Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
May 15, 2018 – 8:30 am

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

Present: Trustee Johnson, Trustee Piper, Trustee Thew, and Trustee Wilson. Also in attendance were Kevin Brockbank, Jason Brown, Carolyn Casey, Katherine Clark, Shelli Cockle, David Edwards, Lisa Hjaltalin, Christine Johnson, Brenda Martinson, Amy McCoy, Greg Stevens, Nancy Szofran, Willow Zimmerman and Jan King (recorder).

Absent: Trustee Jan Wigen

Guests: Glen Cosby and Tammy Zibell

CELEBRATING STUDENT SUCCESS, Glen Cosby and Tammy Zibell
Tammy presented a detailed PowerPoint presentation on the Work Study Program focusing on successful student engagement, retention and relationships. Tammy explained her history in financial aid. Grant awards have significantly decreased. We could not survive without work study students. Students can take advantage of work study during the summer. There are needs on and off campus. We are out in the community. It is important to hire work study students and keep the funding.

Tammy introduced the female and male Work Place Students of the Year. Tammy Tyler works in the SCC Counseling Department and has a cumulative GPA of 3.90 in the Administrative Assistant AAS program. Tammy will graduate at the end of winter 2019. Pavel (Paul) Susin works in the SCC Athletics Department with a cumulative GPA of 3.36 in Respiratory Care AAS program. His program has a high placement rate, so he will successfully find employment soon after graduation.

Trustee Wilson asked the source of the funding. Funding comes from Federal and State Work Study Programs.

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 15, 2018. Chairwoman Thew called the meeting to order at 9:00 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. An Executive Session will be held at the end of the meeting.

INTRODUCTIONS AND OPEN MICROPHONE
Trustee Thew welcomed those in attendance and advised there was a sign-up sheet in the back table for anyone who would like to address the Board.

There will be an Executive Session to evaluate the qualifications of a candidate for appointment to elective office and to discuss with legal counsel representing the agency matters relating to agency enforcement actions or litigation or potential litigation. We are expecting to take some action after the Executive Session, which should last about 1 hour.

**CONSENT AGENDA**

Being no objections, the consent agenda was entered into the record. Topics include the following:

- Minutes of the March 20, 2018, Regular Meeting
- Capital Project in Progress – Clinton Brown
- Budget and Expenditures – Lisa Hjaltalin
- Head Start – Patty Allen

Lisa is now confident with the expense and revenue numbers.

With no objections, the Consent Agenda was entered into the records.

**CHANCELLOR REPORT**

Dr. Johnson acknowledged her gratitude to the Foundation Board and the staff for the great job hosting Sip, Swirl & Savor. With a small team and some new staff, it was truly one of the most successful events. They surprised Patty Allen at the event to recognize her commitment and effort at Head Start/Early Head Start and as the recipient of the 2018 Washington State Association of College Trustees Professional Staff Member Award.

It is a busy time in every respect as we are wrapping up the year. Dr. Johnson acknowledged the Trustees who are attending the many graduations.

CCS is launching a partnership with McDonald’s Corporate and acknowledged support for partnership from Pullman Mayor, Trustee Glenn Johnson. McDonald’s Corporate is seeking to increase employee retention by giving sizable grants, up to $3,000 per year. There is a press release in the process. This is something that McDonald’s is doing to help keep, encourage, and support their employees. Students will select their areas of interest. Carolyn Casey is working with all the partners, which will include a number of McDonald franchises in Spokane County.

CCS has been selected to partner with the Department of Defense funded initiative regarding a Cyber Defense Academy. Both colleges have an opportunity to participate and SFCC will start the program in partnership with Avista and the City of Spokane. Avista and the City of Spokane will be funding some of their employees to go through the academy. Faculty at SFCC are eager to launch the Cyber Security pilot this summer and to incorporate it into SFCC’s applied baccalaureate degree.
Monday night the Spokane International Airport hosted an event at Arbor Crest. Larry Krauter, CEO, and Todd Woodard, Director of Marketing and Public Affairs, at Spokane International Airport are working hard at bringing in additional business to Spokane. This event featured a Korean company looking at relocating to Spokane in the manufacturing area and working with Boeing as one of their suppliers. Spokane International Airport is interested in working with us to further stimulate economic development. It is a very strong statement about the quality of our colleges! This bodes as a strong end to the year and the beginning of a new academic year with the possibility of added enrollment.

**PRESIDENTS’ REPORT**

**Spokane Community College (SCC)**

Dr. Kevin Brockbank, acting president for SCC, distributed and reviewed a written report highlighting Delta Partnership School’s Aviation Maintenance Program, dual enrollment, college-wide highlights, instructional and student services updates and campus activities.

Now as the permanent President of SCC, Dr. Brockbank expressed his thanks to the Board of Trustees, Dr. Johnson, Dr. Nancy Szofran, Vice Presidents Jenni Martin and Glen Cosby, and the faculty and staff for their continued support and flexibility during this process.

We hired a new program manager and an administrative assistant. We are currently searching for a counseling/advisor for Running Start. Running Start increased from 17% to 22% with continued growth expected.

Lastly, members from Delta Airlines were on campus to discuss an aviation program to become an adult partner school. With the leadership of Heather Beebe-Stevens and Foundation Board member, Todd Woodard of Spokane International Airport, Delta toured our campus on March 2nd and entered into a partnership on March 10th. We jumped over many other schools which moved us to the top of the list. This speaks highly of our program with donations of equipment, access to Delta training, brand and quality recognition with Delta, as well as student access in the future to hiring by Delta.

Trustee Johnson asked about the placement rate of those maintenance program graduates. Those students who want to go into aviation maintenance can decide where they want to go. Placement is not always in aviation maintenance, but also in related fields. It is heavily monitored by FAA. Trying to get certified mechanics is a challenge and in strong demand.

Trustee Thew asked if Delta is releasing an announcement. It's a huge opportunity for Spokane International Airport and Spokane broadly. It’s Spokane International Airport and Delta’s announcement to make.

Trustee Piper stressed that Boeing is not just making airplanes. Boeing is in the business of lives. It is important that technicians are highly trained.
Spokane Falls Community College (SFCC)
Dr. Nancy Szofran, acting president for SFCC, distributed and reviewed a written report highlighting student success, Guided Pathways, instructional updates, student services updates, as well as upcoming events.

Gateway to College is a national network of 34 community colleges in 19 states. SFCC is the sole participant in Washington. The network supports communities in building sustainable pathways for disconnected youth. Dr. Chrissy Davis-Jones and Dr. Andrew Feldman are hosting Jill Wakefield, Achieving the Dream, in a guided pathway coaching session.

When SFCC was founded, the previous chancellor’s vision was for two unique campuses. We are very pleased that today the two Presidents have agreed to collaborate. We are delighted that our two colleges have gone together on a five-year, $500,000 grant from College Spark and a companion five-year, $500,000, from the SBCTC.

Trustee Thew complimented Dr. Szofran on her grant but expressed concern that pretesting may discourage students from going to college.

BREAK
The meeting recessed at 9:46 a.m. and reconvened at 9:58 a.m.

ASSOCIATION FOR HIGHER EDUCATION (AHE)/FACULTY REPORTS
AHE

Faculty
Mr. Dave Edwards, SCC faculty representative
Governor Inslee and WEA President Kim Mead have recently engaged in numerous discussions concerning school safety. They committed staff and resources to conduct three group discussions across the state to address specific questions as to how we address school safety, including issues such as mental health, preventing gun violence and specific support students and educators need with direct involvement from those in our K-12 schools and on our college campuses. The ideas, suggestions and discussions of these groups will guide potential policy and legislation the Governor or WEA may introduce during the 2019 Legislative session and beyond. Some questions that will be asked: What can our state do differently to address issues that contribute or lead to school violence before it happens? How can we support students, families, and educators?

The small group of 25 will facilitate discussion which will occur at Rogers High School, from 4:00-6:30 pm. on Wednesday, May 23rd. Bill Rambo and Cathy Shaffer have been asked by WEA President Kim Mead to participate as the representatives of our CTCs in Spokane.

SCC had a successful Spring Communications Conference held on May 9th.
Linda Seppa Salisbury, long time Communication Studies teacher at SCC (51 years teaching, 41 at SCC) was recently awarded the Dale Parnell Distinguished Faculty Award.

Mr. Edwards presented the following student achievements:
Geology student Alex Navarra presented his undergraduate research project, Orthogneiss at Trent & Barker.

Rho Beta Psi, the SCC Criminal Justice Program student club, went to the ACJA (American Criminal Justice Association) National Competition in April.

Trustee Thew went to the campus safety presentation. In the event of a threat; run, hide and fight in that order. When they have campus safety training and drills the people most likely not to attend are faculty. It’s important for faculty to attend. Training applies to them, as well.

Mr. Rob Deyo, SCC faculty representative for extension sites reported on
Rick Hanson - tenured business faculty at our Colville Center
- Has met with a new non-profit in Kettle Falls called Veterans Stewardship Brigade that is teaching veterans how to farm.
- Have been in contact with SCC’s Agriculture Business certificate and degree programs and they seem interested in connecting with the Veteran’s Stewardship Brigade.
- Rick is also leading an effort to connect SCC’s rural campuses with the Steven’s County Library system to discuss promoting the use of the library district within our programs and working with the libraries to give another access point to technology to our students in our most rural communities in our service area.

Rhiannon Barton, PACE Colville
- Wants to thank all the dedicated BOT members for their support of our Colville Center PACE class!
- They are looking forward to the End of Year Celebration on June 7th, at 1:00 pm.
- They are honored each year by BOT members' presence.
- This year we have some fabulous visual resume presentations by students, and another uplifting song, which they have practiced all year long!

Pickle Ball Court in Colville & ABE Graduation – June 14th

Kelly Mote from Airway Heights Correction Center
- Created a faculty book club with Doug Thorsvik when SCC revived its reading groups in fall of 2016.
- Initially completed the same books as the instructors at SCC. They enjoyed the experience but felt they were missing an opportunity in our discussions to talk about things that directly affect what they do in a prison environment.
- For fall quarter 2017, they decided it would be more beneficial to choose books with a correctional focus.
They are currently on our fifth book, *So Am I: What Teaching in a Prison Taught Me* by Merle Helen Morrow.

They meet on non-student days so they do not take time away from the classroom.

Their discussions have sparked good conversations and have been a great use of our time.

They held their annual graduation on April 26th where they honor those students who have completed their GEDs and/or received one year certificates in:

- Business Occupations and Management
- Aerospace Composites
- Computer Aided Drafting
- Upholstery

It was a great day filled with enthusiasm, pride in accomplishment, positive recognition and refreshments.

**Victoria Sattler, ABE & ESL Instructor / Employment Specialist**

- Reported on the success story of Rose Sicurello, AMP student (Winter18) and currently enrolled in Career Transitions.
- Rose started in AMP very shy, soft-spoken, and a little unsure of herself.
- Throughout the quarter, faculty saw her blossom and build confidence
- She completed the program with perfect attendance.
- With the education and skills she gained through both SCC programs, Rob is happy to announce that she is on her way to becoming a Transportation Security Officer (TSO)!

**Camille Kovarik SCC GED**

- During Spring Break, Camille forwarded an email about a scholarship opportunity to a couple of our former GED students.
- Jennifer Hoyt was recently notified that she has been awarded a scholarship from EWI Scholarship committee.
- She’ll find out on tomorrow whether she receives the $2,000 or $4,000 scholarship
- Jennifer completed her GED during the Fall quarter and started credit classes Winter quarter.

**Ms. Barb Hahto, SFCC faculty representative,**

We have a group of 24 graduates who will be showing their artwork in the Gallery of the Fine Arts Building. It runs from May 21st through June 8th. There will be a reception on May 25 in the Gallery. Don’t miss the Big Fish Musical May 31st to June 3rd. We just had a campus development workshop on teaching and learning. Twenty-two faculty members attended the workshop. It’s graduation season, so we are busy. Running Start population was the biggest ever with 747 students at SFCC from 26 different schools; 410 were seniors; 173 graduates; 69 had committed to a 4 year college.

Trustee Piper reminded all that the International Film Festival is every Tuesday night at the Garland Theatre. It has been great.
WASHINGTON FEDERATION OF STATE EMPLOYEES (WFSE)/STAFF REPORTS

WFSE

Ms. Brenda Martinson, SCC classified staff and WFSE representative
The collective bargaining process for staff contracts for 2018-2019 has started. Tentative agreements on 17 articles. It’s a little different this year, as there is more conversation across the table. We meet again on June 5th and 6th. It’s a positive start to the bargaining process.

Staff

Ms. Wendy Jones, SCC classified representative
Congratulations to Dr. Kevin Brockbank on his official role as President! Well-deserved and we are looking forward to working with him in the months and years to come!

Career Services partnered with WorkSource and hosted 3 job fairs for spring quarter. One specifically for automotive students, one specifically for manufacturing, and an all college job fair. All were well attended by students and employers.

SCC Veterans’ One-Stop is also hosting Post Traumatic Growth Workshop on Wednesday, June 20th. (Flyer attached.)

Veterans Services does it again! Huge congratulations to the Veteran’s One Stop and their students.

Below is the wooden nickel that the Veteran’s One Stop crew has designed. The wooden nickel program was recently created to recognize Veteran Academic Achievement, because 72% of all students receiving VA education benefits earned a 2.8, or above, GPA winter quarter 2018.

Ms. Shelli Cockle, SFCC classified representative
Pullman campus Student Government is hosting an end of the year BBQ for students and family members on Friday, May 25th, from 3:00-5:00 pm at Reaney Park.

Pullman’s graduation will be on Monday, June 11th, at 6:30 pm in Jones Hall located in Daggy Hall on the WSU campus. With over 40 students graduating, this will be Pullman’s biggest class.
ctcLink SMEs are participating in Global Design workshops this week at SFCC. The State Board has sent a project member for us via WebEx. This saves us travel funds while maintaining the level of participation and input that we want for CCS.

Main campus commencement planning is well on its way. There are about 1,000 students on the list that are eligible to graduate. It will be interesting to see how many will walk. The main portion of caps and gowns will be given to students on May 30th, 31st and June 1st, with special arrangements made for students who are unable to get there during those days.

Our new MESA Office will be having an open house on May 23rd from 10:00 am – 3:00 pm in Bldg. 18, Room 215. There will be snacks, crafts, and lots of information available. The MESA program improves retention and success of underrepresented students in STEM fields.

Anna Gonzales, Administrative Assistant for our Humanities Department has been working with Mark Macias, Melody Matthews, Pam Knutson and Alicia Preston on a Faculty Workload Audit Report. This report will help administrative assistants and the human resources office in tracking faculty workloads. It will allow them to assist the deans to better monitor faculty contracts and budgets. Bugs seem to be fixed and, hopefully, it will be shared soon.

After 9 years of being held in the Seattle area, SFCC’s Peer Services hosted the Annual eTutoring Advisory Council meeting for the Western eTutoring Consortium. The meeting was attended by 17 Coordinators from 12 different community colleges and universities from Oregon, Utah and Washington. Guests received swag bags compliments of EWU, SCC and SFCC. They toured our beautiful campus, were introduced to Bigfoot Blend coffee, and were reinvigorated by a mid-meeting stretch and meditation with Sheri Staudinger. It was an informative and productive meeting with great opportunities for networking.

STUDENT GOVERNMENT REPORTS
Spokane Fall Community College (SFCC): Ms. Willow Zimmerman
Coming to the end of school year. High school graduation is June 11th and on June 15th she is walking at the SFCC graduation. ASG is transitioning to our new team. Willow introduced Malvika (Mahi) Shriwas, the incoming ASG President and she is confident Mahi will be a strong, level-headed, leader of the team. We held successful events with twelve more events coming up before end of year. Coming up is Drive-In Movie night. Spring Fling is next week. Hosting Club Awards banquet is May 30th. ASG has a transition retreat at Camp Reed. Then we have finals week and graduation!

Spokane Community College (SCC): Ms. Katherine Clark
It was a great year. Last month we had Pizza with President and students were able to bring up pressing topics. We will have Pizza with President on May 24th with legislators. We also had Lawyers and Lattes. Students got information on issues they may be
experiencing. We had a Communications Conference this past week and an ASG open house. Interviews for next year's ASG positions start tomorrow. Next month Katherine will bring in her new replacement as next year’s ASG President. The mentorship program is about to launch a pilot program targeting international students who are very eager to get involved. Kick-off is this Friday at noon at SCC.

Spring Fling is May 2nd and lasts for a week ending the week with family night.

Cake competition is beginning this month. Katherine won the blue ribbon in new age sculpture. New cakes are in the window. Come by and see them.

**BOARD POLICY 6.20.01-A NAMING OF DISTRICT FACILITIES, Dr. Christine Johnson, Trustee Michael Wilson and Heather Beebe-Stevens (CCS Foundation)**

Trustee Wilson made a change to 6.1 as he believes larger donations may be dissuaded if limited to 10 years. It will read as follows:

6.1 Honor names shall normally be limited to ten years or less unless recommended by the CCS Board or Foundation Board for a longer or indefinite term and approved by the CCS Board. Prior to the end of the honor name term, the party which made the original naming proposal shall determine whether the naming should be extended for another term up to 10 years. A recommendation will then go to the Chancellor and then to the District Board of Trustees for a final decision.

The responsibility of revising the Policy on Naming of District Facility and to appoint a task force went to the Foundation in late 2017 led by Heather Beebe-Stevens who created our own Foundation Policy Board.

Motion made by Trustee Wilson to approve the Foundations Board Policy 6.20.01-A Naming of District Facilities. Seconded by Trustee Johnson and unanimously approved.

To reflect the new Board Policy, the Board is modifying its previous action and is renaming the athletic center the **Student Athletic Center** in recognition of the students’ funding of the athletic center. Thank you to the students for the funding.

The Board made a motion to rename the athletic center the Student Athletic Center. Trustee Wilson moved and Trustee Johnson seconded. All in favor. No opposition. Motion passed unanimously.

**CONSIDERATION OF TENURE FOR SPRING QUARTER 2018**

Trustee Thew moved that the appointing authority hereby grants an award of tenure to the following probationary academic employee and hereby directs the Chancellor to take any and all appropriate action in carrying out this decision.
GRANT TENURE
Trustee Wilson moved and it was seconded to grant the award of tenure to Michael Allen, SCC, Business - Entrepreneurship. It was approved unanimously. Trustees all enthusiastically congratulated the newly tenured faculty.

EXTEND PROBATION
Motion to extend probation through winter quarter 2019 for Satwik Dasgupta, SFCC, English, was made by Trustee Johnson and Trustee Piper seconded. No opposed. Motion passed to extend probation through winter quarter 2019.

BOARD APPROVAL FOR 3 HEAD START/EARLY HEAD START GRANTS
Patty Allen thanked the Board, Dr. Johnson and senior management for their kind words.

Approval for Head Start grants vary. Grants are now on the same fiscal year. Fiscal year is now September 1st – August 31st. Requesting approval for three grants. At April’s Board work session, Patty presented a quick overview on what was ahead for Head Start. Since we presented in April, Head Start is getting a little more money totaling a 2.6% budget increase. One hundred and seventy classified staff will get an increase. HS/EHS has training budget opportunities. Recommend approval of funding total has increased and has crossed the $16M mark. We have met that mark and we are well on our way.

It is recommended that the Board of Trustees of Washington State Community College District 17 move to approve Head Start and Early Head Start continuation Grant 10CH010237, Early Head Start Grant 10HP0012, and Early Head Start Grant 10HP000088 for FY 2019. The funding total is $15,607,715 which includes the non-federal share requirement of $3,121,543. Given that the federal government has authorized a Cost of Living Adjustment of up to 2.6%, the CCS Board of Trustees further approves this yet to be notified increase.

Trustee Piper made a motion to approve the Head Start grants with the amended amounts for FY 2018-2019. Trustee Johnson seconded. All in favor with no opposed. Motion passed unanimously.

FIRST READING OF THE 2018-2019 OPERATING BUDGET, TUITION, FEES & WAiERS, Lisa Hjaltalin
Normally there is a first reading; however, we did that at our April Board of Trustee Work Session. There is no approval today. Today is for discussion.

A full presentation was included with the Board packet for your review.

2019 is the second year of a biennium budget, called a supplemental budget. SBCTC and CCS budget State allocated dollars annually. The final 2019 Supplemental State appropriated budget includes a 2% salary increase on 7/1/19 and an additional 2% on 1/1/20
for classified and exempt staff. 3% increase on faculty on 7/1/19 and additional .7% on 1/1/9. This allows us to increase tuition by 2%.

Health care increases from $913 in FY 2018 to $916 per employee per month in FY 2019.

SBCTC adopted a new allocation model beginning in FY 2016. CCS’s model mirrors the State’s. The model cut CCS by $3.57M, distributed over four years at $893,190 per year.

District enrollment decreased slightly in 2018, mostly at SFCC, so the forecast projects a downward trend of 2% for 2019. International tuition is strong based on recruiting by Global office.

Total state allocation and tuition is $87,597,330.

We will bring reserve balance back up to 4% for FY 2019 and plan to build it back up to 5% in FY 2020. Will ask for approval next month. Board policy is to have a 5% reserve. A reserve is for unexpected expenses. Trustee Johnson explained that the City of Pullman has a 13% reserve. If you don’t have a reserve, the entire college will be affected. We need a fairly large reserve, as our expenses are astronomical.

District Managed Costs is an estimated $8,236,840 for FY 2018-2019. We have pulled expenses for rents, utilities and software together in one spot to leverage expenses. A little over $5M of the $8M are rent and utilities.

We operate with 4 difference residency categories. We have a lot of students that live in Post Falls or Coeur d'Alene. They pay approximately 1.5% times the residential rate.

Three percent (3%) of CCS retained Operating Fee is paid to SBCTC Innovation Account (ctcLink ERP).

We voted to raise Student Services and Activities to the maximum rate of $11.03 per credit for FY 2019.

2019 Legislature approved a 2% increase in tuition and inflation and adjusted the building fee portion of tuition up by 1% for FY 2019. The international tuition will have new tuition tables next month. There was a vote taken at the State Board. A 2% increase in international tuition resulted in too large of a gap.

A technology fee of $4 per credit will be charged on 1-10 credits to a maximum of $40 per quarter. Students and administration work together to create annual budgets.

There will be a change in international student insurance. Your administrative fee sheet shows the fee will now be $341.70. It will be updated before June. No other changes after that.
In response to some of the questions regarding the District budget, Dr. Johnson stated that we are reporting the budget differently. All numbers are now attributed to where the individual works. For every contract managed by the District Office, we have identified every contract we have for total transparency. We have aligned personnel to their place of work to accurately represent where employees work and provide service.

BOARD REPORT
Trustee Thew announced the different events to attend at SFCC and SCC. They were invited to award banquet May 30th. The Big Fish musical is May 31st – June 3. SFCC’s Art Exhibit is coming up and the art pieces are for sale. There was a great article about Kevin Brockbank in the Spokesman Review!

The CCS Board spent last Thursday and Friday at Clark College in Vancouver at the ACT Spring Conference (Association of College Trustees). Trustee Piper turned over her gavel. Patty Allen, Head Start, was honored at the awards ceremony as the Professional Staff Award Recipient. Trustee Thew presented Patty with a gift as a thank you for her commitment.

We had a great Board work session last month. Next month will be very busy.

EXECUTIVE SESSION
At 11:55 a.m. Trustee Thew announced that the Board would convene in Executive Session under RCW 42.30.110(1) to evaluate the qualifications of a candidate for appointment to elective office and to discuss the legal counsel representing the agency matters relating to agency enforcement actions or, litigation or potential litigation. It was announced that the session would begin immediately and would last approximately 60 minutes. No formal action will be taken.

At 12:56 pm it was announced the Executive Session was being extended by an additional 15 minutes. The Executive Session under RCW 42.30.110 ended at 1:15 pm

The regular meeting reconvened at 1:15 pm.

POTENTIAL ACTION GENERATED FROM EXECUTIVE SESSION

ADJOURNMENT
Being no further business, the meeting adjourned at 1:20 pm.