

Minutes of the Board of Trustees Meeting  
Washington State Community College District 17  
Approved Regular Meeting  
February 18, 2014 – 8:30 a.m.  
Lodge Building, 3305 W. Fort George Wright Drive; Spokane, WA

**Present:** Bridget Piper, Greg Bever, Beth Thew, Jan Wigen, and Mike Wilson. Also in attendance were Christine Johnson, Deborah Danner, Janet Gullickson, Scott Morgan, Nancy Fair-Szofran, Lisa Hjaltalin, David O'Neill, Greg Stevens, Anne Tucker, Carla Naccarato-Sinclair, Denise Osei, Barry Moses, Mita Sen, Barry Olguin, Melody Verdugo, Kyle Stafford, Alicia Villa, and Linda Graham (recorder)

**Guests:** Patty Allen, Steve Bays, Ken Burrus, Dennis Dunham, Mark Macias, Jessica Mildes, Nancy Myers, Even Omelia, and Craig Rickett

**CELEBRATING STUDENT SUCCESS: ATHLETICS, PHYSICAL EDUCATION, AND RECREATION**

Mr. Ken Burrus, district director of physical education, athletics, and recreation, distributed copies of the 2012-13 Annual Report, recognized Wendy Irish for her work on the annual report, displayed the 1<sup>st</sup> Annual Dr. Mauray Ray NWAACC Athletic Director's Cup for Athletic Excellence trophy, and showed a PowerPoint presentation (Tab 0, Attachment i) highlighting major accomplishments from the 2012-13 academic year.

Trustee Greg Bever inquired the values being taught to students regarding sportsmanship. Mr. Burrus reported that while the athletic department wants to win games, its main focus is developing students and helping them graduate and transfer to the next level. Mr. Burrus shared a story illustrating students overcoming adversity and winning/losing games with grace.

Trustee Mike Wilson noted the importance of leadership and teamwork and inquired about the intermural program at Community Colleges of Spokane (CCS). Mr. Burrus reported that CCS has a solid athletics, physical education and recreation program and is looking for ways to improve and expand the intermural program. New opportunities are currently being discussed.

Trustee Beth Thew inquired about the community wellness program. Mr. Burrus reported that continuing education classes such as dance, aerobics, swimming, and the fitness center are successful outreach programs. The renovated soccer field is also being utilized by community organizations. Mr. Bobby Lee, assistant athletic director and associate dean, Ms. Ginny Knox, athletic manager, and Mr. Scott Kramer, adjunct instructor and marketing and promotion representative, were recognized for their work in managing community access to CCS facilities.

Mr. Even Omelia, CCS men's golf athlete, was introduced. Mr. Omelia, an international student from England, explained the benefits of attending CCS – affordable tuition, supportive coaching staff, successful team golf record with 10 out of 11 straight victories, and good athletic scholarship opportunities as a result of team success. Mr. Omelia plans to transfer to WSU.

Ms. Jessica Mildes, CCS women's cross country and track athlete was introduced. Ms. Mildes provided background information about herself and explained her experience in the athletic program. Some of the benefits of the athletic program that were highlighted include supportive coaching staff, inspiring and encouraging teammates, and successful athletic teams. Ms. Mildes noted that attending CCS was the best decision she made. While she wished CCS was a four year institution, she hopes to be able to transfer to Gonzaga on an athletic scholarship.

Mr. Burrus showed a video of the men's and women's NWAACC cross country championship win.

Trustee Bever inquired about how people can become a Bigfoot Booster Club Member. Mr. Scott Kramer will forward the forms to Ms. Linda Graham, executive assistant, for distribution to the Board.

### **CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL**

The Board of Trustees of Washington State Community College District 17 held a regular meeting at the Lodge Building, 3305 W. Fort George Wright Drive, Spokane, WA, on Tuesday, February 18, 2014. Chairwoman Bridget Piper called the meeting to order at 9:10 a.m., followed by the Pledge of Allegiance and roll call. It was announced that the meeting was open to the public. Individuals interested in addressing the Board were encouraged to sign up at the back of the room.

### **INTRODUCTIONS AND OPEN MICROPHONE**

Chairwoman Piper introduced Trustee Jan Wigen, who was recently appointed to the Board to fill Dr. Ed Morgan's unexpired term. No one from the audience asked to address the board.

### **APPROVAL OF MINUTES**

Trustee Wilson moved, and it was seconded, that the minutes from January 14, 2014, meeting be approved as presented.

**No. 14-02; motion carried.**

### **STATUS REPORTS**

#### Budget and Expenditure

Ms. Lisa Hjaltalin, acting chief financial officer, noted that expenditures and revenue collections are on target for the year. It was noted that Trustee Wigen will schedule a budget training session with Ms. Hjaltalin.

#### Head Start

Ms. Patty Allen, district director of Head Start/ECEAP/Early Head Start (HS/ECEAP/EHS), reviewed Tab 2b, attachment i, highlighting the close-out of budget year 2013, sequestration restoration, EHS/child care partnerships, corrective action status report for the area of non-compliance (self-assessment), and ECEAP expansion update.

Chairwoman Piper was thanked for attending the policy council meeting to hear the budget training presentation and to learn about the assessment process.

### Capital Projects in Progress

Mr. Dennis Dunham, district director of facilities, provided an overview of the facilities department and explained the various capital projects currently in progress. It was noted that the Building 15 addition on the Spokane Community College (SCC) campus is ahead of schedule. The financial aid department will be one of the first departments to move into the renovated space in May. Personnel from former Institute for Extended Learning (IEL) sites will begin moving this summer. Children recently toured the new Early Learning Center, which is coming along well. Updates on minor capital projects were also provided.

Trustee Bever inquired about the plans for the aerospace facility. Mr. Dunham reported that renovations to the HVAC and electrical systems at Felts Field are planned. Mr. Scott Moran, SCC president, clarified that work on the aerospace facility is being discussed but work has not begun. Trustee Wigen asked if CCS is coordinating with the Spokane Airport Board. Mr. Morgan confirmed that CCS has a very positive relationship with the Spokane Airport Board and that this topic is being discussed. Once a proposal is finalized, it will be brought forward to the CCS consideration/approval.

### **MASTER PLANS/I90 UPDATE**

Mr. Dunham, explained the Master Planning process at both colleges and showed a PowerPoint presentation (Tab 3, Attachment i) highlighting proposed campus maps and possible designs of the new north/south corridor along the SCC campus. The buildings that will be impacted by the new corridor include the Fire Science Building (Bldg. 23), Fire Tower (Bldg. 24), Max Snyder Building (Bldg. 50), and Clock Tower (Bldg. 111). The Department of Transportation has agreed to pay for a new parking structure at SCC and will compensate CCS for Buildings 23, 24, and 50. Building 111 is still under discussion. Partnership opportunities with the Spokane Fire Department are also being considered.

Mr. Morgan discussed the SCC Master Plan in greater detail. Specific topics addressed include adding more buildings on the SCC campus, improving Buildings 1 and 8, softening the outside appearance of the campus so it looks less industrial, creating a more welcoming entrance near the Automotive Building, preparing for the new corridor and making sure the campus is accessible from Greene Street. It was noted that communications with representatives from Spokane County, City of Spokane, Spokane Transit Authority (STA), and other stakeholders have been held.

Ms. Carla Naccarato-Sinclair, faculty member and Association for Higher Education (AHE) president, inquired where the on and off ramps for the new corridor will be located. It was noted that the initial corridor plans showed ramps at Trent and Wellesley with no access to SCC from Greene Street. Thanks to various partnerships, the Department of Transportation (DOT) has agreed to add an entrance at Ermina with a stop light.

Trustee Bever noted that freeways typically separate and isolate neighborhoods, which is opposite of the CCS mission. Of the three diagrams of the North Spokane Corridor being considered by the DOT (Tab 3, Attachment i), Trustee Bever expressed support for the Slope Option but emphasized the need to soften the outside appearance of the campus. Trustee Wigen inquired about the Shoreline Management Act and the impact it will have on SCC's expansion. Mr. Dunham clarified that CCS is required to preserve the land along the river shoreline and will not be able to build along those areas.

Trustee Thew congratulated CCS for collaborating with city, county and STA representatives, asked about long-term growth options for SCC, and inquired about the projected date for the North Spokane Corridor. Mr. Dunham noted that the property to the south of the SCC campus has been considered in the past for possible growth; however, land remediation and foot traffic would need to be addressed. The three proposed diagrams of the North Spokane Corridor were reviewed and benefits of each were discussed. The projected date for the corridor is still unknown; however the DOT is working closely with CCS.

### **CONSIDER CAPITAL BUDGETS**

Mr. Dunham provided background information about the three types of capital budget requests – major, repair and minor projects – that will be included in the CCS 2015-17 capital budget request to the State Board for Community and Technical Colleges (SBCTC). Proposed repair capital projects (Tab 4, Attachments i and ii) and prioritized minor capital project lists for SCC and SFCC (Tab 4, Attachments iii and iv) were reviewed and discussed.

Mr. Morgan explained the rationale for submitting one major renovation capital project and the need for a counseling/tutoring center on the SCC campus. Dr. Janet Gullickson, SFCC president, explained the need for replacing the Fine Arts Building (Bldg. 6) and the Photography Building (Bldg. 11) with a new combined building on the SFCC campus. Mr. Morgan clarified that projects approved by SBCTC would go to the legislature in 2015. Construction would begin during the 2017-19 biennium.

Trustee Wilson inquired about the state's selection process. Messers. Morgan and Dunham explained the scoring criteria and competitive process. Trustee Wilson asked if CCS has availed incentive and comparative cost savings. Mr. Dunham confirmed that CCS has worked with Avista Utilities on all projects and utilized available rebates. Community Colleges of Spokane is also required to go through a life-cycle cost analysis.

Trustee Bever moved, and it was seconded, that the Board of Trustees approve the final lists of Repair A and Minor Capital and Major Capital projects for inclusion in the CCS 2015-17 capital budget request and that the request be submitted to the SBCTC by the February 28, 2014, due date.

**No. 14-03; motion carried.**

## **BREAK**

The meeting recessed at 10:18 a.m., and reconvened at 10:35 a.m.

## **PRIOR LEARNING ASSESSMENT UPDATE**

Dr. Nancy Szofran, CCS provost, provided background information on prior learning assessment (PLA) as outlined in Tab 5. It was noted that CCS responded to federal and state legislative actions passed in 2010 and 2011 calling for efficiencies and coordination by adopting Board Policy 4.30.01 Student Success in April 2012. Community Colleges of Spokane committed to implementing common, evidence-based practices in student success, increasing and accelerating completion rates for associate degrees and certificates, and closing achievement and retention gaps among students. In 2012, a Student Success Task Force was charged to recommend best practices for student success. The task force recognized the need for the development of consistent and transparent guidelines on assessing prior learning, and the implementation of practices that support increased assessment and awarding of credit for prior learning. Beginning fall quarter 2013, two faculty members – Ms. Nancy Myers (SCC) and Mr. Craig Rickett (SFCC) – were appointed as prior learning coordinators and charged with developing clear, open pathways for students to receive credit for prior learning and to generate wide faculty interest and participation in assessing and awarding learning credits to meet Board Policy. Mr. Steve Bays, associate dean of enrollment services at SFCC, was also appointed as the district's single point of contact for PLA.

Mr. Bays continued the presentation by explaining his role and the communication process between students and campus PLA coordinators. Mr. Rickett continued by explaining SFCC's approach and noted that four faculty members have been trained to develop PLA and disseminate information to campus faculty. Areas of focus at SFCC include expanding the list of acceptable credits that are available through national test standards, increasing the number of credits issued to veterans, developing an online curriculum portfolio assessment class with a higher enrollment capacity for students throughout the state while using subject-matter experts to assess prior learning.

It was noted that up to 15 credits of coursework at the 100 level or above, that are otherwise non-transferable vocational/technical courses, may be transferred as part of a DTA Associate degree per the Intercollege Relations Commission (ICRC) guidelines. In order to better serve students, SFCC plans to launch an expanded PLA program in 2015 when SFCC begins offering applied baccalaureate degrees. While BAS degrees are not bound by the above-mentioned ICRC guideline, they are bound by the Northwest Commission on Colleges and Universities (NWCCU) Standard 2.C.7(b), which states that credit for prior experiential learning, if granted, is limited to a maximum of 25 percent of the credits needed for a degree. Dr. Szofran also noted NWCCU Standard 2.C.18 allows the granting of credit for special learning activities, which criminal justice, fire science, and other such programs could qualify. It was clarified that students must complete a third of the credits at CCS in order to receive a degree from CCS.

Ms. Myers explained SCC's approach to PLA and reported that various forums, meetings and presentations have been held to generate interest. It was noted that the image and branding of PLA needs to be improved so potential students have a better understanding of the program. Portfolio courses are currently being developed. Examples were shared.

Chairwoman Piper inquired how the program is being marketed. Ms. Myers noted the importance of communicating with employers so they understand how PLA can accelerate degree completion time for employees. It was stated that meetings with advisory committees have been held. Trustee Thew shared her experience with PLA and encouraged more communication with employers.

Trustee Thew inquired if students earning PLA credit have any issues transferring to another institution. Mr. Jim Minkler, vice president of learning at SFCC, noted the ICRC 15-credit limit continues to be an issue. Due to high enrollment levels, universities can also be very selective when accepting students. Dr. Johnson will take this issue to Washington Association for Community and Technical College (WACTC). Declining enrollments at regional and research institutions and reductions in veteran financial aid may force better transfer agreements that will provide faster time-to-degree options for students. Dr. Johnson also noted that CCS faculty members are being provided release time to implement the Board's student success policy. Progress will be tracked and reported on an annual basis.

#### **CCS STAFFING STRATEGY**

Mr. Greg Stevens, chief administration officer, explained the purpose of the report as outlined in Tab 6. A PowerPoint presentation (Tab 6, Attachment i) was shown highlighting the comparative analysis of SBCTC staffing levels; CCS's staffing strategy; staffing level comparisons with Seattle, Bellevue, Clark and the Washington State system. Staffing efficiency conclusions indicate that on average, CCS serves fewer students per full-time faculty member. CCS serves more students per part-time faculty member. CCS serves more students per classified employees than Seattle, and less than the other compared institutions. CCS serves far more students per administrator, though the disparity decreased slightly. CCS serves more students per exempt than all but one of the compared institutions.

Trustee Thew congratulated CCS on the staffing ratio and inquired if the figures are consistent between SCC and SFCC. It was noted that SCC has more reliance on full-time faculty due to its program mix. Mr. Stevens clarified employment classifications and full-time equivalent (FTE) requirements.

Dr. Johnson emphasized that education continues to be the largest investment at CCS, which is consistent with the National Association of College and University Business Officers (NACUBO) standards. Ms. Naccarato-Sinclair acknowledged that CCS and Washington State value instruction and noted that Community Colleges of Spokane has taken on several new initiatives the last few years. Faculty believe these full-time initiatives require participation by full-time faculty, which can cause a staffing issue. With

60-percent of instruction being done by full-time faculty, CCS is very close to the recommended faculty ratio.

## **WORKFORCE OUTLOOK – PART 2**

In January, trustees were provided with data pertaining to regional trends and forecasts relevant to the Spokane area job market. Mr. Mark Macias, managing director of institutional research, continued the theme by showing a PowerPoint Presentation (Tab 7, Attachment i) highlighting projected demand for workers in 2017, projected job growth by occupation, living wage in Spokane County, living wage occupations requiring certificate/AA degrees, and the middle-skills job market.

Trustee Thew clarified that poverty-level wages reflected in the report were based on five-year old figures. Trustee Thew also thanked the colleges for their support of apprenticeship programs and noted that these programs provide graduates the opportunity to earn living wages.

## **AHE/WFSE REPORTS**

### Association for Higher Education (AHE)

Ms. Carla Naccarato-Sinclair reported that she has been in Olympia every week since January 14. Two legislative issues of interest are the Real Hope Act (SB 6523), which would allow undocumented students to be eligible to apply for state financial aid, and Pay it Forward (HB 2720), which would allow students to attend college without paying tuition up front but rather pay after leaving school in the form of a small, fixed percentage of their future income for up to 25 years. Ms. Naccarato-Sinclair will be in Olympia starting on Thursday for a legislative open house followed by other meetings through the weekend.

### Washington Federation of State Employees (WFSE)

Mr. Barry Olguin reported that there are under 1,000 pending facility work orders. Another carpenter has been hired to help.

## **INSTITUTION REPORTS**

### Spokane Community College

Mr. Kyle Stafford, student representative, provided highlights of student activity events and explained that student government is revising its constitution and reviewing its committee structure. Mr. Stafford also reported that he recently attended legislative meetings with Trustee Bever.

Ms. Mita Sen, faculty representative, reported that 35 new first-year invasive cardiovascular and respiratory care students, joined by several additional instructors from the surgical technology and medical assistant programs, are training allied health students to perform CPR. The SCC Research Club is now a member of the Council on Undergraduate Research (CUR). Anyone from CCS working on undergraduate research can use this resource. Individuals from SCC and SFCC are automatically eligible for the institutional membership rate when registering for CUR events. The integrated business and entrepreneurship program has 19 students in this year's cohort and will be holding a

meet and greet event on Wednesday, February 19, from 2:30 p. m. to 5:00 p.m. in Building 1, Room 131. Faculty members are working on grant proposals focused on student success, retention and the Student Achievement Initiative. The SCC Equity Mini Grant Committee was awarded a stipend to develop curriculum that would implement equity/diversity in the classrooms. The Scenes of Life drama presentation will be held on Friday, February 21, at 7:30 p.m. in the SCC Auditorium. A written copy of Ms. Sen's report is on file.

Mr. Barry Moses, faculty member, reported that College Prep, a non-credit college prep course, has been so popular and successful that SCC is adding a second program and considering a third class with evening hours. The ESL program will be holding cultural presentations with students wearing native clothing and sharing ethnic foods. Several students have successfully passed the Secondary Level English Proficiency ( SLEP) test.

Mr. Morgan reported that Mr. Doug Tweedy, Washington State Economist, will provide a workforce report during an all-campus meeting scheduled for tomorrow at 2:30 p.m. in the Lair. Accreditation for SCC has been reaffirmed. The campus is addressing five recommendations. With the recent accreditation visit and IEL/SCC merger, SCC is revising its mission, values, and core themes Community forums will be scheduled, and the Board will be invited. Skill Center Days will be drawing students to SCC and SFCC. The Foundation was thanked for providing pizza for visiting Skill Center students.

#### Spokane Falls Community College

Ms. Alicia Villa, student representative, thanked Mr. Bever for recently traveling to Olympia with students and meeting with legislators. Student government has established committees and hired two staff members. A meeting will be held on March 12, to discuss Student and Activities (S&A) budgets. Upcoming events were also highlighted.

Ms. Melody Verdugo, classified representative, reported that the science department will be very busy spring quarter with more K-12 tour requests for the cadaver lab. The Planetarium has become a popular place for special events such as Valentine's Day.

Ms. Denise Osei, faculty representative, shared that registration has started for spring quarter. On January 21, a lunch event will be held to market the Early College and Place of Most Potential (POMP) programs. It was noted that the POMP program currently has 20 community volunteers. An open house event for all students of color will be held April 15, at WSU Spokane.

Dr. Gullickson provided an update on the Pullman Center. Topics discussed include enrollment, marketing strategies, and future employment opportunities. It was noted that students will be able to obtain a full AA degree at the Pullman Center starting fall quarter 2014. Changes to Federal Financial Aid regulations were discussed. As a result of the changes, data on the developmental classes students are taking is being reviewed.

## **CHANCELLOR REPORT**

Dr. Johnson commended the presidents, faculty, staff, and administrators for reaching out to area high schools. The presidents and their teams are also working closely with university partners to address nursing, transfer, and other instructional needs. Community Colleges of Spokane's K-12 partnership will be featured in the April edition of the *Community College Journal*. The Journal was particularly interested CCS's Student Transitions Information Project (STIP) and the Affinity Project. Community Colleges of Spokane also has an opportunity to launch the first small-city model of the Year Up program. The goal of this program was discussed.

## **BOARD REPORT**

Chairwoman Piper reported that the trustees attended the Trustees Association for Community and Technical College (TACTC) orientation and winter conference over the Martin Luther King Jr. holiday. During the conference, student nominees from across the state were recognized during the Transforming Lives reception. Ms. Amber Sweet and Mr. Ryan Breithaupt were the nominees representing Community Colleges of Spokane. A quote from Mr. Briethaupt's nomination packet was read. It was noted that Trustee Greg Bever is the TACTC president-elect. Chairwoman Piper welcomed Trustees Wilson, Wigen, and Thew.

Trustee Wilson reported that he and Trustee Bever attended the ACCT National Legislative Summit in Washington DC. Details about the event and legislative meetings were shared.

Trustee Bever shared his experience at the ACCT summit and noted that the Pell Grant and the Reauthorization of Higher Education Act are two major legislative priorities. Trustee Bever also reported that he and CCS students met with seven representatives and three senators during a recent trip to Olympia.

## **EXECUTIVE SESSION**

An executive session was not held

## **ADJOURNMENT**

Being no other business, Trustee Bever moved, and it was seconded, that the meeting be adjourned at 12:43 p.m.