

**Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
January 15, 2019
The Lodge**

Present: Trustee Bridget Piper, Board Chair; Trustee Glenn Johnson, Vice Chair; Trustee Beth Thew; Trustee Mike Wilson; Trustee Steve Yoshihara.

Christine Johnson, Emily Yates

Also in attendance: Kevin Brockbank, Carolyn Casey, Chrissy Davis Jones, Wendy Derain, David Edwards, Andrew Feldman, Barb Hahto, Lisa Hjaltalin, , Jenni Martin, Brenda Martinson, Amy McCoy, Carla Naccarato-Sinclair, Mahi Shriwas, Greg Stevens, Olesya Sytnik, Nancy Szofran, , Terri Zambon, and Courtney Taylor (recorder)

Absent:

SFCC Celebrating Student Success: Marjorie Davis and Cynthia Vigil

Testing Center and Peer Services. Testing Center has comprehensive student support resources. High usage by students for testing, orientation, math and English placement. Peer Services offers peer tutoring in three locations, ask-a-student, early alert and placement testing plus. Peer services had 5,943 student visits. Marjorie Davis presented on financial Literacy programs on student loans and how to go about student loan repayment, preparing for a successful career, free budget worksheet and the do's and don'ts when working with a small budget. Trustee Johnson compliments on the budgeting worksheet. Trustee Yoshihara asked if most students borrow money or are they able to pay for it themselves. SFCC has 47% of students on Financial Aid.

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, January 15, 2019. Chairwoman Piper called the meeting to order at 8:40 a.m. followed by the Pledge of Allegiance and roll call. It was announced that the meeting was open to the public. Chairwoman Piper introduced new Trustee Steve Yoshihara. Individuals interested in addressing the board were encouraged to sign up at the back of the room.

INTRODUCTIONS AND OPEN MICROPHONE

Trustee Piper introduce Steve Yoshihara the new Board of Trustee member, Jenni Martin introduced Charlene Rios, Big Bend Community College, Executive Director of Business Services WELA participant, Terri Zambon introduced Angelica Perazzo senator for ABE at Colville Campus. Dr. Johnson introduced Courtney Taylor as the new Executive Assistant to The Board of Trustees and Chancellor.

CONSENT AGENDA

- a. Board Meeting of November 11/20/2018; Board Work Session 12/11/2018

- b. Capital Projects in Progress – John Gillette
- c. Budget and Expenditures – Lisa Hjaltalin
- d. Head Start – Patty Allen

The Board accepted the Board meeting minutes from 11/20/18 and the Work Session Minutes from 12/11/18 to enter the Consent Agenda into the records.

No. 19-01; motion carried

STA Transit Centers: Greg Stevens reported on:

STA, following receipt of designated improvement funds for both Ft. Wright Boulevard station Improvements and the Central City Line, approached CCS in 2017 regarding expansions to SCC and SFCC campus transit locations. The expansions will enhance transportation services to our students, student safety and better serve our community's transportation needs. Safety and security issues to be addressed with Traffic Lighting. Parking spaces lost will be moved to other locations. Signage and Wayfinding projects are under way.

STA "Upriver" Transit Center at SCC will take about the next 3-5 years. Central City line will be on mission and take up parking on building 1. STA envisions in the long term about 21 buses per hour instead of the eight currently. A new "front door" for SCC will be created. A security office will be added. Trustee Thew asked about the maintenance of this building and if the cost would be on CCS or STA? Greg Stevens informed the Trustee Thew the maintenance will be on STA.

BACKGROUND CHECKK PRACTICE/PROCEDURES: Greg Stevens

At the board's July 2018 regular meeting agenda, a discussion item regarding revision to Administration Procedure 2.00.01-J, Volunteers and Interns, was under review. The current CCS practice is that every prospective volunteer and employee signs an authorization form for checking references and criminal background, post offer and pre-employment. This check is run by WSP. Trustee Thew asked what about an Idaho resident. CCS run's background checks as well. The cost for outside the State of Washington costs anywhere from \$50-\$150 to run the background check. It is more cumbersome since CCS doesn't receive them as rapidly, and the probation period is 6 months for classified employees, two years for tenure and as an exempt employee one is always on probation. Comprehensive Checks are run for specific high-risk positions as Executive positions, Positions that directly handle money and positions working with the dependent populations. For these positions the criminal conviction check could also include check in states of past and current as well as residence and specific check for drug violation convictions and sexual misconduct convictions. These higher level checks are conducted by a third party report. CCS practices are in compliance with both laws. Risk Management vs. Limitations, to make sure all employees have a current background check. Among the Board's questions, should our processes and practices be incorporated into procedure? The answer is yes. Trustee Johnson asks a question regarding insurance, does CCS have a pool or is it we self-insured? CCS is self-insured to the state, pay into the pool. CCS does not have a reserve set up to cover CCS costs. Trustee Johnson asked if there is a pool to reduce our liability. CCS has procedures in place that meet or exceed State requirements.

ALERT OF TENURE CONSIDERATION: Greg Stevens

The colleges/units have been asked to forward the evaluation reports by not later than January 22, 2019, and at that time, the complete files for the above faculty will be made available for Board review. The timeline established for Board review is as follows:

January 15	Alert Board of Trustees of tenure consideration
February 19	Executive Session review and discussion of files, if any
March 19	Approval/denial of tenure

BREAK

The meeting recessed at 9:53 a.m. and reconvened at 10:08a.m.

CHANCELLOR'S REPORT

The Chancellor gave an update on the letter CCS Board of Trustees sent to OFM, State Auditor and Office of Chief Information Officer (OCID) on CtcLink. There is a lot of work to be done but Chief Financial Officer Lisa Hjaltalin hired three temporary accounts to help close the books. CCS also Hired Consultant Matt Connelly as Project Manager to head the group for CtcLink remediation. CCS is committed to doing its part to move forward together. Chancellor provided an update on the upcoming event on Feb, 9th the naming of the gymnasium at SFCC after Athletic Director Maury Ray, in compliance with Board naming policy. The Chancellor acknowledged the successful start of the Foundation of first giving Tuesday they raised over \$11,000 to help students in need. She and the Trustees have a meeting in Olympia to meet with the Legislatures. Important meeting to call on our legislature to thank them and let them know the needs CCS has to support our students and mission. The Chancellor has had conversation with John Sessions and his staff. John Sessions is currently located in Seattle but wants to return to Spokane to build a facility in Felts Field as an aviation museum. Ongoing discussion with Mr. Sessions, GSI and other business leaders are underway.

PRESIDENTS' REPORT

Spokane Community College (SCC)

Dr. Kevin Brockbank distributed and reviewed a written report. Highlights included: college-wide updates, closing the equity gap at SCC through Guided Pathways Adult basic Education, Business, Hospitality and Information Technology, Extended Learning, Health and Environmental Sciences.

Student Services updates included Disability Support Services Northern Counties, Admissions and registration, Multicultural Student Services, Career services, Counseling Services, Student Activities, Student Development and Financial Aid.

Power Outage Update: No Power in Bldg. 6 working on hooking a generator to have classes' resume.

Trustee Wilson expressed his appreciation to adult basic education opportunities. He encouraged CCS to set up tables at shelters and at Christmas Bureau to reach more students.

Spokane Falls Community College (SFCC)

Dr. Nancy Szofran distributed and reviewed a written report. Highlights included: Guided Pathways, Northwest Commission on Colleges and Universities (NWCCU), Academic Affairs at SFCC, and SFCC Pullman Campus

SFCC Fine Arts Faculty Exhibition is Side by Side Drawing and Person Media. Visit from achieving the dream and guided pathways coaches, they confirmed what SFCC is doing is good and to continue on the same path. SFCC wants to focus on the Equity lens. Enrollment for Winter Term is down 90 FTE from last winter quarter. This has been a trend over the last three years, President is asking involvement with colleges on strategies to develop sustainable Enrollments. SFCC is looking at our scheduling and course offering on what we change. SFCC is working with students to give them an exceptional experience to get their degree in two years.

ASSOCIATION FOR HIGHER EDUCATION (AHE)/FACULTY REPORTS

AHE

AHE President reported on

Adjunct Appreciation meetings will be on January 30th at SCC. There will be one in February one at SFCC to make everyone feel more connected to the colleges and feel supported. WEA has two bills seeking signatures. Creating and reinvesting in our College programs, this will be a 500 million dollar ask. The second bill will be addressing the Mental Health and the need for more counselors for mental health and safety on our Campuses. Training on microaggression and implicit bias needed.

Emily Yates mentioned that the Attorney General's office in Washington State is very involved with implicit bias training.

Trustee Wilson voiced that both Campuses have a lot of classified staffs that are face to face with all these students and CCS has great opportunity.

Faculty

SCC faculty representative, reported on

INCA students have been visiting area high school ProStart classes to teach knife skills and garnishing techniques. Program worked with the ProStart (high school culinary curriculum) on proper egg cooking techniques.

Susan Butler the advisor SCC Asian/Pacific Club has conducted an annual Chinese New Year Celebration. 2019 is the year of the Earth Pig, an auspicious year because the Pig attracts success in all the spheres of life.

Angela Rasmussen attended the Faculty of Color Cross Institutional Mentoring Program retreats for three consecutive years.

SCC is planning and recruitment stages of laying out a year-long celebration of the passage of the 19th Amendment. The kick-off "conference" day is March 6th. This is going to be a year-long, comprehensive program.

Suzanne Bassett and Erin Burns completed a weeklong intensive training at the University of Wisconsin-Madison for Tiny Earth (TE). Tiny Earth is a network of instructors and students focused on crowdsourcing antibiotic discovery from soil.

The cosmetology students will work with the young women at Daybreak. Daybreak students also come SCC to receive shampoos and blow-dry styles. The Cosmetology is also working with the Pace program as well as a homeless/women's shelter.

Scott Orme's and Angela Rasmussen received the Welty Grant this year. Their project is building and sustaining Study Abroad programs, and the bulk of the \$50,000 over the next three years will go to student scholarships to make these high-impact experiences more affordable.

SFCC faculty representative, reported on

The Learning Community survey results from Fall 2018 SFCC were completed, SFCC had 155 students re-enrolled 72 responded to the survey, The survey results 81% reported very much or quite a bit of growth in "thinking analytically and critically", 89% reported quite a bit of growth in "being personally accountable for your own growth, 83% felt supported by the peers and the teachers.

Guided Pathways Vision: Every Student will have an exceptional student experience. Guided pathways has three workgroups which are Clarify the path, Get on the Path and Stay on the path.

Sherri Staudinger and the SFCC Wellness club are sponsoring the WSU Pharmaceutical Program Wednesday January 16th at 10:30 a.m. in Building 17 SUB lobby.

WASHINGTON FEDERATION OF STATE EMPLOYEES (WFSE)/STAFF REPORTS

WFSE

SCC classified staff and WFSE representative, reported on:

The Washington Federation of State Employees' (WFSE) main focus this quarter is the legislative session. Classified employees are working to get members over to tell their stories of the good work we do on our campuses to support our students/citizens to gain great jobs with living wages. Union Stewards are specifically organizing a group of classified staff/members from the east side of the state to meet with legislators on Community Colleges Lobby Day, Wednesday, March 13th.

Trustee Thew gave kudos for sharing the training for students.

Staff

SFCC classified representative, reported on:

In January SFCC found out that the SBCTC has agreed to take over eTurtotrig.org, more details to come but eTutoring will be sticking around. Hawa Eliason a student who has worked in our tutoring center was selected to attend the 2019 International Scholar Laureate Program (ISLP) Delegation on Medicine & Science in Australia. SFCC's PTA program has been collaborating with the Nursing program from SCC and the Physical Therapy program at WSU. The program hopes to keep collaborating as part of their curriculum of community engagement.

SCC classified representative, reported on:

Testing services that were offered in Magnuson building (primarily GED and certification exams) will be moving to SCC main campus. Financial Aid staff are continuing to provide an excellent customer service by helping our students understand what is needed, what is missing as well as helping to figure out the necessary steps with registration and FAFSA. As a result, SCC has significantly reduced the number of students dropped for non-payment. This winter quarter 2019 there were 93 students dropped for non-payment compared to 232 students in winter quarter 2018.

Financial Aid: SCC now working on uploading 2019-2020 academic year FAFSAs and so far received close to 5000 applications. College has awarded over \$12,200,000 for winter quarter.

STUDENT GOVERNMENT REPORTS

Spokane Community College (SCC) reported on:

SCC Student Government held a voter registration drive on campus. Multiple informational tables were set up where students could get voter registration pamphlets, learn details about the upcoming elections, find ways they could get involved in local politics, and become registered to vote. ASG was able to get almost 100 new registered voters.

Campus safety was another project to find solutions to decrease crime rates on our campus to have a safer and more secure environment. SCC ASG worked with the Spokane Sheriff's Department and hosted a self-defense presentation on our campus. Spokane County Deputy Chris Johnston came to SCC and held an interactive and informative seminar. ASG organized a campus safety night walk that was attended by our members, who were escorted around the facilities by our security staff.

ASG has been involved in community service and volunteer opportunities.

Spokane Fall Community College (SFCC) reported on:

Last quarter SFCC's average quarterly GPA in student government was 3.41. Currently, there are two open positions in our team and we are interviewing this week to fill those positions and have a full team once again. Quarterly welcome weeks' theme was "around the world", each day we showcased the beauty and the food of different countries like Italy, China, Mexico, and Japan. Every

day had approximate 180-220 students come to stop by. Held our first bent trivia, which will be held every other Monday where 15 students participated. In November our financial legislative director and I went to advocacy day we learned more about our WACTCSA agenda for this year. ASG will be tackling the following legislative issues: New hope for previously incarcerated students, college affordability, and open educational resources and also a system issue of food insecurity in a college campus. As a follow-up, ASG will be visiting Olympia again and talking to legislators about the issues our college is facing. ASG will be talking to state Senator Jeff Holly, and state representative Mike Volz and Jenny Graham.

BOARD REPORT

Trustee Thew welcomed Trustee Piper as the new Chair. Trustee Thew mentioned the food drive coming up for the Colleges. She stated that Senator Murray requested a study on the importance of food insecurity for students of higher education. The Board of Trustees will be heading to Olympia at the end of the month to meet with Legislators. Trustee Piper mentioned that US government accountability report came out on Tuesday on food insecurity in Higher Education. Trustee Johnson asked to look into having STA advertising CCS on the side of their buses. Trustee Yoshihara expressed appreciation for Financial Literacy Program that is provided to students on making informed and effective decisions with their finances.

EXECUTIVE SESSION

At 11:39 p.m. Trustee Piper announced that the board would not convene in executive session.

POTENTIAL ACTION GENERATED FROM EXECUTIVE SESSION

ADJOURNMENT

Being no further business, the meeting adjourned at 11:39 p.m.