Approved Minutes of the Board of Trustees Meeting Washington State Community College District 17 Regular Meeting

April 15, 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 (phone). Also in attendance were Christine Johnson, Deborah Danner, Janet Gullickson, Scott Morgan, Nancy Fair-Szofran, Lisa Hjaltalin, Amy McCoy, Jim Minkler, David O'Neill, Darren Pitcher, Rebecca Rhodes, Greg Stevens, Anne Tucker, Carla Naccarato-Sinclair, Denise Osei, Barry Moses, Mita Sen, Melody Verdugo, Kyle Stafford, Alicia Villa, and Linda Graham (recorder)

Guests: Patty Allen, Dominick Betts, Dennis Dunham, Barb Hahto, Jodi Henning, Jeannie Isern, Betsy Lawrence, Mark Macias, Angela Rasmussen, Roman Teteerin, Vicki Trier, Sydney West and James Woodworth

CELEBRATING STUDENT SUCCESS: SCC ENGLISH ACCELERATED LEARNING PROGRAM

Dr. Vicki Trier, interim dean for arts and sciences at Spokane Community College (SCC), provided background information about the Accelerated Learning Program (Tab 0) and introduced SCC English instructors Angela Rasmussen, Betsy Lawrence and Jeannie Isern and SCC students Jodi Henning and James Woodworth.

Ms. Rasmussen continued by showing a PowerPoint presentation (Tab 0, Attachment i) and explaining the reason for ALP and the model that was initially developed by Community College of Baltimore County.

Ms. Lawrence continued the presentation by explaining course specifics and highlighting ALP results from fall and winter quarter. It was noted that 84 percent of ALP participants passed English 101 with an average grade of 2.88 compared to the general population grade average of 2.55. Spokane Community College earned 96 student achievement points from the ALP students who passed English 101.

Ms. Isern continued by explaining what faculty experience in the program. The purpose of portfolio assignments was also discussed. Dr. Trier finished the PowerPoint presentation by highlighting student perspectives. Ms. Henning and Mr. Woodworth shared their personal experience in the program.

Trustee Greg Bever inquired if student success is being tracked and how students with disabilities are helped in the program to ensure success. Dr. Trier explained that the program started tracking student success data fall quarter. Ms. Rasmussen explained that reasonable accommodations are available for students with disabilities through the disabilities office. Ms. Lawrence noted the program provides a relaxed, small-group atmosphere and offers community-based help, which students often find helpful.

Dr. Johnson congratulated the dean and faculty for utilizing well-known research in implementing the program.

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, April 15, 2014. Chairwoman Bridget Piper called the meeting to order at 9:05 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

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

APPROVAL OF MINUTES

Trustee Beth Thew moved, and it was seconded, that the minutes from the January 17, 21014, special meeting be approved.

No. 14-06; motion carried.

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

No. 14-07; motion carried.

TRANSFORMING LIVES AND ALL-WASHINGTON ACADEMIC NOMINEES

Mr. Darren Pitcher, vice president of student services at Spokane Falls Community College (SFCC), and Ms. Amy McCoy, vice president of student services at SCC, explained the Transforming Lives and All-Washington Academic Team Awards (Tab 2), displayed photos (Tab 2, Attachment i), and provided background information on the following nominees:

Transforming Lives
Amber Sweet
Ryan Breithaupt

All-Washington Academic Team Arianna Brown-Harris Brittany Ramirez Kendra LeBrun Rockford Radke

Nominees were recognized and invited to say a few words. Trustees presented each nominee an achievement award medallion, and photos were taken.

NATIONAL VOLUNTEER MONTH

Mr. Tony Higley, district development officer for the CCS Foundation, noted that April is National Volunteer month, recognized Mr. Dave Bosch as outlined in Tab 3 for his active and ongoing service in the Spokane community, and presented Mr. Bosch with the Volunteer of the Year Award. Mr. Bosch expressed his appreciation, discussed the

Foundation legacy committee, and shared examples of how people have contributed to the CCS Foundation.

Chairwoman Piper praised and thanked Mr. Bosch for his work on the Foundation. Dr. Johnson expressed her gratitude to Mr. Bosch and his family and noted that the work of the Foundation is transforming the lives of students. Trustee Mike Wilson congratulated Mr. Bosch and noted the exceptional and influential work that is being done.

STATUS REPORTS

Head Start

Ms. Patty Allen, district director of Head Start/ECEAP/Early Head Start (HS/ECEAP/EHS), reviewed Tab 4a, Attachment i, pertaining to the sequestration restoration/1.3 percent supplemental grant, early childhood education and assistance program expansion update, spring staff meeting, other program planning activities, and the Early Head Start/child care partnership expansion. It was clarified that action will be needed next month for the area of non-compliance report and the sequestration restoration/1.3 percent supplemental grant.

Trustee Thew questioned if there is enough room in the Northeast Community Center to accommodate the children previously served at the Hillyard Center. Ms. Allen clarified that the move from the Hillyard center has been done in phases and that CCS is working with the Northeast Community Center to ensure adequate space.

Chairwoman Piper commended Ms. Allen on the staff meeting and training session held on March 28.

Capital Projects in Progress

Mr. Dennis Dunham, district director of facilities, reported that Building 201 on the SCC campus has been demolished and soil remediation is currently underway. Work on Building 15 at SCC is expected to be completed by July 6, 2014. Work on the Early Learning Center (ELC) at SFCC is on schedule. Personnel will begin moving into the ELC this summer, and classes will be held starting fall quarter. Repair projects are scheduled to go out for bid this month.

Budget and **Expenditure**

Ms. Lisa Hjaltalin, acting chief financial officer, referenced Tab 4c, Attachment i, and noted that CCS is within its spending range. Tuition revenue continues to come in sooner than normal. The State Board for Community and Technical Colleges (SBCTC) will be conducting traditional on-site fiscal reviews at 13 colleges from the community and technical college system and will focus on grant programs such as such WorkFirst, Perkins, etc. It is unclear if CCS will be included in the audit at this time.

Dr. Johnson noted that the climate of increased accountability of state resources will mean additional work on budget and college personnel. While it is anticipated that the Universities may be the focus of the above-mentioned audit, the state may decide to look at

community college districts. Personnel at CCS are working hard to close out the 2013-14 fiscal year and will be prepared if selected for a fiscal review

INVESTMENT PROSPECTUS AND AUTHORIZATION

Ms. Hjaltalin referenced Tab 5, and explained the new Local Government Investment Pool Prospectus (LGIP), an investment pool of public funds placed in the custody of the Office of the Washington State Treasurer for investment and reinvestment as defined by RCW 43.250.020. Detailed information about LGIP is contained in Attachment iii. Trustees will be asked to approve a resolution during the May regular Board meeting.

ctcLINK

Dr. David O'Neill, chief information officer, introduced himself and Mr. Dick Hol, ctcLink liaison. Dr. O'Neill showed a PowerPoint presentation (Tab 6, Attachment i), provided background information about the ctcLink project, and explained the necessity of the project.

Mr. Hol continued the presentation by providing an update on timeline, current activities, training and self-service options available to students and staff. Subject matter experts throughout CCS were also acknowledged. Trustee Wigen inquired about how the Data Management Advisory Committee meetings were going. Mr. Hol indicated that the work has been challenging. A third-party consultant is facilitating Lean discussions. Faculty training will be provided in May with additional training sessions in the fall. Community Colleges of Spokane has requested onsite support when the system goes live.

Trustee Thew inquired about employee training incentives. Dr. Johnson reported that ctcLink training is required professional development for all faculty and staff.

Dr. O'Neill continued the presentation by recognizing and thanking Mr. Hol and highlighting the challenges and risks associated with this project. It was also noted that CCS has been invited to serve on a FirstLink panel during the June SBCTC meeting.

Trustee Wilson noted that establishing super users for peer-to-peer training is helpful in such projects. Dr. O'Neill clarified that subject-matter experts will be used for the conversion. In addition, an on-site team will be on campus during the week of the conversion. Trustee Wilson inquired about how historical student data will be captured. Dr. O'Neill reported that six years will be carried over into the new system. Older information will be archived.

Ms. Carla Naccarato-Sinclair, SCC faculty member and AHE president, noted concerns that CCS processes/activities are not reflected in ctcLink handout material. In addition, grade changes and other faculty-specific topics still need to be addressed. Another focus group may be needed prior to faculty leaving for the summer. Counselors will also need additional help since they are on the front line with students. Dr. O'Neill stated the project team has similar concerns. Community Colleges of Spokane is reviewing training material,

including adjunct faculty members in training sessions, having a CCS faculty member prepare training materials, and holding focus group meetings.

Ms. Denise Osei, SFCC faculty counselor, expressed apprehension about the project timeline and corresponding registration dates. Training needs for faculty counselors was discussed. Dr. Johnson acknowledged concerns and noted the ctcLink rollout is being managed at the state level. Community Colleges of Spokane is working hard to ensure a good rollout.

BREAK

The meeting recessed at 10:37 a.m., and reconvened at 10:51 a.m.

APPLIED BACCALAUREATE PROPOSAL

Dr. Janet Gullickson, SFCC president, provided background information on applied baccalaureate degrees as outlined in Tab 7. Dr. Jim Minker, vice president of learning at SFCC, continued by showing a PowerPoint presentation (Tab 7, Attachment i) explaining Bachelors of Applied Science (BAS) degrees and SFCC's mission.

Dr. Glen Cosby, dean of instruction for humanities and academic initiatives, business professional studies and workforce education, continued the presentation by explaining the BAS approval process and the history behind SFCC's BAS effort. Out of five preliminary proposals that were considered, it was noted that two - Applied Management and Information Systems and Technology - are ready to move forward in the approval process.

Mr. Rob Crowe, director of workforce transitions, continued the presentation by discussing projected job openings, employer and student survey results, and how SFCC will recruit for these programs. Mr. Cosby concluded the presentation by explaining next steps.

Trustee Jan Wigen inquired about the percentage of BAS applications that are declined by SBCTC. Mr. Cosby noted that very few applications are declined. If declined, the SBCTC will explain what is needed for the application to be reconsidered. Trustee Thew inquired about the number of credits that are transferrable to other state institutions. Dr. Cosby explained there must be pathway options for BAS graduates to continue their education into a graduate degree program; however, the number of transferrable credits varies by university. Minimum general education requirements for BAS degrees were also explained.

Trustee Bever noted the proposed workforce degrees compliment the CCS mission and inquired if SFCC has faculty to teach the programs. Dr. Minkler clarified that SFCC has qualified faculty members, several with doctorate degrees. Trustee Bever inquired about how the proposed Information Systems and Technology degree compares to other programs currently being offered by area universities. Dr. Minkler reported that Eastern Washington University is very supportive of the proposal since the degree addresses different needs in the community and does not conflict with what is currently begin offered.

Trustee Thew inquired if other community colleges in the state are offering the same two BAS degrees that are being proposed by SFCC. Dr. Cosby confirmed that other community colleges in the state are offering a BAS degree in applied management – the closest being Columbia Basin. One college is offering a BAS degree in data analytics. More colleges are in the process of developing additional BAS degree proposals.

Ms. Naccarato-Sinclair reported that the SBCTC has encouraged CCS to consider BAS degrees. The SBCTC has communicated the development/approval process to ensure university partners are informed. Other pathways are also being considered statewide.

Trustee Wilson inquired about what is being done to encourage universities to accept BAS credits. Dr. Minkler reported that meetings with area universities have been held. Dr. Gullickson noted that pathways beyond a BAS will be available for students and that credits will be accepted; however, the number of credits accepted depend on the transferring institution.

Dr. Johnson noted the rigorous review process that has been followed to meet Board standards to ensure partnerships are maintained, degrees are relevant, and the needs of the community are met. It is recommended the Board approve the two proposals during the May regular meeting.

Trustee Thew inquired about concerns AHE members may have about mission creep. Ms. Naccarato-Sinclair noted concerns that too many BAS degrees will change the mission of community colleges are primarily from the western side of the state. Level of pay and workloads are also issues of concern.

DUAL CREDIT PROGRAMS

Mr. Mark Macias, managing director of institutional research, provided background information about dual-credit programs as outlined in Tab 8 and introduced the presentation.

Ms. Mysti Reneau, director of planning, assessment and strategic initiatives, showed a PowerPoint presentation (Tab 8, Attachment i) and explained the Running Start and Tech Prep programs, student costs, and the impacts to partners.

Barb Hahto, SFCC counselor and Running Start coordinator, introduced Running Start students Dominick Betts, Sydney West and Roman Teterin who then provided background information about themselves and explained how the Running Start program has impacted their lives.

Mr. Macias continued the presentation by reviewing Running Start data from each of the two campuses, and Ms. Reneau explained ongoing outreach activities.

Trustee Wigen inquired if students in rural areas are able to participate in Running Start. Ms. Reneau explained that outreach activities and Running Start information sessions are

held in rural communities. Ms. Hahto also reported that Running Start students can take classes at Colville, Newport, Pullman and online.

Trustee Thew inquired about the differences between Running Start, College in the High School, and Early College. Dr. Gullickson explained the different delivery methods for each program.

TRUSTEE ASSIGNMENTS FOR GRADUATION CEREMONIES

The trustees will let Linda Graham know what graduation ceremonies they are available to attend.

AHE/WFSE REPORTS

Association for Higher Education (AHE)

Ms. Carla Naccarato-Sinclair thanked the trustees for the tenure action that was taken during last month's regular Board meeting. Updates on ctcLink, new health care changes, and critical dates are being provided to faculty members.

Washington Federation of State Employees (WFSE)

A report was not provided.

INSTITUTION REPORTS

Spokane Community College

Ms. Mita Sen, faculty representative, reported that Ag Club advisors Cindy Deffe and Tyler Beasley took eight students to the National Postsecondary Agricultural Students Competition on March 11-15, in St. Cloud, Minnesota. All eight students received awards. A written copy of a Ms. Sen's report is on file.

Mr. Barry Moses, faculty representative, reported that Ms. Kyla Bates from the GED testing center recently was awarded a \$500 mini-grant to support GED students. The Adult Basic Education (ABE) program recently submitted a proposal for a Student Achievement Initiative to support the continued development and implementation of the High School 21 program. The proposal was accepted and awarded \$20,000. Mr. Moses, on behalf of the Intercultural Leadership Program (ICLP) cohort, extended gratitude to the Board of Trustees and CCS district administration for their support of the ICLP program. A written copy of Mr. Moses' report is on file.

Mr. Kyle Stafford, student representative, reported that the student government constitution went out for a vote. Students are currently working on budgets and guidelines. The Technology Fee committee finished its work, which student government unanimously approved. The S&A committee is currently working on budget development. Civics week activities and upcoming events were also discussed.

Mr. Morgan reported that the Math department is considering an Accelerated Learning Program similar to what the English department has developed.

Spokane Falls Community College

Ms. Osei distributed brochures about the Access for All event scheduled for tonight from 6:30 p.m. – 8:30 p.m. Mead High School will be participating in the Early College in the High School program. Rogers High School has also expressed interest in the program. A Spokane Minority Advisory Resource Team (SMART) college presentation will be held on October 21, at SFCC. Over 300 students are expected to be in attendance. Community members will be included in the planning process

Ms. Melody Verdugo, classified representative, reported that children on field trips and from the campus Head Start/Early Head Start program have been visiting the Planetarium. A group of students from Medical Lake are expected to be on campus in June. Ms. Verdugo also noted that staff members are looking forward to ctcLink training.

Ms. Alicia Villa, student representative, reported that student government elections will be held in May. The S&A budget process is currently underway. A small group of students will be attending the Student of Color Conference April 17-19. The International Film Festival is underway. Mr. Radke is helping plan civic week activities. The commencement keynote speaker will be Senator Andy Billg.

Dr. Gullickson reported that Mr. Ira Gardner, SFCC photography instructor, was featured in the *Spokane Living* magazine. A budget presentation will be held to provide an overview of the budget and to explain changes in the development process.

CHANCELLOR REPORT

Dr. Johnson shared that she, Chairwoman Piper, and Trustee Bever attended the AACC Convention and conducted several presentations. It was noted that the 21st Century Commission mentioned CCS' Student Transition Information Project (STIP) and SFCC's Competency-Based Credential. Dr. Johnson commended Ms. Osei for her work on various outreach activities.

BOARD REPORT

Trustee Bever reported that he attended the AACC Convention and met with congressional representatives while in Washington DC.

Trustee Thew recently attended the National Association Workforce Board Forum meeting in Washington DC.

Chairwoman Piper noted that Dr. Johnson is well-known nationally and was invited to serve as a panelist for three different sessions at the AACC Convention.

EXECUTIVE SESSION

At 12:47 p.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. It was noted that the session would last for approximately 30 minutes and that final action would not be taken.

At $1:17~\rm p.m.$, Chairwoman Piper announced that the executive session under RCW $42.30.110~\rm concluded$ at $1:17~\rm p.m.$ with no formal action taken. The regular session was reconvened.

ADJOURNMENT

Being no other business, the meeting was adjourned at 1:18 p.m.