

Approved Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
May 20, 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 (phone). Also in attendance were Christine Johnson, Deborah Danner, Janet Gullickson, Scott Morgan, Nancy Fair-Szofran, Lisa Hjaltalin, Jim Minkler, Greg Stevens, David O’Neill, Darren Pitcher, Anne Tucker, Carla Naccarato-Sinclair, Barry Moses, Denise Osei, Mita Sen, Alicia Preston, Kyle Stafford, Alicia Villa, and Linda Graham (recorder)

Guests: Patty Allen, Dennis Dunham, John Huffstutter, Mark Macias, and Mark Mattke

CELEBRATING STUDENT SUCCESS: STUDENT ENGAGEMENT

Mr. Mark Macias, managing director of institutional research for Community Colleges of Spokane (CCS), showed a PowerPoint presentation explaining the Community College Survey of Student Engagement (CCSSE), student engagement, benchmark measures, effects of engagement, improving engagement, and the use of CCSSE results in 2014-15.

Trustee Jan Wigen inquired about how long the CCSSE survey has been used. Mr. Macias explained that Spokane Community College (SCC) used the survey in 2007. Dr. Christine Johnson, chancellor for CCS, implemented the survey district-wide in 2010. The survey was administered district-wide again just recently. Chairwoman Bridget Piper reported that trustees participated in Governance Institute for Student Success retreats a few years ago to identify and address barriers to student engagement. Trustee Wigen inquired how surveys are distributed. Mr. Macias explained that CCSSE randomly selects the classes (credit courses) that are to be assessed. It takes an hour of class time for students to complete the manual survey. Dr. Janet Gullickson, president at Spokane Falls Community College (SFCC), explained how data from the survey is used at the colleges. Trustee Beth Thew inquired if CCS data is included and/or compared with regional data. Mr. Macias noted that CCCSE is administered every year. Data is benchmarked against all Northwest Commission on Colleges and Universities (NWCCU) units and the national cohort. Ms. Mita Sen, SCC faculty representative, reported that one of her classes was selected to participate in the survey and noted that some international students have a difficult time completing the survey. Mr. Macias clarified that the survey should not be implemented in classes with international students who have less than an 8th grade reading level. Trustee Wigen inquired about the data summary. Mr. Macias shared that the results are posted on CCSnet.

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, May 20, 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. Chairwoman Piper also announced that an additional action item, request for individual defense and indemnification, would be added to the agenda. In addition, an executive session would be held under RCW 42.30.110(1) for the

purpose to discuss with legal counsel representing the agency on matters relating to agency enforcement actions or, litigation or potential litigation. The executive session is expected to last for 30 minutes with no final action taken.

INTRODUCTIONS AND OPEN MICROPHONE

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

APPROVAL OF MINUTES

Trustee Thew moved, and it was seconded, that the minutes from the April 15, 2014, regular meeting be approved as presented.

No. 14-08; motion carried.

STATUS REPORTS

Capital Projects in Progress

Mr. Dennis Dunham, district director of facilities, reported that the new Early Learning Center building project at SFCC is on target. The Certificate of Occupancy will be obtained in June. The building is expected to open fall quarter. The Building 15 remodel project at SCC is also on schedule with departments moving into new space. Vacated areas will be remodeled. Repair projects are currently in the design phase. Demolition of the bowling alley at SFCC is scheduled to begin this summer as part of the Student Union Building remodel project.

Budget and Expenditure

Ms. Lisa Hjaltalin, acting chief financial officer, explained year-end activities and noted that expenditures are currently below target at 68 percent. Revenue is at 99 percent of target. Trustee Thew inquired about what happens if CCS under spends. Ms. Hjaltalin clarified that CCS will spend its state-allocated funds. Other funds will carry over if not spent this fiscal year.

Head Start

Ms. Patty Allen, district director of Head Start/ECEAP/Early Head Start (HS/ECEAP/EHS), reviewed Tab 2c, Attachment i, highlighting the sequestration restoration/1.3 percent supplemental grant. It was noted that CCS was notified that it could recapture an additional \$210,731 (not including the non-federal share). The program had 24 hours to submit a revised grant budget summary and program budget narrative describing how the additional funding would be expended. Copies of the documents that were approved by the parent Policy Council and signed by Chairwoman Piper were referenced (Tab 2c, Attachment ii). Ms. Allen also provided an update on the Early Head Start/Child Care Partnership Grant. Chairwoman Piper congratulated and thanked Ms. Allen for her work on the sequestration restoration/supplemental grant.

HEAD START/EARLY HEAD START SELF-ASSESSMENT

Ms. Allen provided background information about the Head Start/Early Head Start self-assessment as outlined in Tab 3, noted that monthly progress reports have been provided to

the Board, and requested the Board take action to approve the final report (Tab 3, Attachment i) during its regular meeting on June 17, 2014.

Trustee Bever complimented Ms. Allen on the report and inquired if the program will be conducting annual self-assessments. Ms. Allen reported that work on this year's assessment was delayed due to the triennial review; however, the process has been laid out for future reports. Chairwoman Piper noted that according to the Program Governance section of the self-assessment, training is needed for new trustees to orient them to their HS/EHS roles and responsibilities. Trustee Thew inquired if strengths and weaknesses are reviewed. Ms. Allen confirmed that program information reports are used to monitor strengths and weaknesses. Trustee Mike Wilson commended Ms. Allen on the review and inquired if priorities are listed for each objective. Ms. Allen noted school readiness, health, and safety as priorities.

WORKFORCE AND CONTINUING EDUCATION

Mr. Mark Mattke, chief workforce development officer, showed a PowerPoint presentation (Tab 4, Attachment i), highlighting the mission of the Center for Workforce and Continuing Education department (CWCE), accomplished initiatives, community and industry-driven program offerings, corporate contract training offerings, student and course data, revenue targets, budget plans, budget, new opportunities, and next steps. Copies of the summer/fall course catalog were distributed. Mr. Mattke continued the presentation by explaining the CCS and Spokane Area Workforce Development Council (SAWDC) partnership, workforce programs, Center for Accelerated Learning, and how success is measured.

Trustee Bever noted that program enrollment has doubled and inquired if similar growth is expected in the coming years. Mr. Mattke noted that CCS is meeting customer needs and is reviewing revenue streams. Trustee Wigen inquired if the budget model varies for the different program offerings. Mr. Mattke clarified that the goal of the program is to be self-supporting. Dr. Johnson also explained that the program is designed to generate revenue for the colleges and noted that Mr. Mattke and his team are doing an exceptional job. Trustee Wigen inquired about how instructors are selected. Mr. Mattke noted that the NEOGOV platform, an on-demand workforce management tool, is used to identify subject-matter experts within CCS and the community. Chairwoman Piper inquired if CCS certifies Ken Blanchard curriculum. Mr. Mattke noted that CCS does not currently certify Ken Blanchard curriculum. Trustee Wigen inquired about how many students participate in workforce and continuing education classes and then decide to pursue a college degree. Mr. Mattke noted that the program helps students identify educational goals and navigate through the enrollment process. Chairwoman Piper commended CWCE for their work rebranding and redesigning their website. Ms. Anne Tucker, public information officer, and her team were recognized and thanked for their work.

Trustee Bever noted the importance of this program to the local economy and encouraged business partners to let legislators know the positive impact community colleges have on businesses and the economy. Mr. Mattke reported that SAWDC is sharing information

with the legislature. Trustee Thew commended Mr. Mattke and noted how this partnership is gaining national recognition. Trustees were encouraged to forward new programming ideas to Mr. Mattke.

WORKFORCE DEMOGRAPHIC AND UTILIZATION FOR JANUARY 1, 2013, THROUGH DECEMBER 31, 2013

Mr. Greg Stevens, chief administration officer, showed a PowerPoint presentation (Tab 5, attachment i) highlighting the district's workforce profile and statistical utilization report of protected categories. Specific topics reviewed include population comparisons, employees of color, persons with disabilities, Vietnam era veterans, faculty of color, workforce age demographics, and implications. Chairwoman Piper noted that the number of employees with disabilities has decline. Mr. Stevens clarified that the decline is tied to age demographics and retiring personnel. Trustee Thew inquired about how CCS becomes aware of employee classifications. Mr. Stevens noted that employees self-disclose the information. Trustee Thew inquired if the statics contained in the report represent all employees or just full-time employees. Mr. Stevens clarified that the report reflects full-time employees. Ms. Carla Naccarato-Sinclair, SCC faculty member and Association for Higher Education (AHE) president, requested clarification on slides 7 and 8 pertaining to employees of color. Mr. Stevens reported that 59 percent of employees of color are faculty members and explained how CCS is continually recruiting employees of color. Trustee Wigen inquired about the challenges for recruiting people of color. Mr. Stevens noted the challenge of attracting applicants not reflective of the Spokane population and discussed the need to address high-turnover rates by welcoming and integrating new employees into the CCS community. Retention initiatives for new faculty of color were explained.

CONSIDER ADOPTION OF COLLEGE MISSION AND CORE THEMES – SPOKANE COMMUNITY COLLEGE

Mr. Scott Morgan, SCC president, introduced Mr. Ben Wolfe, director of planning and research and co-chair of the mission and core themes taskforce, and showed a PowerPoint presentation (Tab 6, Attachment i) highlighting the taskforce membership, process and timeline, and SCC's mission, core themes, vision, and values. Chairwoman Piper noted that she attended one of the community forums, which was well attended. Trustee Thew noted that life-long learning is not listed in the proposed mission and core themes and inquired if this is understood under college readiness. Mr. Morgan clarified that life-long learning is one of the college's values and drives the mission. The Board will be asked to take action on this item during its June regular meeting.

CONSIDER ADOPTION OF COLLEGE MISSION AND CORE THEMES – SPOKANE FALLS COMMUNITY COLLEGE

Dr. Gullickson introduced Dr. Jim Minkler, vice president of learning. Dr. Minkler provided background information as noted in Tab 7 and explained how the mission statement needed to be updated to reflect the college's five core themes. Mr. Darren Pitcher, vice president of student services, continued the presentation by explaining the revision process. Dr. Gullickson read the proposed mission statement and core themes as

outlined in Tab 7, Attachment i, and noted that the Board will be asked to take action during its June regular meeting.

BREAK

The meeting recessed at 10:32 a.m. and reconvened at 10:43 a.m.

ADDITIONAL AGENDA ITEM: REQUEST FOR INDIVIDUAL DEFENSE AND INDEMNIFICATION

Chairwoman Piper read proposed Resolution No. 14-11 requesting the Board review and consider the request for individual defense and indemnification form completed by Mr. David Murley, a CCS employee in regards to the matter of *Alvetto v. Warner et al*, Spokane Superior Court, Cause No. 14-2-01300-5. Ms. Deborah Danner, assistant attorney general, provided background information about the claim.

A roll call vote was requested. The results are listed below:

Trustee	Yes Indemnify	Don't Indemnify
Greg Bever	X	
Beth Thew	X	
Jan Wigen	X	
Mike Wilson	X	
Bridget Piper	X	

Resolution No. 14-11 passed unanimously and was signed by Chairwoman Piper.

No. 14-11; motion carried

CONSIDER APPROVAL OF SFCC APPLIED BACCALAUREATE PROPOSAL

Dr. Janet Gullickson introduced Dr. Minkler. Dr. Minkler provided background information as outlined in Tab 8 and noted that since the initial presentation to the Board in April, SFCC received feedback from the State Board for Community and Technical Colleges (SBCTC) indicating that the proposed Bachelor of Applied Science (BAS) Degree in Information Systems and Technology degree has met the necessary criteria. While additional information was requested for the proposed BAS Degree in Applied Management, it is anticipated the proposal will be accepted.

Trustee Wigen moved, and it was seconded, that the two proposed degrees, BAS in Applied Management and BAS in Information Systems and Technology, be approved and that they be submitted for consideration by SBCTC as authorized in 2012 by the Washington State Legislature passage of E2SHB 2483 and as specified by RCW 28B.50.810.

Discussion followed the motion, and it was confirmed that Eastern Washington University has been notified and are supportive of the proposals. While the proposed BAS in Applied Management degree may resemble the program at Whitworth University, it was noted that

many students cannot afford and are not admitted into the private institution due to limited and competitive enrollment. The program at SFCC will help serve the needs of the community.

No.14-09; motion carried.

ENROLLMENT FORECASTING MODEL DEVELOPMENT

Mr. Macias showed a PowerPoint presentation (Tab 9, Attachment i) explaining the background for the enrollment forecasting project, the process for building the model, ancillary findings, and the final winter model FTEs forecast.

Trustee Thew inquired if other models are being used in the state. Mr. Macias stated that there is not a universal model for community colleges. Dr. Johnson noted that while universities do a very good job forecasting enrollment, community colleges need to improve in this area. Trustee Wilson inquired if enrollment forecasts will influence the budget. Ms. Hjaltalin confirmed that enrollment affects tuition revenue and noted that the budget office works closely with institutional research on planning initiatives.

Trustee Bever inquired if enrollment forecasting can be used as a predictive tool for class offerings. Mr. Macias noted that the current tool is not designed for program-level forecasting but rather provides what/if scenarios, employment forecasts, and estimated enrollment changes. Other models can be developed for different programs. Community Colleges of Spokane is currently working with the Predictive Analytics Reporting (PAR) Framework, a non-profit multi-institutional data mining collaborative, to build different models.

Dr. Johnson expressed excitement for CCS to be involved in this endeavor and noted how this information is used for planning purposes. It was also noted that CCS is interested in offering a degree/certificate in predictive analytics.

CONSIDER APPROVAL OF INVESTMENT PROSPECTUS AND AUTHORIZATION

Ms. Hjaltalin briefly reviewed background information (Tab 10) that was provided to the Board in April and recommended the Board approved the resolution as outlined in Tab 10, Attachment i.

Trustee Bever moved, and it was seconded, that the Resolution Authorizing Investment of Washington State Community College District 17 monies in the Local Government Investment Pool be passed and adopted and that the Board chair and vice chair be authorized to sign the resolution on behalf of the Board.

No. 14-10; motion carried.

CONSIDER ADOPTION OF 2014-15 OPERATING BUDGET AND RELATED ITEMS

Ms. Hjaltalin introduced Mr. John Huffstutter, district director of budget and administrative services, and announced that the information contained in the presentation has not changed since the May 12, special budget workshop. Mr. Huffstutter continued by showing a PowerPoint presentation (Tab 11, Attachment i) highlighting external forces, internal challenges, new strategic markets, budget processes, budget development highlights, operating budget background, operating budget development, tuition, fees and waivers.

Chairwoman Piper discussed lab and course fees and encouraged trustees to review Tab 11, Attachment xi. Dr. Gullickson noted that lab and course fees are needed to replace and/or repair existing program equipment.

AHE/WFSE REPORTS

Association for Higher Education (AHE)

Ms. Naccarato-Sinclair reported that faculty members will be attending ctcLink training next week and noted that more information about the new system is still pending. Ms. Naccarato-Sinclair also noted that bargaining is progressing well, and screening and tenure committees are finishing their work for the year. Several more tenure committees are expected next year.

Washington Federation of State Employees (WFSE)

A report was not provided.

INSTITUTION REPORTS

Spokane Community College

Mr. Kyle Stafford, student representative, shared that the new associated student government constitution received a passing vote from the student body. Work on the bylaws is currently in progress. A family fun night was held a couple of weeks ago and had a super hero theme. Spring Fling was held last week and featured live music, car show and BBQ. The various club members were thanked for their support. Marketing material promoting student government is currently being developed. Mr. Stafford explained the S&A fee process and expressed concerns about the committee structure and procedures. A copy of Mr. Stafford's report is on file.

Ms. Sen explained that students in the integrated business and entrepreneurship (IBE) program will exhibit business plans on June 6, in the River Park Square Atrium. Eight faculty members were awarded equity mini grants to help infuse equity into the curriculum. Four DECA students who competed at the International Career Development Conference in Washington, D.C., were recognized during the grand awards ceremony. An update on new student clubs was provided. A copy of Ms. Sen's report is on file.

Mr. Barry Moses, faculty representative, explained that data regarding the effectiveness of Adult Basic Education (ABE) instruction is being compiled. Preliminary information shows ABE instruction has a positive impact on General Educational Development (GED) test scores. Overall, 79% of ABE students pass the GED, compared to 72% of the general

population taking the test at Magnuson. In particular, 73% of ABE students passed the math portion of the GED, while only 52% of the general population passed math. The ABE department formed a working committee that meets weekly to develop policies for the implementation of High School 21 (HS21) program. This process includes establishing admission/exit standards, identifying competencies in each content area, and evaluating current curricula. The Hillyard Center is preparing to move to the SCC campus. A student BBQ will be held at the end of the year, and ABE students will be shuttled to the new building at SCC and provided campus tours. Enrollment in the ABE program is expected to increase as a result of the move. Chairwoman Piper clarified that the Head Start/Early Head Start program that was located in the Hillyard Center has moved to the Northeast Community Center. A copy of Mr. Moses' report is on file.

Ms. Alisha Preston, classified staff representative, reported that staff are anxious for the the ctcLink implementation. Staff members are also working on upgrading offices/classrooms.

Spokane Falls Community College

Ms. Denise Osei, faculty representative, reported that approximately 130 students from Rogers and Ferris High School will be coming on campus to participate in new student orientation sessions. Counselors at SFCC and area high schools are helping high school students understand college application, testing and financial aid processes to ensure smoother transitions. The SFCC Chamber Choir will be making its biennial trip to Manhattan on May 23-27, to perform Mozart's Requiem at Carnegie Hall under the direction of legendary English composer John Rutter. The SFCC graphic design portfolio show is scheduled for June 6, at 5 p.m. at the Hamilton Studio, 1427 W. Dean Ave. The 17th annual Spring Pow Wow was held May 16-17, with approximately 550 people participating in the dinner. It was noted that area tribes donated salmon and prime rib for the event. Dr. Johnson also reported that the CCS district equity committee increased the district's financial support for the Native American, African American, and Hispanic graduations. A copy of Ms. Osei's report is on file.

Ms. Alicia Villa, student representative, highlighted activities for this week's Spring Fling. The associated student awards banquet is scheduled for May 28. A graduation celebration will be held on June 4. The technology fee committee completed its work, and student government elections have finished. Proposed changes to the student constitution were also discussed.

Dr. Gullickson announced the 2013-14 final concert series will be held on June 2, 9, 10 and 12. The "Moon Over Buffalo" drama production opens on May 29.

CHANCELLOR REPORT

Due to time constraints, a report was not provided.

BOARD REPORT

Chairwoman Piper recognized Trustee Bever as the new president of the Trustees Association of Community and Technical Colleges (TACTC), announced that CCS participated in a panel discussion about Spokane's new charter school during the May TACTC meeting, and noted that new CCS trustees have attended recent graduation ceremonies.

EXECUTIVE SESSION

At 12:15 p.m., Chairwoman Piper announced that the Board would convene in executive session under RCW 42.30.110(1) 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 30 minutes and that final action would not be taken.

At 12:45 p.m., Chairwoman Piper announced that the executive session under RCW 42.30.110 concluded at 12:45 with no formal action taken. The regular session was reconvened.

ADJOURNMENT

Being no other business, Trustee Bever moved, and it was seconded, that the meeting be adjourned at 12:46 p.m.