

**Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
November 19, 2019
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, David Edwards, Rob Deyo, Andrew Feldman, Lisa Hjaltalin, Jenni Martin, Glen Cosby, Brenda Martinson, Katella DeBolt, Amy McCoy, Carla Naccarato-Sinclair, Valerie Senatore, Rick Sparks, Olesya Sytnik, Nicci Naves, Sarah Torres, Terri Zambon, and Courtney Taylor (recorder)

Absent:

SCC Celebrating Student Success: SCC Workforce Transitions

Spokane Community College is committed to offering high quality, relevant instruction throughout our six-county service district. SCC Workforce Transitions supports that mission by providing financial assistance and student success support services to students enrolled in career/technical programs at SCC.

SCC's Workforce Transitions presentation highlights who we serve, how we serve and provide details on how the funds we receive are spent. Several grants support the work of SCC Workforce Transition department and are integral to our ability to provide services to our students.

Workforce Coordinators, Sue Morgado and Wendy Jones presented two student narratives that highlight the work of the program and the impact it can make on a student's success.

Sue Margado introduced radiology student Pam Herrebout who shared her story on her road to recovery from alcoholism to brain surgery.

Wendy Jones introduced Victoria Foote an Automotive Technology student who came to SCC last fall and is due to graduate in June 2020.

Trustee Wilson kudos to the success students to get up and speak in front of a group of people.

Trustee Yoshihara thanked Ms. Herrebout for her courage to come today and share her story, it is encouraging to all of us.

Trustee Wilson asked how we fund students through the Emergency Foundation Fund. Ms. Hunt stated that If they are not able to help students through Federal or State financial Aid, they work with the CCS emergency Foundation fund to make sure they are able to help students in need.

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, November 19, 2019. Chairwoman Piper called the meeting to order at 8:30 a.m. followed by the Pledge of Allegiance and roll call. It was announced that the meeting was open to the public.

INTRODUCTIONS AND OPEN MICROPHONE

Dr. Johnson recognized Assistant Attorney General Emily Yates who received state wide recognition as a rising star. Dr. Johnson and CCS Board of Trustees congratulated Ms. Yates on her success and very honored to have Ms. Yates as our legal counsel.

CONSENT AGENDA

- a. Board Minutes-10/22/19
- b. Capital Projects in Progress – John Gillette
- c. Budget and Expenditures – Lisa Hjaltalin
- d. Head Start – Patty Allen

Trustee Wilson asked Ms. Hjaltalin in her report under the expenditure section, what causes the variances on the percent expended budget where we have 14 % at SCC, 23% at SFCC, 33% at Central Administration, 12% at managed Central Administration. Ms. Hjaltalin stated that the October Report was still an open month and September report was closed which would cause for the variances as the numbers were not set.

No. 19-19; motion carried

2020 Committee Board Assignments and 2020 Board Meeting schedules: Bridget Piper

Committees	Representatives
Nominating Committee	Primary: Beth Thew Alternate: Mike Wilson Chancellor: Christine Johnson
District Equity Council Taskforce	Primary: Beth Thew Alternate: Bridget Piper
District Finance and Legislative Advisory Committee	Primary: Steve Yoshihara Alternate: Mike Wilson
Foundation Board	Primary: Mike Wilson Alternate: Steve Yoshihara

Head Start Policy Council	Primary: Bridget Piper Alternate: Beth Thew
Tenure Review Subcommittee	Primary: Glenn Johnson Alternate: Steve Yoshihara
Legislative Action Committee (LAC)	Primary: Glenn Johnson Alternate: Beth Thew
Internal Legislative Advocacy (subset of ACT Legislative Steering Committee)	Primary: Beth Thew Alternate: Glenn Johnson

Trustee Thew moves Trustee Piper be chair January 2020-December 2020 and Trustee Johnson be vice-chair.

Motion passed unanimously

2021-??? CCS Strategic Planning Report: Greg Stevens

The current CCS strategic plan was implemented in 2011 and assigned through 2021. That plan will expire in the coming 18 months and the process of developing its successor has begun.

A four-stage model:

- Pre-Planning- Began in July of 2019 had an RFP Facilitator, Forming a planning team, Environmental Scanning.
- Facilitated “thinking”- Begin May-July '20, Determine Strategic Position, Identify Strategic Priorities
- Planning-Begin July-Dec '20, Define CCS Goals, Establish Key Performance Indicators, Cascade Strategic Goals, Measure, monitor & report Strategic Goals.
- Execution- Begin January '21- ??, Schedule implementation, Align Budget and Operational Plans, Monitor, Asses Progress/Report, Manage Emergent Strategy.

Trustee Thew life-long learning we have to retool every five years and we now have to retool every 18 months. Mr. Stevens stated I may fit under demographics as we are analyzing generations of student’s ad how they are approaching Higher Education.

Tenure Consideration for Fall Quarter: Greg Stevens

ACTION: TENURE CONSIDERATION FOR FALL QUARTER

BACKGROUND

The Board of Trustees, as appointing authority, is ultimately responsible for granting or denying tenure for a probationary faculty member after having reviewed and given reasonable consideration to the information provided through and during the tenure process.

By the end of a probationer's eighth quarter of employment, or when otherwise recommended prior to the eighth quarter, (summers excluded), the board may:

- a. grant tenure;
- b. deny tenure;
- c. extend the probationary period for one, two, or three quarters, excluding summer quarter (where recommended by the applicable tenure review committee); or
- d. take no action, thereby granting de facto tenure.

The following probationary faculty member is appropriately before the Board of Trustees and awaits action as outlined above.

GRANT TENURE

JILLIAN CONDON	SCC	BUSINESS TECHNOLOGY
ROB MCKIRDIE	SFCC	FINE ARTS

RECOMMENDATION

Take the appropriate action to implement the Board of Trustees' tenure decision for the above probationary faculty members.

Prepared by: Frances MacDonald-Davis
Executive Assistant
November 1, 2019

Presented by: Greg Stevens
Chief Strategy and Administration Officer

Trustee Wilson moves to awarded tenure to Jillian Condon SCC Business Technology and Rob McKirdie SFCC Fine Arts.

Trustee Thew seconds the motion. Motion approved unanimously.

SCC- North South Corridor Update Presentation: Dr. Kevin Brockbank and John Gillette

The Washington State Department of Transportation (WSDOT) is starting to implement freeway design along the corridor section that will directly impact the Spokane Community College (SCC) campus. In association with the acquisition of SCC property, WSDOT will take possession of the right of way area of campus starting in June 2020.

Strategic planning for the impacts the acquisition will have on campus has been ongoing by SCC for the past year and a half. This includes relocation and revised space allocation for departments and programs that will be displaced by building take and demolition.

Current residents of SCC Building 50, Max M. Snyder, and, SCC Buildings 23 and 24, Fire Science and Fire Science Tower, will be require relocation according to the timeline established by CCS/WSDOT coordination.

Trustee Thew thank you Dr. Brockbank for making tough decisions.

BREAK

The meeting recessed at 10:33 a.m. and reconvened at 10:46 a.m.

CHANCELLOR'S REPORT

Dr. Johnson provided an update on the following topics:

- Shared the Updated Fast fact sheet that is created by thanks to Marketing and Public Relations team to share information to the Trustees and the public about both SCC and FCC that is easily digestible.
- Higher Ed is considered an industry at risk. Industry as whole been downgraded with the risks being financial because the Higher Ed business model is not set up correctly and is dependent on increasing tuition, state investment and not recognizing the demographic shifts. The East coast and Midwest are losing population whereas the South and West areas are healthier in population that makes student recruitment a national competition. Due to the efforts of both SCC and SFCC we are holding steady and keeping enrollment flat.
- Federal Policy has proposed changes that would reduce the federal education budget and would affect everything along with the Immigration Policy will be changing as well.
- Local challenge that we are working together as a system K-12 Superintendents and State Superintendents that running start should be free. State Superintendent has asked for a change for that statute and asking for a collaboration for the state system of Community Colleges. K-12 allocation is 12,000 per FTE. In our system our State allocation formula is \$4,000 per FTE. Cost shifted to us would be a devastating impact. The proposal the State Superintendent has on the table for our consideration is that they would no longer pay for books, Technology fees and transportation cost. The Presidents and Chancellors unanimously oppose this.

PRESIDENTS' REPORT

Spokane Community College (SCC):

Dr. Brockbank distributed a written report. Highlights included: Grants update, Career Launch, Guided Pathways Update, Instructional Updates, Student Services Update.

Grants Update: October SCC has been awarded 1.25 million dollars in grants.

Spokane Falls Community College (SFCC):

Dr. Kimberlee Messina distributed a written report. Highlights included: Enrollment update, Academic Affairs, Student Affairs and Significant Events: Disability Awareness History Month October 2019.

Successful advising week saw over 770 students to help them which made a difference in enrollment.

ASSOCIATION FOR HIGHER EDUCATION (AHE)/FACULTY REPORTS

AHE

AHE President gave a report on:

- Meeting with Jan Yoshiwara on HB 2158 that brought us money in nursing. 2nd phase is the high demand money and what does that definition mean we are going to have a discussion with Jan Yoshiwara on what does that definition mean and how we are going to allocate the high demand money. Answers by April and May of next year 2020.
- Attended the promise scholarship to make a presence as we want to be a part of that organization. One question I asked Dr. Messina was do we have any students that receive the promise scholarship money.
- Kudos to Lori Hunt for her excellent job in her diversity work and with the many hats she wears.
- Salary negotiation had 100% approval by our faculty membership on this vote and 80%.
- Master Contract negotiations should be completed by next Monday.
- K-12 worlds problems in their vote where things have come up in Labor relations are now being very strict with how we run our votes, ratifications and how we elect reps. We now have to do votes by paper ballot and hold two ratifications. This takes up to 5 working days to complete.

Faculty

SCC faculty representative reported on:

- Cindy Deffe: hosted the Farm and Food Expo on October 25th and 26th. The conference had a great tradeshow and opportunities for students to network with growers and other industry representatives. On November 1st 13 students went to WSU so they see the transfer opportunities at WSU and meet with program faculty and staff. This week our Greenhouse students are hosting the annual Poinsettia Open House.
- Long Lake Floating Wetland Research Station
 - SCC Water Resources Students just wrapped up their second season successfully deploying floating wetland structures on Long Lake in coordination with Stevens

County Conservation District, AVISTA Utilities, and the Washington State Department of Ecology. The floating wetlands were designed, built and installed by students. The ongoing research is focused on nutrient removal and wave attenuation to minimize shoreline erosion.

- Northeast Washington Geospatial Environmental Technician Education Project (NWGETEP) Principal investigator, Marilyn Nielson, and co-PI's David Stasney and Erin Rudders are in the second year of their NSF ATE funded project to bring geospatial concepts to rural high school students in our district.
- Cosmetology students offered free haircuts in the lair for veterans. The students did over 60 haircuts in 4 hours on veterans, students and even a couple employees. Students also traveled to Daybreak and worked with the residents so they could attend a formal dance. Also, Excelsior was invited to come into the department and receive some services, take a tour and visit with our students.
- Geoffrey Bogwell completed an Open Educational textbook for PHIL&120 (Symbolic Logic) PHIL&120 is the only course outside of mathematics that satisfies the Quantitative and Symbolic Reasoning requirement of the Associate of Arts Degree. The textbook is available to all students at zero cost to them.
- Speak Out!, SCC's Communication Club, put on Student Success Day on October 24th. This event included inspiring speakers like Dr. Kevin Brockbank, John Norman, Jaye Hopkins, Scott Satake and Lori Hunt. Their talks motivated students to stay in school and graduate from SCC. Approximately 1,000 SCC students took place in this event.

SCC Extension Sites reported on:

Adult Education Center on Monroe

- Faculty developed a training that taught students how to run a professional meeting using Roberts Rules of Order.
- Pamm Haselbacher & Kathy Laise, Student Council Advisors, facilitated the Student Council in sponsoring an Energy Fair put on by Avista. Each student receives a huge bag of weatherizing supplies for their apartment or house.

Skilled Trade Program (STP)

- A good place to find some great pics and stories is the Facebook page for STP. <https://www.facebook.com/groups/1654313958199181/>
- Mark Altmar shared that the faculty at STP recently led students through OSHA 10 training, scaffolding, and will tackle flagging this week. In the shop, they are constructing a small house. They have the exterior walls framed, and just started working on the rafters.
- Faculty are proud to announce that six students from last year who were accepted into the insulators, one was accepted into the concrete masons, and one is the shop foreman for Lime Scooters while waiting to hear from the plumbers.

Corrections Kudos

Program Offerings include:

- Upholstery
- Aerospace Composites
- CADD
- GED
- Business Occupations

Foundation Scholarship Training

- Katie Satake & Rob Deyo attending a Foundation Scholarship Training at SCC

- Learned step by step instructions on how to navigate the new scholarship website
- Learned what the review committee looks for on a scholarship application

SFCC faculty representative, reported on:

- Asa Bradley traveled to Seattle to present a panel at the Geek Girl conference which is about how we bring more women and other underrepresented people into STEM disciplines? And how do we create an environment where they can not only learn, but thrive, and feel comfortable to speak up, speak out, and take charge.
- We Have a Place for YOU event had 39 programs participate.

WASHINGTON FEDERATION OF STATE EMPLOYEES (WFSE)/STAFF REPORTS

WFSE:

- CCS Strategic Planning committee member- classified staff nominations – submitting interested staff names to Greg Stevens by 12/11
- HR101 tomorrow – we have 10 new stewards we will talk about specific HR functions (and who to call), self-care, and other useful information
- ctcLink 9.2 or some other update has caused a coding issue that has led to WFSE sending letters out to some members stating they are no longer members. CCS and WFSE are aware of the glitch.
- Looking forward to the short Legislative Session that starts on January 13th

Staff

SFCC classified representative, reported on:

- CCS District Equity Council hosted their 2019 CCS Faculty & Staff of Color Reception October 24th with about 25 people in attendance.
- Admissions and Registration Front Line from November 4-8
 - 534 students assisted at front counter
 - 269 phone calls not through the switch board
 - 107 new student applications processed
 - 316 processed add/drop forms
 - 64 student update forms
- Please join us for the Fall Music Concert Series and the Spartan Theater's *6 Rounds of Vengeance*.

SCC classified representative, reported on:

- Admissions, Registrations and Testing Department met with CRM Administrator to help improve the Onboarding process for SCC Students.
- Director of Admissions and Registrations is a participant of the statewide Gender Identity and Sexual Orientation Data Governance Subcommittee. This will allow SCC to develop and become more aware of better practices in school environment.
- Financial Aid has currently awarded over \$11,818,018 to 3,313 students for Winter Quarter and over \$12 million for Fall.

STUDENT GOVERNMENT REPORTS

Spokane Community College (SCC) reported on:

- SCC was awarded a Silver recommendation from Military Friendly, which awards colleges and universities its seal of approval for assistance, transition, veteran friendly campus contacts, and resources dedicated to our nation's service members who are seeking higher education.
- SCC ASG has been busy with internal process development, new hire orientation, and student projects.
- SCC ASG Finance Committee is improving the process on how club funds are allocated. The revision will allow SCC student organizations to move money around that has already been awarded in their budget, allowing greater flexibility and efficiency of these awards.
- SCC ASG Legislative Affairs department held two voter registration days on campus, registering 42 students.
- SCC ASG continues to work with faculty and community partners to strengthen the workforce development for students. The Academic Affairs director is working with All Motors to secure more internship opportunities for 6th quarter automotive program students.
- SCC ASG hosted a personal safety seminar with officers from Spokane Police Department who shared tips on situational awareness and recognizing an emergency. The same officers will be returning for Campus Safety town hall on November 25th. This event will offer personal safety tips, promote community responsibility and awareness, and offer handouts such as flashlights and safety whistles.

Spokane Fall Community College (SFCC) reported on:

SFCC ASG is staying busy this fall quarter through:

- offering job-specific campus training for each ASG team member.
- SFCC ASG Senate Team flew to Florida for Lead 365, a conference focused on professional and leadership development. We will be forming a committee within the team which will assist our Director of Marketing in developing a social media communication strategy.
- SFCC ASG Programming team also went to California for NACA, the National Association for campus Activities.
- SFCC ASG implemented a new Food Recovery Program in Skitch's Food Pantry and given away over 50 of the food recovery meals to students, served 215 students in our food pantry, sending them home with 15 pounds each of essential groceries to help get them through the school week. We've recorded 281 visits, totaling over 3150 pounds of food given away just this quarter! As a result of the media coverage on the Food Recovery System, The Northern Quest Casino offered to fund the Thanksgiving baskets we'll be raffling to students. Forty whole baskets of turkey, stuffing, potatoes, and other feast ingredients will be going home for the holiday with students who attend the dinner here on campus,
- SFCC ASG has begun working on a sustainability project to equip all our campus buildings with the new water fountains that double as water bottle refill stations.
- Cold for Coats which is a three-day event where we raise awareness and donations for our homeless population in Spokane. SFCC ASG will be accepting donations of winter coats, gloves, hats, socks, and any other winter essential items that will provide some warmth to those who will sleep on the streets this season.

BOARD REPORT

Trustee Thew announced an update to the Committee Assignments, going to explore a Legislative Committee. A letter will be sent out shortly to split the District Finance and Legislative Advisory Committee.

Trustee Piper informed meeting members that December is a work session so there will be no full board meeting and Trustees will be spending time discussing board issues.

Trustees wish everyone a Happy Thanksgiving and thank you for all the hard work you do.

Trustee Thew session on risk oversight. Linking data to mission fulfillment went to EXECUTIVE SESSION

At 11:26 p.m. Trustee Piper announced that the board would convene in executive session under RCW 42.30.110(1) to (i) discuss the legal counsel representing the agency matters relating to agency enforcement actions, litigation or potential litigation. Will last till 12:55 p.m. Dr. Johnson came out to let us know we will be extending executive session by five minutes until 1:00 pm. Dr. Johnson came out to extend executive session to another 5 minutes to 1:07 pm. Dr. Johnson extended the session to another 5 min to 1:15 p.m.

Meeting reconvened for a motion to be made:

Authorize the Chancellor to incur expenditures up to 10 million dollars in order to mitigate severance damages to the SCC campus resulting from the WSDOT initiation of the NSC construction for the purpose of mitigation the impact of that construction of the SCC campus. And Authorize additional 5 million dollars when given detail funding plans. For further work on this project.

Trustee Piper asked all those in favor of the motion read.

Approved Unanimously.

POTENTIAL ACTION GENERATED FROM EXECUTIVE SESSION

ADJOURNMENT

Being no further business, the meeting adjourned at 1:22 p.m.