

Minutes of the Board of Trustees Meeting  
Washington State Community College District 17  
Approved Regular Meeting  
March 18, 2014 – 8:30 a.m.

Lodge Building, 3305 W. Fort George Wright Drive; Spokane, WA

**Present:** Bridget Piper, Greg Bever (phone), 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, Barry Moses, Denise Osei, Barry Olguin, Alicia Preston, Melody Verdugo, and Linda Graham (recorder)

**Guests:** Patty Allen, Chrissy Davis, Dennis Dunham, Carla EagleBurger, Elodi Goodman, Tanja Huffman, Mark Macias, and Loren Pemberton

**CELEBRATING STUDENT SUCCESS: SFCC ACADEMIC CONSULTING**

Ms. Chrissy Davis, associate dean of student development at Spokane Falls Community College (SFCC), provided background information about academic advising, showed a Prezi presentation (Tab 0, Attachment i), and introduced Ms. Tanja Huffman, SFCC interior design instructor; Ms. Elodi Goodman, SFCC French instructor; Ms. Carla EagleBurger, SFCC student; and Mr. Loren Pemberton, SFCC counselor.

Mss. Huffman and Goodman continued the presentation by explaining advising strategies implemented by their departments/divisions to better assist students. Ms. EagleBurger shared her experience with academic advisors and noted how her advisor helped her identify personal strengths and needed classes for the Destination Eastern program. Mr. Pemberton explained the role of faculty counselors. Trustee Mike Wilson noted that counselors not only help students get into correct courses, but also help students improve personal performance.

Ms. Davis concluded the presentation by explaining the software being used to develop online educational plans, highlighting the data on the number of educational plans and online advising forms that have been completed, and discussing next steps. It was also noted that data is being used for predictive analytics to identify and clear educational pathways for students.

Trustee Jan Wigen inquired if additional training is available for faculty advisors. Ms. Davis shared that professional development sessions are provided based on faculty needs/interests. Examples of previous training sessions were provided.

Chairwoman Bridge Piper inquired if answers to “frequently asked questions” are compiled and distributed between faculty counselors and advisors. Mr. Pemberton reported that faculty are working together assembling information and sharing examples. A website has been established so faculty can ask questions and post suggestions.

Trustee Greg Bever congratulated SFCC on their efforts and noted that counseling is one of the most important areas for student success. Trustee Bever inquired how the counseling role merges with the orientation process to teach students how to navigate through the

educational process. Ms. Davis indicated that new student orientation sessions have been redesigned. Students attend a four-hour session that is divided into different cohorts. Personnel from registration, advising, counseling, and instructional programs participate to help students identify goals and set educational plans. Faculty counselors are assigned to students at the point of entry unless students have declared a program of study, at which time faculty advisors are assigned. Counselors are also visiting area high schools and advising students.

Trustee Bever inquired if SFCC is tracking students who do not participate in academic advising. Ms. Davis clarified that students with less than 30 credits are required to see an academic advisor before they can register for classes.

Trustee Beth Thew inquired about the workloads for the different groups. Mr. Pemberton discussed the workload for counselors. It was noted that students utilize the counseling department for other services.

Chairwoman Piper thanked faculty members and Ms. EagleBurger for presenting the information.

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

The Board of Trustees of Washington State Community College District 17 held a regular meeting on Tuesday, March 18, 2014. Chairwoman Piper called the meeting to order at 9:11 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. People interested in commenting about tenure recommendations were also encouraged to sign up.

#### **INTRODUCTIONS AND OPEN MICROPHONE**

Introductions were not made, and no one asked to address the Board.

#### **APPROVAL OF MINUTES**

Trustee Beth Thew moved, and it was seconded, that the minutes from February 18, 2014, meeting be approved as presented.

**No. 14-04; motion carried.**

#### **STATUS REPORTS**

##### Capital Projects in Progress

Mr. Dennis Dunham, district director of facilities, reported that the 2015-17 capital project requests have been submitted and received. It was noted that two major capital projects were included in the request – the renovation of the south wing of Building 1 at Spokane Community College (SCC), and the replacement of the Photo and Fine Arts Buildings at SFCC. Details on both projects were provided. Updates on current major projects were also provided. Highlights include the demolition of Building 201 at SCC, soil remediation once Building 201 is removed, progress on the Building 15 remodel at SCC, and the new

Early Learning Center construction project at SFCC. Mr. Dunham also reported that minor projects are scheduled to go out for bid next month.

#### Budget and Expenditure

Ms. Lisa Hjaltalin, acting chief financial officer, referenced Tab 2b, Attachment i, and noted that Community Colleges of Spokane (CCS) expenditures are on target for the year. Tuition revenue is at 69.9 percent of target.

#### Head Start

Ms. Patty Allen, district director of Head Start/ Early Childhood Education and Assistance Program /Early Head Start (HS/ECEAP/EHS), reviewed Tab 2c, attachment i, highlighting the correction action status for the area of non-compliance from the Head Start Triennial review, progress report on improving class instructional support scores in Head Start, sequestration restoration, and the ECEAP expansion.

Chairwoman Piper thanked Trustee Thew for attending the last Head Start Policy Council. Trustee Thew noted that Ms. Allen did a great job preparing her for the council meeting and answering her questions. Trustee Thew noted that she was impressed with the Head Start staff and community council members and expressed concern about the program waiting list.

Trustee Wigen inquired about program curriculum. Ms. Allen indicated that the staff prepares an individual, tailored plan for each child based on developmental and educational needs. It was noted that 22 percent of the children in the CCS EHS program, and 16-19 percent of the children in the CCS HS program have special needs. Educational needs for advanced or “gifted” children are addressed in collaboration with Spokane Public Schools.

### **STUDENT SUCCESS: STRENGTHEN ENGAGEMENT STRATEGIC PLANNING REPORT**

Mr. Greg Stevens, chief administration officer, showed a PowerPoint (Tab 3, Attachment i) highlighting the following initiatives and key performance indicators for the student success strategic priority area:

- Improve student success transitioning among educational levels and careers
  - Increase basic education, transfer and workforce rates of completion
- Improve instructional options to meet diverse student needs
  - Increase access to degree and certificate programs through online, night/weekend, and accelerated offerings
- Strengthen student completion
  - Increase success rates of underserved populations

Specific projects underway in support of student success at each of the units were referenced in Tab 3, Attachment iii.

Chairwoman Piper noted the importance of short-term programs and the need to shorten the completion time for additional certificates and degrees. Trustee Wigen inquired if students withdrawing from CCS participate in exit interviews. Dr. Janet Gullickson, SFCC president, shared that students often withdraw from school without prior notice and noted that the lack of finances is the most common reason for students to withdraw.

Dr. Christine Johnson, CCS chancellor, expressed concern about the national trend of male students of color withdrawing from higher education. Community Colleges of Spokane is working to help students feel connected and engaged. Ms. Denise Osei, SFCC faculty member, reported that many children of color are not progressing past middle school. As a result, the Place of Most Potential (POMP) group has decided to visit area middle schools in an effort to meet and encourage children to continue their education.

Chairwoman Piper noted the emphasis CCS is making on orientation and academic advising and the steps CCS is taking to remove barriers for students. Chairwoman Piper also stressed the importance of having diverse faculty representation. Chairwoman Piper referenced Senate Bill 5969, which would require institutions of higher education in Washington to adopt policies for awarding academic credit for military training. Dr. Johnson referenced the CCS Prior Learning Assessment (PLA) policy that was recently approved. The colleges are also tracking success indicators, and the presidents continue to look for ways to address persistent challenges.

Mr. Scott Morgan, SCC president, expressed concern about the declining trends in basic skills. To address this issue, SCC is putting more emphasis on transitioning basic skills to college and has added five I-Best and other college-preparatory classes. The Adult Basic Education department is also shifting its focus from GED prep to high school diplomas.

Trustee Wilson noted appreciation for the work being done on this topic, inquired about the correlation between student success and student engagement in extracurricular activities. The district was encouraged to be mindful of such activities when addressing budget reductions. Mr. Stevens noted the higher completion rates for student athletes. Dr. Johnson reported that data shows that students who are engaged with other individuals are more successful regardless of race, age, income, preparation level. While the colleges are providing extracurricular opportunities, students need to be persuaded to participate.

Dr. Johnson reported that universities often encouraged community college students to transfer early; however, data shows that students earning an AA degree are more academically successful. Community Colleges of Spokane and area universities are improving partnerships and are seeing positive changes.

Trustee Piper encouraged the trustees to review Tab 3, Attachments ii and iii.

## **BREAK**

The meeting recessed at 10:11 a.m., and reconvened at 10:23 a.m.

## CONSIDERATION OF THE GRANTING OF TENURE FOR WINTER QUARTER 2014

Mr. Stevens provided background information about the tenure process as noted in Tab 4. It was noted that no one signed up to address the board regarding tenure recommendations.

As the designated appointing authority for CCS, the members of the Board have reviewed and given reasonable consideration to the tenure files for each probationary candidate. Trustee Thew moved that the appointing authority approve and grant an award of tenure to the following probationary academic employees and direct the Chancellor to take any and all appropriate action to carry out this decision.

|                        |                                |
|------------------------|--------------------------------|
| Jared J. Anthony       | SFCC English                   |
| Geoffrey S. Bagwell    | SCC Philosophy                 |
| Katie L. Clemons       | SFCC Sociology                 |
| Jason J. Eggerman      | SCC Psychology                 |
| Rebecca A. Goss        | SCC Counseling                 |
| Travis J. Green        | SCC Technical Education - HVAC |
| Angela M. Jahns        | SCC Mathematics                |
| Roshan Khattry         | SFCC Economics                 |
| Ruth E. Kirkpatrick    | SFCC Biology                   |
| Barry G. Moses         | SCC Adult Education            |
| Patricia J. Norman     | SCC Allied Health - Dental     |
| Donnelle J. Odren      | SFCC Physical Therapist Asst   |
| Jenni L. Rosselli-Hull | SFCC PE, Volleyball Coach      |

Trustee Wilson noted that it was rewarding to read through the tenure files and commended faculty and the tenure process. Trustee Wilson inquired if a similar evaluation process is used once tenure is granted. Mr. Stevens, chief administration officer, explained that CCS has a formal evaluation process for academic employees, which is addressed in the Master Contract.

Trustee Thew congratulated the presidents for recruiting and hiring high-caliber candidates. Chairwoman Piper stated that the tenure evaluation material was inspiring and reported that a reception will be held to recognize tenure recipients. Dr. Johnson thanked Trustee Thew for leading the tenure review process for the trustees, congratulated faculty members who were awarded tenure, and acknowledged Mr. Moses as a newly tenured faculty member.

**No. 14-05; motion carried.**

## NEW CCS INTERACTIVE DATA PORTAL

Mr. Mark Macias, managing director of institutional research, reported that the district institutional research council has been developing a method for providing access to CCS information and data to the Board, district employees and the community. Data Central, a portal on the CCS public facing website, provides public data to the community while also

granting restricted access to non-public data to the Board and district employees, regardless if they are on or off campus. A live demonstration was provided. It was noted that a third of the data reports are currently available through the portal. The trustees were invited to contact the IR department for any data needs. Trustee Wigen inquired about the primary audience for the portal. Mr. Macias noted that while employees are currently the primary audience, CCS hopes to build a greater exterior audience with more students and parents accessing the data. Dr. Gullickson noted that data has been made accessible and easy to understand. Mr. Macias stated that reports and graphic-based data are being added to the portal; however, it is unknown how ctcLink will affect the Data Central portal.

## **AHE/WFSE REPORTS**

### Association for Higher Education (AHE)

Ms. Carla Naccarato-Sinclair was not able to attend the meeting, and a report was not provided.

### Washington Federation of State Employees (WFSE)

Mr. Barry Olguin reported that Mr. Matt Bayley, HVAC Mechanic, and Claude DeFord, custodian supervisor, not only keep buildings comfortable, but cultivate student –athlete success in their role as assistant coach to various athletic teams at CCS.

## **INSTITUTION REPORTS**

### Spokane Community College

Mr. Barry Moses, faculty representative, thanked Dr. Johnson and Mr. Morgan for their support through the tenure process. The Curlew Center will be administering the High School Proficiency Exam (HSPE) for reading and writing next week per the state schedule. The Curlew Center had its first student pass all four GED exams on Friday of last week. The Adult Basic Education (ABE) department recently submitted a request for Student Achievement Funding. If awarded, ABE will use these funds to support the continued development/implementation of the new High School 21 (HS21) program. A copy of Mr. Moses' report is on file.

Ms. Alicia Preston, staff representative, reported that staff members are participating in ctcLink training and are preparing for office and building updates.

Mr. Morgan reported that Mr. Nick Zenter, professor for Central Washington University, will be giving a lecture at SCC this evening at 7 p.m. A six-week noncredit Africana studies course offered in partnership through Eastern Washington University and Spokane Community College's Multicultural Student Services begins at SCC on Thursday, April 10. Classes will be held from 5 p.m. to 7 p.m. and are free and open to the public. Spokane Community College will be awarded the Employer of the Year by The Arc of Spokane. A nursing articulation agreement with Washington State University has been signed. Faculty members from both institutions are currently developing curriculum.

### Spokane Falls Community College

Denise Osei, faculty representative, reported that ten SFCC graphic design students captured 13 out of 27 awards (5 gold, and 8 silver awards) at the American Advertising Federation Awards ceremony. During the ceremony, winners of the Toni M. Robideaux Scholarship Fund were announced. Spokane Falls Community College students Melanie Hoff and Kristin Violet were recognized for student achievement and excellence in advertising arts. Several 2013 SFCC drama graduates have successfully auditioned with prestigious drama programs around the U.S. and have been offered scholarships. A choral concert is scheduled for Tuesday, March 18, in the SFCC Music/Performing Arts Building Auditorium, followed by a Jazz concert on Wednesday, March 19. A new photography show entitled “Fetish of the Mind” will run through Friday, March 28, in the SFCC Photography Building Gallery. The Boys and Girls Club has agreed to hold Early College in the High School classes at its three locations. Snacks and babysitting services will be provided. A copy of Ms. Osei’s report is on file.

Melody Verdugo, staff representative, reported that staff members are getting ready for spring quarter and are finishing course scheduling. To better streamline the facility rental process at SFCC, a new flow chart has been developed.

Dr. Gullickson, on behalf of Alisha Villa, student representative, reported that a student group recently approached the Associated Student Government about starting a Health & Wellness Team that would focus on mental and emotional wellness on campus. Another group of students is traveling to Orlando for the All USA conference sponsored by Phi Theta Kappa. World traveler and lecturer Andy Stoll will be on campus tomorrow at 11:30 a.m. Dr. Gullickson continued by referencing the special report from the Center for Community Colleges Student Engagement (CCCSE) entitled “Aspirations to Achievement Men of Color and Community Colleges” and explained that SFCC has established a 2020 faculty/staff led taskforce to develop a diversity plan that focuses on student achievement and retention. Over 40 people attended the first taskforce meeting. Dr. Gullickson also reported that students in the occupation therapy program had a 100 percent pass rate.

### **CHANCELLOR REPORT**

Dr. Johnson explained Section 707 of Engrossed Substitute Senate Bill 6002 and the impact it will have if CCS is required to implement additional lean reductions. A letter to Governor Inslee has been submitted requesting his veto. Dr. Johnson also reported that search committees will be established to recruit for a Public Information Officer, Chief Financial Officer, and a district compliance officer. Dr. Johnson has been invited to speak during the Inland Northwest National Association of Women Business Owners Conference and the Women of Color Conference on March 13. Dr. Johnson has also been selected to serve on the Greater Spokane Incorporated CEO Search Committee. She was also elected chair of Spokane STEM.

### **BOARD REPORT**

Trustee Wilson encouraged CCS to share its efficiencies with the Governor. Trustee Wigen attended a recent athletic Hall of Fame event and commended the recipients and coaches for their articulate, heart-felt presentations.

Trustee Bever congratulated the tenure recipients, acknowledged Mr. Moses for achieving tenure status, and expressed appreciation for college initiatives targeting men of color.

### **EXECUTIVE SESSION**

At 11:35 a.m. Chairwoman Piper announced that the Board would convene in executive session under RCW 42.30.110(1) to consider the selection of a site or the acquisition of real estate by lease or purchase, and to discuss with legal counsel representing the agency matters relating to agency enforcement actions or, litigation or potential litigation. It was noted that the session would last for approximately one hour and that final action would not be taken. At 12:50 p.m., it was announced that the executive session would be extended 15 minutes. At 1:05 p.m., Chairwoman Piper announced that the executive session under RCW 42.30.110 concluded at 1:05 p.m. with no formal action taken. The regular session was reconvened.

### **ADJOURNMENT**

Being no other business, the meeting was adjourned at 1:09 p.m.