at a future meeting. Trustee Landa-McVicker mentioned needed soft skills students need and how faculty provide early intervention for students lacking these essential skills. Dr. Janet Gullickson, president of Spokane Falls Community College, shared that research indicates that completion certificates help prepare students for entry-level employment, but continued training is required. Ms. Carla Naccarato-Sinclair, faculty member and AHE president, noted that student orientations need to be revised to identify student needs and to explain expectations.

Mr. Jason Heath, SCC associated student government director of legislative issues, shared his experience in the three-day First Year Introduction (FYI) class and recommended that an expanded version be offered to help students with basic skills. Mr. Ethan Erickson, running start student and SFCC associated student government president, shared that most running start students know how to study for exams but often fail to recognize the connection between subjects/courses.

Ms. Naccarato-Sinclair noted that students need online skills in order to be successful and recommended pre-assessments. Dr. Johnson clarified that pre-assessing online skills is considered a best practice.

Dr. Johnson commended faculty and staff for their commitment to student success and noted that education is essential for Washington residents to be competitive in the global market. Mr. Heath shared that many immigrants and adult learners fall in the low income bracket and have high failure rates. Mr. Erickson shared that some high school career centers may not encourage higher education for general employment. Ms. Lyons-Holestine indicated that the Hillyard neighborhood has the highest number of low income residents in the state, Spokane has a large homeless population, and changing a poverty mindset can be very difficult. Dr. Johnson emphasized that education is the key to change.

Chairwoman Piper thanked Mr. Macias for presenting the data. Mr. Macias explained his plan for future Board reports.

BREAK

The meeting recessed at 9:50 a.m. and reconvened at 10:05 a.m.

AHE/WFSE REPORTS

Association for Higher Education

Ms. Naccarato-Sinclair reported that the State's efficiency study has been completed. The final report will be shared during the December Washington Association of Community and Technical Colleges (WACTC) meeting. Ms. Naccarato-Sinclair shared that she attended the first Student Achievement Council (formerly known as the Higher Education Coordinating Board) meeting and provided an overview of the discussion.

Washington Federation of State Employees

A report was not provided.

INSTITUTION REPORTS

Institution for Extended Learning

Ms. Sarah Stiffler, classified staff representative, shared that the ABE program works with low income students by creating a strong and supportive environment for students. The IEL works to bring stability to families and to help them become self-sufficient. Ms. Stiffler also shared adult literacy activities for the week of October 16. In recognition of Hire Ability Day, the IEL provided job shadow opportunities for developmentally disabled students. Participants and host site supervisors also attended a lunch at the Davenport Hotel

Mr. Morgan thanked the Board for visiting the Pullman Center as well as the other rural locations.

Spokane Falls Community College

Mr. Erickson shared that he and the SFCC associated student government vice president recently attended an iLead Leadership Workshop in Missouri. Student government is interested in addressing student concerns and is being proactive. Welcome week activities were discussed. Topics currently being discussed with students include Higher One and the smoking policy.

Dr. Gullickson reported that SFCC is working on communication and will be focusing lateral discussions around initiatives. Student support teams are being established to address student achievement and early alerts needs. Conversation about rules of engagement for student advising is needed. Information about the Gateway to College program was shared. The Cheney School District has expressed interest in this program. The SFCC administrative structure is being reviewed. An assistant dean

position has been created in order to grow and develop leaders. The Board was invited to tour the new veteran center located in the lower level of the Library.

Spokane Community College

Mr. Heath reported that SCC associated student government has several vacant leadership positions; however, the organization is in good shape, and staff are collaborating. Student government is currently working on strategies to educate students on the new Higher One financial aid disbursement, as well as organizing student club and activities.

Ms. Lyons-Holestine, classified staff representative, shared that the staff council will be meeting on October 21, and will be discussing ways staff can become more involved. Fundraiser activities were shared.

Mr. Morgan shared that representative from Burlington Northern Santa Fe (BNSF) visited classrooms and talked with students about employment opportunities. SCC hopes to find other employers to do similar activities once a month. Mr. Morgan recently participated in a tour of the Spokane Public Schools (SPS) Skills Center. Spokane Community College will be focusing on access, student achievement, and program assessment this academic year. Enrollment is currently up 2 percent from last year. A faculty forum is scheduled for this afternoon.

Chairwoman Piper asked if SCC currently offers the training BNSF is looking for in employees. Mr. Morgan clarified that BNSF is looking for base level entry skills and abilities that they can expand. Ms. Naccarato-Sinclair shared that if and when SCC has the funding, an integrated skills/general contracting program should be considered.

Community Colleges of Spokane

Mr. Mark Mattke, executive director of the Spokane area workforce development, reported that the newly developed department recently hosted the Mayor of Spokane and is getting political support. Information about the department was shared during the all administrators meeting on October 5. Mr. Mattke met with workforce coordinators, deans, businesses and prospective partners regarding economic and business development. The revenue model and staffing levels are being reviewed. A progress report will be shared at a future meeting. Chairwoman Piper noted the importance of having CCS and the Spokane Area Workforce Development Council (SAWDC) working together for educational attainment.

Mr. Greg Stevens, chief administration officer, shared that CCS is in the second year of the professional development and renewal program. Dr. Vincent Tinto, distinguished university professor at Syracuse University, will be the keynote speaker for an upcoming academic symposium for faculty. The theme for the symposium is communication and collaboration. Dr. Tinto will also be meeting with the deans and cabinet. Mr. Rick Lewis, comedian, author, and motivational speaker, will be working with a second co-hort of classified staff. Community Colleges of Spokane is in the

second year of succession planning and is offering career development opportunities. Information about the leadership academy was shared. A strategic planning update on the innovation key performance indicator will be provided during the November Board meeting.

Dr. Nancy Fair-Szofran, provost, provided information about the Mentor Connect project, proposal development, and the selection process. The dean of global education is currently in Washington D.C. networking with the Saudi Arabia and Indonesian Embassies. Brazil is interested in Science, Technology, Engineering, and Mathematics (STEM) education and is considering sending a number of students to Spokane. Community Colleges of Spokane continues to work with American Honors College to establish relationships with other universities across the United States. A letter of intent has been signed by the University of Colorado. Rutgers State University of New Jersey has expressed an interest in working with CCS faculty. Talks with George Town University regarding their Scholarships for Education and Economic Development Program (USAID SEED Program) are currently underway. American Honors College is following up with CCS students and is in the process of developing winter courses with eight additional faculty. The eLearning department is developing six programs that will be offered fully online. Dr. Johnson extended her appreciation to the faculty for their work on these innovative initiatives. Chairwoman Piper questioned if global education will be bringing international students onto campus. Dr. Johnson clarified that the dean will be working to recruit international students, which will increase revenue as well as cultural and global understanding. Trustee Landa-McVicker noted that she has contact information for an individual who will be helping set up community colleges in India.

CHANCELLOR REPORT

Dr. Johnson reported that all management personnel are receiving emergency preparedness training. McKinstry Construction Corporation hosted an Innovation Center Kick Off event and invited Dr. Johnson to serve as a panelist to discuss innovation and the importance higher education plays in building public/private partnerships that promote community growth, health and business development. A number of CCS executives are serving on the STEM leadership group. Leaders from CCS and the City of Spokane recently met to discuss collaboration efforts. Dr. Johnson has been selected to serve on the national American Association of Community Colleges (AACC) 21st Century implementation team. At the Board's request, periodic reports of national and international trends will be shared at future Board meetings. As a result, a summary of "global competitiveness" from the Organization for Economic Cooperation and Development's annual *Education at a Glance* report by Elizabeth Redden was distributed.

BOARD REPORT

Trustee Ed Morgan commended the IEL staff for the quality of the report and for their enthusiasm, dedication and commitment.

Trustee Carol Landa-McVicker shared that she and Dr. Johnson attended the national ACCT Leadership Congress and that she was honored to represent the pacific region as this year's award recipient. Trustee Landa-McVicker provided background information on one of the keynote speakers and shared that student success and community colleges are getting national attention.

Chairwoman Piper reported that she and other board members will be attending the state-wide trustee association of community and technical colleges (TACTC) meeting October 17-19.

ADJOURNMENT

Being no further business, the meeting was adjourned at 11:07 a.m.