

**Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
March 19, 2019
The Lodge**

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

Christine Johnson, Emily Yates

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

Absent:

CCS Celebrating Student Success:

Patrick McEachern, CCS Director of eLearning presented on the 2018-2019 Connie Broughton of eLearning Award that was awarded to CCS eLearning Department. The Connie Broughton award recognizes outstanding eLearning-related work done within Washington's community and technical college system. Mr. McEachern recognized Board of Trustees, Executive Administration, CCS Faculty/Staff, Students and our outstanding eLearning team. CCS eLearning received the award because of our Professional Development Model that includes eLearning academy, Faculty development course, YouTube channel, newsletter and Faculty tool kit. CCS eLearning student model includes online Canvas orientation, quarterly workshops, website resources and getting started module. CCS eLearning would like to invite everyone to the 2019 eLearning Academy on September 10-11 at the SCC Magnuson Building.

Trustee Thew asked what percent of faculty do eLearning. Mr. McEachern stated the percentage is hard to pin down but most of our Faculty does use online learning. SFCC 42% of students are on online, 20% are solely online. Fall Quarter about 5,000 students across the district are enrolled fully online.

Trustee Wilson asked if Trustees can go online and look at these trainings. Mr. McEachern will provide the Faculty link to the Trustees to give a glimpse into Canvas.

Trustee Piper "Congratulations! This is wonderful for student success and our community."

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, March 19, 2019. Chairwoman Piper called the meeting to order at 8:50 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

The Chancellor recognized and welcomed Scott Satake AHE vice president for stepping in for Carla Naccarato-Sinclair. The Chancellor made a special introduction CCS Fiscal team. CCS Fiscal team has done amazing work for our Colleges. CCS has passed a four year comprehensive accountability audit. The State Auditors commended CCS in that it is very rare to have a comprehensive accountability audit with no findings. Lisa Hjaltalin gave a background of the accountability audit. The accountability audit looks at the stewardship and how we maintain the state's tax dollars. This clean audit has shown that CCS has exceptional manual controls in place to make sure we are good stewards of the state's dollars. CCS fiscal team introduced themselves and position title.

Trustees appreciate all the hard work the CCS Fiscal Team has done and the clean audit.

CONSENT AGENDA

- a. Board Minutes- 1/15/19; 2/19/19
- b. Capital Projects in Progress – John Gillette
- c. Budget and Expenditures – Lisa Hjaltalin
- d. Head Start – Patty Allen-Engaging Fatherhood conference is being held on March 29th from 9:30-4:00 at SCC Lair.

Approved unanimously.

No. 19-03; motion carried

STA TRANSIT CENTER/LEASE AGREEMENT: Greg Stevens (Action)

CCS and Spokane Transit Authority (STA) staff have been in discussion regarding the relocation and expansion of current bus transit locations on SCC and SFCC campuses. Mr. Stevens went over the lease agreements for SCC and SFCC transit locations that has been reviewed by legal.

A Transit Center is proposed for SCC which will allow ridership to SCC employees/students along with non-college patrons. The center is proposed for up to 22 bus arrivals/departures per hour at a time. A security presence has been proposed. It will be staffed by CCS and reimbursed by STA.

A Transit Station is proposed for the SFCC campus. This will be a bus origination/destination location and ridership will mainly be SFCC students/employees. The station is relocated to increase rider safety and to improve access and routing for STA. A stop light will be part of the overall project. The station is proposed for up to 8-bus arrivals/departures per hour.

Trustee Thew the SCC Facility will that be a 24 hour open facility. Mr. Stevens informed the facility will be open during STA hours 6:30 am to 10:00 pm.

Trustee Wilson in the contract documents the minimum limits of liability seems low is that a boiler plate number. Attorney General Emily Yates confirmed yes that it was boiler plate language taken by Department of Enterprise Services (DES).

Mr. Stevens asked for the Board's approval and authorization from the Chancellor to sign the lease agreements on behalf of CCS.

Trustee Yoshihara makes a motion to approve the SCC and SFCC lease agreements, Trustee Wilson seconds the motion. Approved.

19-05

APPROVAL/DENIAL TENURE FILES: Greg Stevens

The following probationary faculty members (grouped by committee/college recommendation) are appropriately before the Board of Trustees and await action as outlined above.

Trustee Wilson 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

ANDY DODSON	AVIATION MAINTENANCE	SCC
BENJAMIN UGADEA	LIBRARIAN	DIST
CHRISTIAN STRIGGOW	RESPIRATORY CARE I	SCC
DAVID PRINS	HORTICULTURE	SCC
DEANNA PIXLEY-KIMLING	COSMETOLOGY	SCC
HEATHER EDWARDS	DEVELOPMENT EDUCATION	SCC
HOLLY CAMPBELL	BIOLOGY	SCC
JEFFREY WILLIAMS	DEVELOPMENT EDUCATION	SCC
JEREMY KOZIOL	MATHEMATICS	SFCC
MICHAEL (BRET) DICKEY	COMPUTER INFORMATION SYSTEMS	SCC
MIRISA BRADBURY	PARALEGAL	SCC
PATRICK MARKER	DIESEL/HD EQUIPMENT I	SCC
RACHAEL THOEN	MEDICAL ASSISTANT	SCC
SHARDE' MILLS	LIBRARIAN	DIST
THAYNE LACY	ANATOMY AND PHYSIOLOGY	SFCC
TYBRE NEWCOMER	FINE ARTS	SFCC

DENIAL OF TENURE

KAREN ZANTOW	CRIMINAL JUSTICE	SCC
--------------	------------------	-----

Trustee Thew seconds the motion. It was approved unanimously. Trustees all enthusiastically congratulated the newly tenured faculty.

19-04

ALERT FOR TENURE CONSIDERATION FOR SPRING QUARTER 2019: Greg Stevens

The college has been asked to forward the evaluation report by not later than March 29, 2019, and at that time, the complete file for the above faculty will be made available for Board review.

The following faculty member is in their eighth quarter of tenure review, and will be considered for tenure by the Board of Trustees at the May 21, 2019 board meeting.

ELIZABETH ROEWE	SCC	ENGLISH
-----------------	-----	---------

The following faculty member has completed their extension of tenure review. Upon formal recommendation of the review committee and with written consent of the probationary academic employee; three additional quarters of tenure review were completed. The probationary faculty member will be considered for tenure by the Board of Trustees at the May 21, 2019 board meeting.

SATWICK DASGUPTA

SFCC

ENGLISH

The timeline established for Board review is as follows:

March 19	Alert Board of Trustees of tenure consideration
April 16	Executive Session review and discussion of files, if any
May 21	Approval/denial of tenure

BREAK

The meeting recessed at 9:41 a.m. and reconvened at 9:58 a.m.

CHANCELLOR'S REPORT

Dr. Kimberley Messina our new SFCC President will be joining CCS in June. The Chancellor gave a huge thanks to Dr. Szofran who has lead SFCC this last year and a half. She also reported on the Provost Selection and appointment, which will be made after interviews and feedback from faculty, staff and administration. CCS Athletic Director Ken Burrus will be retiring in June we will soon start our search for the new Athletic Director. The Chancellor had a meeting with the President's and Athletic department on whether to do an appointment for a year or start the search because of funding.

Our State system requested and put to a vote the need to collect another 2% to support ctcLink in an innovation account. The vote passed.

The Chancellor meet with Fair Child Air Force Base (FAB) Director of Education. FAB will be expanding and would like more of a presence from both SCC and SFCC. FAB will be looking at areas such as Cyber Security and others programs that can be done in any location. CCS will work with the Foundation department on fundraising to help with scholarships for the spouses.

The Chancellor thanked the Trustees, Presidents, students and Union leaders for their advocacy work, we are making great progress. The Chancellor went to an open house put on by Senator Billing and Representative Riccelli. The Chancellor will be meeting with Representative Ormsby next week in Olympia.

Trustee Thew what is the total percentage we are paying for ctcLink. Dr. Johnson confirms we are paying for ctcLink currently 4% until 2020 and we will be getting 1% back in 2028.

PRESIDENTS' REPORT

Spokane Community College (SCC):

Dr. Kevin Brockbank distributed and reviewed a written report. Highlights included: College Wide updates, winter enrollment update, Guided Pathways Steering Committee update, Workforce

Partners and Training update, Adult Basic Education, Business, Hospitality and Information Technology, Extended Learning, health and Environmental Sciences and updates on Student Services.

- SCC won this year Food Drive. Between two colleges raised over 13,000 pounds of food.
- Winter Enrollment we are down 86 FTE or 3% from last year, FTE from all funding sources we are down 49 or down 2%.
- Workforce development council on apprenticeship efforts. SCC signed on letter of support for a youth apprenticeship grant they in returned signed on to sponsor a grant SCC is pursuing with the Department of Labor and American Association of Community Colleges.

Trustee Thew asked about traditional versus non-traditional apprenticeship. Dr. Brockbank affirmed a little bit of both.

Trustee Wilson mentioned it would be helpful to give the Board all of the Business Advisory Groups that we have and the status of how effective they are.

Spokane Falls Community College (SFCC):

Dr. Nancy Szofran distributed and reviewed a written report. Highlights included: Winter enrollment update, Guided Pathways Steering committee update, Workforce Partners and Training updates.

- Dr. Johnson approved a transition plan for new SFCC President Dr. Messina. Dr. Szofran and Dr. Messina will be having one hour phone calls through March and April. Dr. Messina will be here April 26th for the Sip, Swirl and Savor event.
- Two students from SFCC each received scholarship to Whitworth for \$40,000.00 to study Music or Piano.
- SFCC funding professional development. Three faculty members have received a sabbatical next year.

Trustee Yoshihara how long and how often do faculty take a sabbatical. Dr. Szofran respond's after seven years they can request 1 to 3 terms we had 5 applicants but could only choose three based on funding.

Trustee Piper kudos to expanding those faculty members and bringing their experiences to the classroom.

ASSOCIATION FOR HIGHER EDUCATION (AHE)/FACULTY REPORTS **AHE**

AHE President Scott Satake gave a report on:

AHE is functioning well while Carla has been out.

Currently working on bargaining with the Master contract as well as Advocacy in Olympia for funding for our community college students.

Mr. Satake reported on the Presidential Search and the selection of our new SFCC President Dr. Kimberlee Messina, college is very optimistic on her new role and how she will work well with SFCC.

Faculty

SCC faculty representative, reported on: was unable to attend.

SCC Extension Sites, reported on:

- SCC will be hosting the Career Day Metallica kickoff Event on April 17th in the SCC Liar. Event will motivate ABE students transitioning to college campus by seeing all the program offerings, funding sources and learning how to successfully navigate college life.
- Shared Student Success report for fall 2018 IBEST Business Technology class, very pleased with the success and retention of our students.
- Career Transitions (CT) implemented Survey Monkey into the last day of each CT class for students to convey their experience within the CT program.
- Partnership with St. Luke's to help training with ABE students. St. Luke's went so well that they are opening up a class at Sacred Heart.
- Aviation Club went over to the college and they won.

SFCC faculty representative, reported on: (Barb Hahto)

- Faculty at SFCC stepping up at the running start night as well as Trustee Yoshihara who was a part of the panel and gave the welcoming speech for the running start opening night.
- SFCC Music department is holding 7 days of music festival starting March 18th with local high school and middle schools.
- Student success: ALP students passing with a 93%. Shared stories of students with a lot of hardships who pushed through and excelled.

WASHINGTON FEDERATION OF STATE EMPLOYEES (WFSE)/STAFF REPORTS

WFSE

SCC classified staff and WFSE representative, reported on:

- Local 1221 had 50 members participate in the Spokane St. Patrick's Day parade, where members rode the "Green Machine".
- Grateful for the opportunity for input and conversation with SFCC presidential candidates.
- Public Service recognition week will be held the week of May 5th.
- State IT restructuring – WFSE leadership and bargaining team members pro-actively met with a large group of State Agency (including CCS and EWU) IT professionals to talk about aspects of the restructuring. The new structure has some disappointing details, about 1/3 of our IT positions/staff at CCS would be adversely affected by this restructuring model as it has been rolled out.

Trustee Thew is impressed by all Faculty and Staff for all their work you put in for our meeting. Trustee Yoshihara appreciates the Faculty and Staff for being a voice for the students.

Staff

SFCC classified representative, reported on:

SFCC student graduate who worked in the tutoring center has received a 40,000 scholarship to Gonzaga where he currently attends. HE is now in the tutoring in the Math department. He has now been award Gonzaga student employee of the year

SCC classified representative, reported on:

Student Services admissions and registration department developed an applicant trends dashboard to monitor potential enrollment impacts. The dashboard was created for both SCC and SFCC to compare a year-to-year application trends before enrollment happens.

- SCC staff attended two national conferences
 - Achieving the Dream conference where SCC exchanged ideas with other colleges on guided pathways.
 - Alliance Conference for PeopleSoft users to learn about how other institutions use PeopleSoft.
- Non-credit department they found a vendor to utilize the online enrollment process.
- Financial Aid dept. awarded over 12 million dollars to 3,297 students for spring quarter and received 5,298 FAFSAs for 2019-2020 academic year.

STUDENT GOVERNMENT REPORTS

Spokane Community College (SCC) reported on:

SCC ASG had a successful multitude of events this past month, such as the 19th century centennial event, Women's history month and our SCC Family Fun night. ASG was able to get six new registered voters over the last view events.

Because of the continuing success of the new recycling program SCC has generated over 700 pounds of recycling per week.

ASG is preparing for the next fiscal year the tech fee committee met to discuss the disbursement of student monies towards necessary purchases. Participation from students at large was excellent, with sixteen student stakeholders in attendance. The ASG will act as liaison between concerned students and department representatives.

Spokane Fall Community College (SFCC) reported on:

SFCC ASG had successful events within the last month, such as Pizza with the Presidents, talking to students about the free use of the gym, peer tutoring services, and upcoming buildings.

Due to the weather De-stress with puppies was cancelled, but ASG still held study day event in the library where coffee and snacks and free massage was offered to the students. The massages were a success! 105 students attend study day.

Friday March 22nd SFCC ASG has their spring quarter training. ASG uses spring quarter training to see what needs to be improved.

BOARD REPORT

Trustee Thew wanted to thank everyone who went to the 3rd legislative district town hall meeting. We are optimistic about the compensation as well as focused on that. Legislative district 6th meeting is being held this Friday. Trustee Piper attended America Read Day and read to Head Start Children as well as attended the Presidential candidate forums and feels very good about Dr. Messina. Trustee Piper thanked Nancy Szofran for her time as President for SFCC.

EXECUTIVE SESSION

At 10:53 p.m. Trustee Piper announced that the board would convene in executive session under RCW 42.30.110(1) to (g) evaluate the qualifications of an applicant for public employment or to review the performance of a public employee and to (i) discuss the legal counsel representing the agency matters relating to agency enforcement actions, litigation or potential litigation. It was announced that the session would begin immediately and would last approximately 1 hour. AAG, Emily Yates, announced an additional extension of 5 minutes ending at 12:05 p.m.

POTENTIAL ACTION GENERATED FROM EXECUTIVE SESSION

Trustee Thew moves that the appointing authority hereby denies tenure to the following probationary academic employee and hereby directs the chancellor to take any and all action necessary in carrying out this decision.

Trustee Yoshihara moves to denies Tenure Karen Zantow SCC Criminal Justice, Trustee Wilson and Bridget Piper seconds the motion by phone. Motion approved.
19-06

ADJOURNMENT

Being no further business, the meeting adjourned at 12:07 p.m.