

**Minutes of the Board of Trustees Meeting  
Washington State Community College District 17  
Regular Meeting  
May 21, 2019  
The Lodge**

**Present:** Trustee Bridget Piper, Board Chair, 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:** Trustee Glenn Johnson- Excused Absence

**SFCC Celebrating Student Success:**

Greg Stiles presented on the Graphic Design Program at SFCC. SFCC Graphic design Program admits 40 students each fall. Students have the option of completing the AAS, with the goal of immediate entry into the workforce, or the AAS-T, with the goal of transferring to a four-year university. Last year, 16 students graduated with the AAS degree, and two students graduated with the AAS-T degree.

**Addy Awards:** Each winter quarter, SFCC Graphic Design students submit their work to the Inland Northwest American Advertising Awards Competition. This year an SFCC Student received a gold award at the District competition and will compete at the National Level this spring. This year SFCC students were awarded 5 gold, 13 silver and on “best in show” award.

**Mentoring Program:** SFCC Graphic Design established a mentoring program where students are paired with industry professionals to help them with networking, portfolio development, interview skills and the job application process.

**“Preflight Portfolio Review:** A proves that is attended by all area colleges and universities Student show their portfolios to 15-20 industry professionals and receive feedback on their work.

**Annual Grad Show:** SFCC Graphic Design Program joins with the Photography Program, the Digital Media Production Program, and the Interior Design Program to put on a joint “Grad Show” to display the portfolios of all graduating students. During winter quarter, student groups submit proposed concepts for the show. The final concept chosen this year is “Hive: A Collaboration of Four.” This year’s Grad Show is taking place June 13, 5-8 PM at the McGinnity Room.

Trustee Wilson and Trustee Thew congrats to the program, the leadership and enthusiasm to the Graphic Design program. Amazed at the creativity.

Trustee Yoshihara asked if students stay in Spokane or look outside for jobs. Mr. Stiles confirmed they look both inside and outside of Spokane and that 51% of student's jobs in Graphic Design.

Trustee Piper loved seeing all the Projects. Kudos for all you do in the Graphic Design.

### **SCC Celebrating Student Success:**

Angela Rasmussen presented on TILT (Transparency in Teaching and Learning) Higher Ed project. TILT Higher Ed project focuses on transparent assignment design, studying the impact of faculty who communicate to students not only what they are supposed to do in an assignment, but also why they are doing it and how they know if they are doing it well. Including all three areas make assignments more transparent and clarify the "unwritten rules" of completing college work. Research shows that all students benefit from more transparent assignments, but underserved students see greater benefits. Improvements are seen in course grades, retention, sense of belonging to the college and academic confidence. Students who were the most likely to struggle perform best when faculty break down the agendas of assignments and do not assume that all students have a familiarity with academic expectations. Transparency helps close achievement gaps.

Faculty member Erin Huebener presented on her online fall 2018 Spanish 101 class that used TILT. Final grades were up 4.5%, on time assignments were on 11.65%. Late assignments were down .78%, missed assignments down 10.29%. 19/20 students completed the course (95%). Student Sam gave her view on how she needed to succeed and what she needed to do to pass the class.

Trustee Thew how abrasive is TILT through the campus? Ms. Huebener project lead SCC 211 TILT. 10 Faculty members in the State-wide project. Trustee Thew thank you for looking at TILT through an Equity Lens.

Trustee Wilson asked how this moves from a pilot to an expectation for all Faculty in any subject. Angela Rasmussen stated most are convinced on the worth of TILT, need time and energy and create support throughout the community.

Trustee Thew asked what type of training Faculty goes through. Ms. Rasmussen stated every quarter training session are held and we are working towards online modules.

### **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 21, 2019. Chairwoman Piper called the meeting to order at 9:10 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**

#### **CONSENT AGENDA**

- a. Board Minutes- 3/19/19
- b. Capital Projects in Progress – John Gillette
- c. Budget and Expenditures – Lisa Hjaltalin
- d. Head Start – Patty Allen- Grants are due June 1<sup>st</sup>, asking for \$70,000 waiver, many ongoing building projects, 3<sup>rd</sup> competitive head start expansion.

## **No. 19-06; motion carried**

### **Workforce Update:** Mark Macias and Doug Tweedy

CCS Director of Institutional Research Mark Macias and Regional Economist Doug Tweedy gave a presentation on the revised economic and workforce projections. With the new data that was released in April 2019 shows how CCS educational programs fit into these trends. A significant finding shows that the entire Northeastern Washington educational system will be unable to prepare enough qualified employees for high-wage, high-demand occupations over the next five years.

CCS can create better strategic practices and partnerships to help work through these shortages by using new data available with the Washington Employment Security Department along with:

- Responding rapidly when new curricula and programs are needed, including short-term training through continuing education.
- Working with other College and Universities.
- Regional workforce development.
- Large Employers who drive emerging trends- are members of key program advisory committees.
- Increasing program capacities across all higher education.
- Partnership initiatives with Greater Spokane Incorporated (GSI), Spokane Workforce Council (SWC) etc.

Trustee Thew asked what the upscaling or retooling time frame. Doug Tweedy 18 months but that number will drop as we see more changes.

Trustee Wilson asked if we are we turning any students away because of current capacity. Mr. Macias responded no but students are required to do clinical work and we are competing with WSU and EWU for space.

Trustee Piper kudos on this fabulous report.

Trustee Thew kudos on your partnership!

**ACTION: TENURE CONSIDERATION FOR SPRING QUARTER 2019:** Greg Stevens

### **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 members are appropriately before the Board of Trustees and awaits action as outlined above.

**GRANT TENURE**

SATWICK DASGUPTA	ENGLISH	SFCC
ELIZABETH ROEWE	ENGLISH	SCC

**RECOMMENDATION**

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

Trustee Wilson move to approve tenure to Elizabeth Roewe English Department SCC. Trustee Yoshihara seconds the motion.

Trustee Piper addressed that Satwick Dasgupta tenure file did not get reviewed as the file was not made online. Trustees will receive Satwick Dasgupta tenure file and review for Tenure consideration on the June 18<sup>th</sup>, 2019 Board of Trustees meeting.

**No. 19-07; motion carried**

**Possession and Use Agreement:** Greg Stevens

CCS and Washington State Department of Transportation (WSDOT) have been in discussion regarding the impact of the planned North Spokane Corridor on SCC campus. WSDOT obtained an appraisal of \$15.25 million for just compensation. CCS is reviewing and planning a response to this offer. The agreement will transfer WSDOT offer of \$15.25 million to CCS to initiate the transition processes to relocate programs, parking and build the transitional infrastructure to accommodate North South Corridor construction. This agreement allows WSDOT to take possession of the property and put their project to bid and begin to prepare for construction.

The possession and use agreement provide an initial allocation of funding to CCS, allows for site preparation and planning work to begin construction. Allows both parties to continue to negotiate the final right-of-way terms.

With Board approval and authorization of chair signature, the agreement will next go the State Board of Community and Technical Colleges for executive director signature

Mr. Stevens recommends approving the attached Possession and Use Agreement between Community Colleges of Spokane and the Washington State Department of Transportation and authorize the chair to sign.

Trustee Thew moves to approve, Trustee Wilson moves to second the motion.

**No. 19-08; motion carried**

**BREAK**

The meeting recessed at 10:23 a.m. and reconvened at 10:35 a.m.

**2020 Board Operating Allocation Budget First Reading:** Lisa Hjaltalin

CCS CFO Lisa Hjaltalin presented on the First Reading of the 2019-2020 Operating Budget.

2020 is the first year of the biennium budget. SBCTC and CCS budget state allocated dollars annually. The final 2020-2021 Biennium State appropriated budget includes a 3% salary increase on 7/1/19 and an additional 3% on 7/1/20 for classified and exempt staff. 3.2% salary increase for faculty on 7/1/19 and an additional 2.8% on 7/1/20.

Health care decreases from \$971 in Fiscal Year 2019 to \$939 per employee in Fiscal Year 2020 and 2021.

SBCTC adopted a new allocation model beginning in Fiscal Year 2016-2017. CCS's model mirrors the State's.

District Enrollment decreased in 2019, primarily at SFCC, this district downward trend is expected to continue into 2020, resulting in a tuition forecast projection of -3% reduction for Fiscal Year 2020.

Total State Allocation and Tuition is \$87,597,330.

We will bring reserve balance back up to 5% for Fiscal year 2020-2021. Will ask for approval next month. Board Policy is to have 5% reserve. The current reserve for Fiscal Year 2018-2019 is 4.86%

District Managed Cost is estimated at \$8,285,685 for Fiscal Year 2019-2020

Tuition approved by Legislature for Fiscal Year 2020 will increase by 2.4%. Legislature adjusted the building fee portion of tuition by 2.7% for inflation. Students voted to increase the S & A fee to a maximum of 2%. Presidents of CTC System voted to increase the innovation fee paid out of CCS's Operating Fee to 4% to fund costs of ctcLink.

A Technology Fee of \$4 per credit will be charged on 1-10 credits to maximum of \$40 per quarter. Students and college administration work together to create annual budgets.

An increase to International Students Insurance from \$318 to \$360

Trustee Yoshihara asked what the median income is. Ms. Hjaltalin responded she does not have that information on her but will get it.

Trustee Wilson great job on presentation, Trustees would like a glimpse on the uses of the operating funds. Ms. Hjaltalin stated that she would get that information to Trustees.

Dr. Johnson asked Ms. Hjaltalin to state the legislature substitute senate bill 6493 which requiree all Higher Ed have their Boards approve Athletic Budgets. A Committee will be put together to look at the Budget we have for the Athletic Department Funds to make sure we are not using the money given by the State board for Athletic Funds.

### **CHANCELLOR'S REPORT**

Dr. Johnson provided an update on the following topics:

- SFCC ASG President will be leaving at 11:30 and the incoming president will be giving the report.
- Continue to have great partnerships with our Higher Education institutions as well as be in competition with our Higher Education Institution's. EWU receives 40% of our transfer student's and will be moving four degrees program to the Catalyst building in Spokane which could compete with the programs CCS has. WSU has launched a global campus in Spokane and will focus on the Science.
- CCS is addressing program reviews looking at change and employers. CCS District Office continues to focus on how we reorganize to be more efficient and LEAN.
- CCS Reorganization in the following departments:
  - Effective July 1, 2019 Provost's office and Library Services will return to SCC and SFCC. Library Dean Dr. Mary Ann Goodwin will be reassigned to the district office as the new Director of Research & Educational Initiatives.
  - Amy McCoy new CCS Chief Compliance Officer will be the immediate supervisor for Head Start and the Athletic Department.
  - Address in the next few weeks impact the growing and responsibilities Greg Stevens has.
- Our new partnership with MultiCare, areas of primary interest in cybersecurity and will work with SFCC for internships.
- Celebrated University District Bridge Opening for the Catalyst building that will open in 2020 and SFCC will have the Cybersecurity housed with EWU students being the main tenants.
- Workforce Summit we focused on solutions and meeting all Higher Education needs. I will be on the panel for Women and Leadership panel on June 5<sup>th</sup>. Exciting times with Graduation and celebrations. Meeting with Presidents and State Boards on allocating the Budget.

### **PRESIDENTS' REPORT**

#### **Spokane Community College (SCC):**

Dr. Brockbank distributed a written report. Highlights included: Apprenticeship Grant, Guided Pathways update, Dual enrollment office, Instructional updates and Student Service updates.

SCC received a \$100,000 dollar worth of expired medical supply from H-Source that will ill help with our Health programs.

American Association of Community Colleges partnership with Department of Labor to increase the number of apprenticeships in America. Goal was 12,000 apprenticeship through Community Colleges. SCC received this grant which is \$134,000 over three years which allow SCC to add 50 FTE each of those three years.

Dual Enrollment two priorities:

1. Finding a way to get more ABE students and adults into career-oriented programs.
2. Establish a better connection with K-12 and how we serve those areas.

### **Spokane Falls Community College (SFCC):**

Dr. Nancy Szofran distributed a written report. Highlights included: The Role of Arts & Humanities in responding to Regional Economic Development, Academic Affairs, and Student Affairs of SFCC.

SFCC will be switching graduation times with SCC and starting at 7:00 pm.

- 1300 Students were notified students they were eligible to walk at graduation.
- Awarding 21 applied bachelor's degree.
- Students receiving Presidential medals (4.0).
- For the first time 31 high school students graduating.

SFCC Groundbreaking ceremony will be taking place on May 22<sup>nd</sup> from 2:00-3:00 pm.

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

#### **AHE**

**AHE President** gave a report on:

Getting up to speed locally and State level. The advocacy group has done a great job at the Legislature this year. Bargaining is ongoing and will hopefully complete fall quarter.

Two groups out of the legislature that was mandated. Counseling Bill will be forming a work committee that will be looking at the staffing ratio that is appropriate for Community Colleges. AHE nominated 2 counselors from CCS to be a part of the committee. Workforce Education Investment Act (house bill 2158) oversight group that will be telling us how they will be spending the money, the report is due yearly by August 1<sup>st</sup>, pushing for faculty representation to be on the oversight group.

Trustee Thew stated the workforce board at the state level has no representation from Eastern Washington. Ms. Naccarto-Sinclair will push for representation to the Governor.

#### **Faculty**

**SCC faculty representative**, reported on:

- SCC hosted the "Speak Out" Poetry Slam. We brought 93 third graders from Stevens Elementary School to SCC to learn about poetry, self-esteem, and public speaking.
- "Speak Out" is running a kindness campaign in May, three elements to this campaign are spreading kindness through inspirational quotes, giving a compliment to someone else, picking up trash around campus and food and hygiene drive for the SCC Care Center.
- Diagnostic Medical Sonography program is implementing a simulation product called SonoSim which allows students outside the classroom to practice and improve their ultrasound techniques.
- SCC Microbiology implemented a research project where students collected soil samples at, isolated microbes, and screened them for the production of antibiotics.
- SCC Cosmetology annual audit from Department of Licensing and received a 100 percent score.

- SCC Geology Student Cordell Ben presented his undergraduate research at GSA where he was the only Community College student among 32 universities.
- SCC Geology Instructor Andy Buddington presented two of his research papers at the Geological Society of America.
- Eight students from Architectural Technology competed at the AIA and INAF Student design competition. Three of these students were awarded a total of \$500.

**SCC Extension Sites, reported on:**

Reported on Student Success from various Department:

- Olive Meline completed her GED at SCC and transitioned into the SCC Criminal Justice Program and then was accepted to Whitworth to complete her Bachelors
- Sarah Hader a Former College Prep student was the SCC nominee for the ACT Achievement Award in 2015 graduated summa cum laude from WSU Nutrition and Exercise Physiology program.
- ABE student who completed the STP program was interviewed at Katerra Corporation and was hired and will start at \$17.00 an hour, full-time with benefits.
- AEC student council will be delivering 80 one-gallon bags to people at “Blessing under the Bridge”. The bags contain deodorant, toothpaste, toothbrush and other hygiene items.
- Gigi Harris who earned her GED from the Adult Education Center is now a student at SCC Cosmetology department. Ms. Harris a model student was diagnosed with Breast Cancer is a model example of resiliently.
- International Film Festival in Colville, May 14<sup>th</sup>, 21<sup>st</sup> and 28<sup>th</sup> at the Colville Campus.

**SFCC faculty representative, reported on:**

Was unable to attend

**WASHINGTON FEDERATION OF STATE EMPLOYEES (WFSE)/STAFF REPORTS**

**WFSE**

**SCC classified staff and WFSE representative, reported on:**

- Admissions and registration staff participated in two Guided Pathways events
  1. Washington Guided Pathways Student Success Institute. The focus was to identify and explore Guided Pathways implementation strategies.
  2. SBCTC Guided Pathways and ctcLink Business Process Requirements gathering workshop. Focus was to identify WA state institutional needs and the ways ctcLink to meet those needs.
- Registration staff participated in SBCTC Enrollment Cancellation Common Process workshop
- Non-credit registration department working with Adult Basic Education staff on continuous improvements that led to processing all ABE enrollments for spring quarter before census date.
- Financial Aid:
  - Awarded \$24,303,241.42 for 2019-2020 year
  - Received 6,924 2019-2020 FAFSA's.
  - 2,796 students submitted required documents.
  - 1,980 students were awarded Financial Aid.

## **Staff**

**SFCC classified representative**, reported on:

“A May in the Life of me”

- I attended the Annual Ceramics Sale in the Fine Arts building. The funds will be split to benefit the student Art Scholarship and purchase experimental materials for new and exciting techniques on clay.
- I attended the **Maurice “Mobetta” Brown & Soul’d U Out** concert at the Music Auditorium. And heard some soulful be-bop, hip-hop, rock, & jazz. Observing the low number of attendees for this exceptional event caused us to wonder why these events are not “mobetta” attended.
- I had the opportunity to have my first meal at Orlando’s. We were professionally escorted to our table. I had an excellent plate of salmon and a delicious Caesar salad. We ended with an amazing sampling of homemade peach, espresso and raspberry gelato.
- I attended an exceptional Retirement Seminar at the SCC Lair Auditorium. The seats were filled by baby boomers. A lot of good information was shared. Of course, I was there to observe only; I am not that close to retirement age.

**SCC classified representative**, reported on:

- Attended the SFCC Organizational Health – All College Meeting today and are hopeful for the process that Dr. Fein has laid out for healing at SFCC.
- Attended the Spokane Workforce Summit event. Delegation from WFSE attended and it was great to connect Labor to this meeting. One of the best take away- employers being challenged to provide professional development and/or flexible schedules for employees to complete degrees. CCS already does such a great job at encouraging employees to further their education.

## **STUDENT GOVERNMENT REPORTS**

Spokane Community College (SCC) reported on:

SCC ASG has been busy with successful events which include:

- Personal Safety Training with members from the Spokane Sheriff’s Department.
- Garden Expo
- Springfest Resource Fair.
- Service Saturday Event where ASG members travel to Second Harvest Food Bank for food sorting.
- ASG members raveling to YWCA to assist survivors of Domestic Violence.

SCC ASG Club travel has been busy with groups traveling to conferences, competitions and learning events across the County. For example, the HACU Conference held in San Juan, Puerto Rico where we discussed educational opportunities targeted towards Hispanic students.

A grant provided by Second Harvest Food Bank allowed the CARES pantry to secure 1,900 pounds of non-perishable good for students.

SCC ASG hiring board has been working hard going through applications and securing the most qualified students to represent Bigfoot Interest. SCC ASG has selected Nora Washburn as the Senator of Physical Education and Athletics.

Spokane Fall Community College (SFCC) reported on:

SFCC ASG had successful events within the last month such as the women's suffrage centennial, Campus Climate Survey, SFCC quarterly social, and Spring Fling event. Due to flood warning the bi-annual drive in movie is postponed to June 7<sup>th</sup>.

SCC College Republicans visited SFCC and our current Congresswoman Cathy McMorris Rodgers. SFCC ASG members have been helping with college tours, by hanging out with Elementary, Middle and High School students and answering questions they have about college.

SFCC ASG President introduced the new executive team: Sarah Torres as the incoming President, Natasha as our Activities VP and Julia Chen as our Academic VP.

### **BOARD REPORT**

Trustees are working on establishing an Advocacy committee of the Board where faculty, students and leadership communicate together.

Trustee Thew has attended several graduations and celebrations and looking forward to celebrating more student success. Congrats to all the graduates.

Trustee Yoshihara kudos on everyone's report!

### **EXECUTIVE SESSION**

At 12:26 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 30 minutes. AAG, Emily Yates, announced an additional extension of 30 minutes ending at 1:30 p.m.

### **POTENTIAL ACTION GENERATED FROM EXECUTIVE SESSION**

### **ADJOURNMENT**

Being no further business, the meeting adjourned at 1:30 p.m.