

Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
January 14, 2014 – 8:30 a.m.
Lodge Building, 3305 W. Fort George Wright Drive; Spokane, WA

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

Guests: Patty Allen, Dennis Dunham, Rebecca Goss, Mike Lenker, Michelle Lewis, Mark Macias, Kyndra Phillips, Andrea Reid, Cathy Shaffer, Beverly Vredevelt, and Wendy Watson,

CELEBRATING STUDENT SUCCESS: CHANGES TO ACADEMIC STANDARDS PROCESS

In keeping with its core theme of Student Success, Spokane Community College (SCC) changed how it assists students who do not meet the minimum academic standard of a 2.0 quarterly GPA. Ms. Amy McCoy, vice president of student services, explained how the Academic Standards Initiative supplements other student support systems, referenced *A Matter of Degrees: High-Impact Practices for Community College Student Engagement* booklet published by the Center for Community College Student Engagement, and introduced Mr. Mike Lenker, dean of student support services.

Mr. Lenker continued the presentation by showing a PowerPoint presentation (Tab 0, Attachment i), reviewing Academic Standards Policy 4.40.02, and explaining academic warning, probation, suspension, and final suspension.

Ms. Rebecca Goss, SCC counselor, continued the presentation by explaining the reasons students do not meet academic standards and the unique challenges online students face. Ms. Cathy Shaffer, SCC counselor, discussed the various student success workshops being offered and how student feedback is being used to improve and expand workshops.

Mr. Lenker concluded by noting the number of students who have gone through the academic standards process and how the initiative has helped students succeed. It was also noted that data is being used to develop early intervention programs to better serve students.

Ms. Kyndra Phillips, SCC student, shared her experience and explained how the workshops provided her with needed time management skills. Trustee Beth Thew asked if workshops are available to all students. Ms. Shaffer shared that workshops are open to students but are not required.

Trustee Mike Wilson questioned if the 45 students who were on academic suspension fall quarter 2013 stayed on track academically. Mr. Lenker reported that all 45 students showed improvement in just one quarter.

Chairwoman Piper thanked Ms. Phillips and faculty counselors for sharing their experience. Chairwoman Piper also explained the Governance Institute for Student Success (GISS) training the trustees received in 2012, and expressed the importance of identifying barriers to student achievement and providing early intervention.

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, January 14, 2014. Chairwoman Piper called the meeting to order at 9 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 and were not made, and no one requested to address the Board.

APPROVAL OF MINUTES

Trustee Wilson moved, and it was seconded, that the minutes from December 17, 2013, meeting be approved as presented.

No. 14-01; motion carried.

STATUS REPORTS

Capital Projects in Progress

Mr. Dennis Dunham, district director of facilities, explained that the demolition of the professional technical wing of Building 1 at Spokane Community College (SCC) is in the final stages. Once demolished, soil remediation will begin. The SCC Building 15 remodel project is ahead of schedule and on budget. Mr. Dunham also reported that the submission deadline for capital projects has been moved to February. The timeline and submission process for major and minor capital projects were explained. Board approval on proposed projects will be requested during the February 18, regular meeting.

Budget and Expenditure

Ms. Lisa Hjaltalin, acting chief financial officer, referenced Tab 2b, Attachment i and ii, and noted that expenditures for the year are on target. It was noted that Tab 2b, Attachment i, now includes a tuition revenue matrix.

Head Start

Ms. Patty Allen, district director of Head Start/ECEAP/Early Head Start (HS/ECEAP/EHS), provided a report highlighting the triennial review. The report included an overview of findings, summary of findings, corrective action plan for one area of non-compliance, and results from class observations. A copy of Ms. Allen's summary report was submitted and is on file. Dr. Christine Johnson, Community Colleges of Spokane (CCS) chancellor, shared that Mr. Scott Morgan, SCC president, has met with Ms. Allen and will

make sure a proper response is made and that corrective action is taken. Mr. Morgan indicated that the Board will receive frequent updates.

Ms. Allen also reported that the self-assessment process will go before the board for approval. It was noted that Chairwoman Piper is on the Head Start Policy Council and will receive regular updates.

Administrative Procedure 6.00.01-F, Security Cameras

Ms. Hjaltalin reviewed and explained CCS Administrative Procedure 1.50.02-F, Evidence Preservation and Electronic Discovery (Tab 2d, Attachment i). Chairwoman Piper questioned if CCS has off-site storage for electronic records. Dr. David O'Neill, chief information officer, noted that CCS has a local and an off-site storage facility. Trustee Wilson questioned if CCS has a redundant backup system and the frequency in which backups are conducted. Dr. O'Neill confirmed that CCS does have a redundant backup system that backs up every evening for a 24 hour period.

Mr. Greg Stevens, chief administrative officer, explained CCS Administrative Procedure 2.30.05-F, Building Evacuation Planning and Signage (Tab 2d, Attachment ii). Trustee Wilson questioned the frequency of drills and the maintenance standards on fire extinguishers. Mr. Stevens clarified that CCS has a comprehensive emergency management plan that is consistent with the National Incident Management System. Mr. Dunham explained that fire extinguishers and alarms are inspected annually.

FISCAL YEAR 2013 YEAR-END REPORT

Ms. Hjaltalin showed a PowerPoint presentation (Tab 3, Attachment i) highlighting a comparative review of financial statements fiscal year 2013 and 2012. The combined balance sheet from June 30, 2013, (Tab 3, Attachment ii) and the auditor's letter dated December 19, 2013, (Tab 3, Attachment iii) were also referenced. It was noted that CCS is the second largest community college district that receives the lowest per-student FTE state funding. Community Colleges of Spokane continues to be a good steward of its resources.

Chairwoman Piper congratulated the fiscal team for a clean audit. Trustee Wilson requested a meeting with Ms. Hjaltalin to cover the budget report in greater detail. Trustee Greg Bever questioned how changes in federal administration may affect Pell Grants. Dr. Johnson clarified that members of the federal government have been supportive of the Pell Grant in the past; however, administrative changes may have an effect on eligibility and time-to-degree requirements.

ALERT OF TENURE CONSIDERATION FOR WINTER QUARTER

Mr. Stevens alerted the Board that 13 of the 14 faculty members listed on Tab 4 are in their eighth quarter of tenure review and will be considered for tenure at the March 18, 2014, Board meeting. It was clarified that Mr. Christopher Cary was listed in error and will not be considered in March.

BREAK

The meeting recessed at 10:05 a.m., and reconvened at 10:20 a.m.

AFFINITY NETWORK, WASHINGTON COHORT

Dr. Nancy Szofran, provost, provided background information about the Affinity Network Washington Cohort as outlined in Tab 5. Copies of the “Profile of a College and Career Ready Student” brochure and the “Every STEM needs a SWIRL” postcard were distributed. Ms. Wendy Watson, Director of Secondary Curriculum for Spokane Public Schools (SPS), and Ms. Carla Naccarato-Sinclair, SCC faculty member and Association for Higher Education (AHE) president, were introduced.

Ms. Watson explained the collaboration efforts pertaining to common core standards and college and career readiness. Ms. Naccarato-Sinclair stressed the importance of CCS being vested in common core, which focuses on student success.

Ms. Beverly Vredevelt, shared her experience on the Affinity Network Washington Cohort and the lessons learned. As a result of the cohort, the Spokane Regional Math Collaborative was established among area high schools, CCS and Eastern Washington University (EWU). The group meets every quarter to continue collaborative discussions about common core standards, assessment tools, alignment of curriculum, and transitions with university partners. Appreciation to the Board was expressed, and the need of more financial resources to support continued faculty conversations was mentioned.

Ms. Michelle Lewis, SPS secondary social studies/English/library instructor, and Ms. Andrea Reid, SCC English instructor, were introduced. Ms. Reid thanked Dr. Johnson for involving CCS faculty in the Affinity Network project. It was noted that high school students in 2015 will have different skill sets when they transition to CCS as a result of common core standards. Consequently, CCS will need to respond accordingly. In preparation, an interdisciplinary faculty group from CCS, SPS, and EWU are meeting monthly to discuss college-readiness and transitioning K12 students. To date, faculty members have visited different classes and academic departments and participated in 101 portfolio readings. Dr. Szofran was thanked for her support with the College Spark Grant and Prior Learning Assessment. The need for soft-skills was expressed. Ms. Lewis explained the common core implementation process and how curriculum is being developed through collaborative efforts with CCS and other university partners.

Dr. Szofran finished the presentation by highlighting the following observations:

- Faculty are interested in deeper, broader, more robust conversations
- More faculty are needed from other content areas
- Common Core standards and expectations are needed in STEM (Science, Technology, Engineering, and Math) and SWIRL (Speaking, Writing, Information Literacy, Reading, and Listening)
- Faculty are excited to see the results of smarter, balanced assessments

Trustee Wilson noted the enthusiasm in members of the Affinity Network team and noted that SWIRL skills are just as critical as STEM. Trustee Thew emphasized the importance of having Common Core rigor in career/technical/apprenticeship programs. Ms. Watson clarified that Common Core involves all disciplines. Ms. Naccarato-Sinclair mentioned that college-readiness doesn't focus on just AA/BA degrees but on all pathways.

Dr. Johnson expressed her appreciation and congratulated the Affinity team. Faculty members from CCS are leaders in Washington State and have demonstrated such on a national level. The Affinity Team has focused on faculty engagement and leadership and has done a superior job collaborating with education partners.

Chairwoman Piper recognized Dr. Johnson's role in the Affinity project and thanked her for making the opportunity available to faculty. Ms. Watson was also thanked for her leadership role.

CCS MARKETING AND PUBLIC RELATIONS UPDATE

Ms. Anne Tucker, public information officer, showed a PowerPoint presentation (Tab 6, Attachment i) highlighting activities that support the enrollment and image-building needs of the colleges and district. Specific topics covered in the presentation include overarching goals, outreach and recruitment, alignment and hand-offs, targeted marketing initiatives, analytics, and visual content. [Meritpages](#), a website highlighting student achievements, was reviewed. It was also noted that CCS has [Twitter](#) and [YouTube](#) accounts. Staff members within the department were commended for their work.

Chairwoman Piper questioned the cost savings that have been realized by reducing the amount of printed material. Ms. Tucker clarified that the budget was significantly reduced when printed class schedules were discontinued. As the communication environment changes, however, investments in employees will be needed. Dr. Johnson commended Ms. Tucker and the marketing and public relations team.

WORKFORCE AND INDUSTRY OUTLOOK

Mr. Mark Macias, managing director of institutional research, reported that that district institutional research team conducted and published a comprehensive environmental scan for the CCS service area in 2007. Data pertaining to workforce and industry outlook has since been updated in support of strategic planning, organizational change and accreditation activities within the district. A PowerPoint presentation (Tab 7, Attachment i), was shown highlighting national trends impacting our region, unemployment, workforce population, projected job growth by industry and occupation, and projected demand for workers in 2017.

Slide 13 (Projected Demand for Workers – 2017) was reviewed. Trustee Thew noted that many rural communities do have the needed infrastructure to support technology. It was also reported that the job market in the northern region is low as more retirees move into the area. It was suggested that more continuing education courses be offered in the northern communities.

Dr. Johnson thanked Mr. Macias and the institutional research team and noted that national demographics indicate a decline in the high school population. A 30-year demographic outlook will be shared with Mr. Macias.

AHE/WFSE REPORTS

Association for Higher Education (AHE)

Ms. Carla Naccarato-Sinclair shared that a short legislative session is expected. Cost-Of-Living Adjustments (COLAs) will be a main focus for AHE this session. Ms. Naccarato-Sinclair will be attending a College Promise Coalition meeting on January 27, 2014.

Washington Federation of State Employees (WFSE)

Mr. Barry Olguin reported that 132 repair work orders have been completed along with other maintenance projects. There are currently 116 Building Improvement Requests (BIRs) and 1141 repair work orders still pending. It was noted that staffing levels in the facilities department is low and that more preventative work is being conducted in an effort to reduce the number of work orders.

INSTITUTION REPORTS

Spokane Community College

Mr. Scott Morgan reported on behalf of Mr. Kyle Stafford, student representative, that the sustainability committee has been approved. The remodel of the game room is almost complete. Students from the Spokane Falls Community College (SFCC) graphic arts program were invited to decorate the game room.

Ms. Alicia Preston, classified representative, shared that training on stress management was held in December. The start of winter quarter is going well.

Mr. Scott Morgan, president, indicated that he recently met with the Northwest Commission on Colleges and Universities (NWCCU) board and clarified that CCS Board evaluations have been conducted. A letter from the Commission is expected. Details will be shared at a future Board meeting.

Spokane Falls Community College

Ms. Melody Verdugo, staff representative, reported that the January 17, *Earth Moon and Sun* planetarium show that is designed for children ages 5-11 is sold out. A copy of the planetarium schedule will be shared with the Board.

Ms. Denise Osei, faculty representative, shared that SFCC counselors are meeting with students and staff at Rogers and Ferris High Schools to help students transition to SFCC fall quarter. It is anticipated that the program will be expanded to all area high schools. The SFCC Fine Arts Faculty Exhibit is scheduled for January 6-31, and will be held in the Building 6 Gallery. A resource table will be set up during the Martin Luther King Jr. Annual Unity March on January 20, to promote and recruit for the Place of Most Potential

(POMP) and Early College in the High School programs. A benefit for the French and Drama clubs is scheduled for January 17.

Ms. Alicia Villa, student representative, noted that Welcome Week activities are currently being held and that student government is working on filling vacant positions. Spokane Falls Community College is involved in bowling alley discussions and new student orientations. Students are utilizing the free bus pass program. Ms. Villa will be participating in a student rally and legislative meetings in February. Upcoming events were highlighted.

Dr. Janet Gullickson explained that a special planetarium show for Ms. Gail Stevenson's family was recently shown in the Stevenson Room. Dr. Gullickson recently traveled to Seattle for an accreditation meeting and noted it was a positive experience. Spokane Falls Community College is developing a college-wide diversity plan for 2020. As a result, a diversity audit is being conducted. Global meetings are also being held, the first of which had thirty faculty members in attendance

CHANCELLOR REPORT

Dr. Johnson explained that CCS will be participating in faculty and student exchanges with China, Brazil, and Canada. It was also noted that CCS trustees will be attending the Trustees Association of Community and Technical Colleges (TACTC) meetings on January 19-20.

BOARD REPORT

Chairwoman Piper thanked employees for focusing on student success; referenced editorial report, "Community College Plan Has Students Dodging Debt" in the January 12, 2014, edition of the *Spokesman Review*; and discussed the Dressing for Success and Promotion training session that Chairwoman Piper facilitated on Monday, January 13.

EXECUTIVE SESSION

An executive session was not held.

ADJOURNMENT

Trustee Thew moved, and it was seconded, that the meeting be adjourned at 12:30 p.m.

[Minutes Approved February 18, 2014]