

**Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
June 18, 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, 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: Equity Inclusion in Action, Access and

Members of the CCS District Equity Council presented on Equity Inclusion in Action and Access.

The CCS District Equity Council serves as an advisory group to the Chancellor and recognized by the Board of Trustees as a district organization devoted to the achievement of the Board's vision. By acting as a resource group and providing input to CCS, this organization serves as a support mechanism for the promotion of understanding, acceptance and valuing all cultures.

- District Role Strive to promote, measure and evaluate equity and diversity in the CCS district.
 - Work to promote the success and well-being of all CCS employees and students, groups and communities.
 - Working with Community and State partners to sponsor and take part in diverse community events and Graduations.
 - Outreach to attract and recruit diverse students.
 - Training across CCS for Equity, Access and Inclusion by converting online onboarding modules to meet stands, Provost Office an AHE provided unconscious bias workshops, adding to the Human Resource Office Training Topics.
- SFCC Role by serving students through:
 - Guided Pathways program mapping groups created equity rubric to develop and evaluate program maps
 - Accreditation Core Theme 4 team will launch a campus climate survey
 - Core Theme 4 group updated all campus maps for All-Gender restroom inventory (new signage coming soon).
 - Disability Support Services collaborated with Associated Student Government for Disability Awareness week
 - Math and English implementing high impact practices to encourage success of students.
 - Mosaic where SFCC conducting over 25 presentation, collaborated with Faculty and reaching out to new students to welcome them to Campus.
 - Professional Development

- Partnering with Community members to host events.
- SCC Current Role:
 - Diversity, Equity and Global Awareness Committee 2018-2019 Strategic Plan
 - Safe Campus Advocates
 - Search Advocates
 - Future Campus Culture Assessment
 - SCC Multicultural Student Services through Canvas Page, Environment and Traffic, Student Support Club, Community Graduation Support, Cultural Excursions, Sponsorships and Statewide Leadership.

Trustee Thew has had the privilege of working with this committee, they impact Faculty, Staff and Students of Community Colleges of Spokane.

Trustee Wilson congratulated the Equity Council Committee for creating an environment for students and employees to respect one another.

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, June 18, 2019. Chairwoman Piper called the meeting to order at 9:16 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 introduced new SFCC President Dr. Kimberlee Messina, a Humanities Faculty who has served as a STEM Dean. She began on June 3rd. Dr. Messina thanked everyone for their warm welcome. Dr. Messina commended Dr. Szofran as a mentor to help. Very grateful for the learning experience and well planned transition. She has found a great home.

CONSENT AGENDA

- a. Board Minutes- 5/21/19
- b. Capital Projects in Progress – John Gillette
- c. Budget and Expenditures – Lisa Hjaltalin
- d. Head Start – Patty Allen- Updates East Central Community Center to cost of construction how we fell short. June 7th Head start \$750, 709 to finish the project. Project will hopefully be completed by January. Awarded \$30,000 at Lidgerwood early August.
- e. Admin Procedures-2.30.05-E-Confined Space Entry- Amy McCoy

No. 19-06; motion carried

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 considered 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

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 Satwick Dasgupta English Department SCC. Trustee Thew seconds the motion.

No. 19-07; motion carried

2020 Board Operating Allocation Budget Approval: Lisa Hjaltalin

Lisa Hjaltalin presented to the Board for discussion and approval the proposed Fiscal Year 2019-2020 State Operating Allocation Budget. The full Board packet includes the budget by Lisa Hjaltalin. There are 7 separate budget items requesting Board approval. After discussing each of the six proposed budget items, Lisa Hjaltalin recommended the Board take action for approval and adoption.

Tab 5A

Trustee Johnson moved and seconded by Trustee Piper that the Board approve the FY 2019-2020 State Operating Allocation Budget and Tuition Revenue Forecast. Motion approved unanimously.

No. 19-08; motion carried

Tab 5B

Trustee Piper moved and seconded by Trustee Thew that the Board approve the FY 2019-2020 Tuition, Fees and Waivers. Motion approved unanimously.

No. 19-09; motion carried

Tab 5C

Trustee Thew moved and seconded by Trustee Yoshihara that the Board approve the FY 2019-2020 Student Services and Activities (S&A) Fee rates and Budgets. Motion approved unanimously.

No. 19-10; motion carried

Tab 5D

Trustee Yoshihara moved and seconded by Trustee Johnson that the Board approve the FY 2019-2020 Student Technology Fee Budget. Motion approved unanimously.

No. 19-11; motion carried

Tab 5E

Trustee Johnson moved and seconded by Trustee Thew that the Board approve the FY 2019-2020 Student Administrative Fees and Lab Course Fees. Motion approved unanimously.

No. 19-12; motion carried

Tab 5F

Trustee Johnson moved and seconded by Trustee Yoshihara that the Board approve the FY 2019-2020 Board Operating Reserve. Motion approved unanimously.

No. 19-13; motion carried

Tab 5G

Trustee Thew moved and seconded by Trustee Johnson that the Board approve the FY 2019-2020 Athletic Operating Budget. Motion approved unanimously.

No. 19-14; motion carried

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 that Ms. Hjaltalin to review the legislature substitute senate bill 6493 which requires that all Higher Ed have their Boards approve Athletic Budgets and prohibits State allocation fund use for athletes. A Committee will be put together to look at the Budget we have for the Athletic Department Funds to make sure CCS is not using the money improperly.

SFCC Master Plan Review: Nancy Szofran

January of 2018, Community Colleges of Spokane (CCS) engaged NAC Architecture to update the Spokane Falls Community College (SFCC) Campus Master Plan. The current Campus Master Plan was completed by Mahlum in 2013 following an extensive process involving administration, faculty & staff, and other campus stakeholders. The Plan identified campus needs and goals, fundamental planning principles which led to a long-range campus vision. This document is intended as a supplement to the 2013 plan. A campus master plan is aligned with an institution's mission, values, and strategic vision and updated every 5 to 10 years. The physical manifestation of a campus must reflect these core principles.

CCS District Facilities Director John Gillette and NAC Architecture Tom Golden provided a PowerPoint Presentation that went over the SFCC Master Plan with current and upcoming construction projects.

Trustee Thew mentioned that during the Legislative Action Committee (LAC) meeting Trustees were asked what their priorities for the legislature were and majority stated to update College Infrastructures.

Trustee Wilson asked at the July Board meeting to show programmatic projections that drive these changes.

BREAK

The meeting recessed at 10:35 a.m. and reconvened at 10:45 a.m.

CHANCELLOR'S REPORT

Dr. Johnson provided an update on the following topics:

- Full of gratitude and appreciation for all the students, Faculty, Staff members, Administration who guides and supports and a special thank you to all the volunteers that show up to our Graduations.
- Thanked Dr. Nancy Szofran for all her contributions for the last year in a half as Acting President at SFCC during a difficult transition at the College. Appreciate all the work that Dr. Szofran has done and addressing issues Dr. Szofran did not create but worked hard to solve them.
- Important changes at the District office as we prepare to meet the challenges that Higher Education is facing. In the State of Washington there is a seven-year slight decline in Enrollments as well as the competition around other Colleges and institutions. Very confident in our Cabinet our Labor Union leadership to work together as we did this last Legislative session, which was one of the most successful by working together.
- New roles in the District office:
 - Greg Stevens Chief Strategy Officer and Carolyn Casey will be the new Chief Institutional Advancement and External Affairs Officer.
- Department of Transportation executed the first phase at Max Snyder building where CCS is awaiting to accept and deposit the 15 million dollars check for the first phase.
- Been in communication with the Commander and his team at Fairchild Air force Base (FAB). FAB having hard time retaining military personal as the spouses cannot find jobs or finish their education. Working with the Foundation to raise funds for the spouses to have scholarship assistance to take classes. FAB has Childcare needs and have approached Patty Allen and Headstart to put a childcare facility on the Base as well as Airway Heights.
 - Bipartisan support from Senator Murray and Congress women McMorris-Roger Office.
 - Mayor Condon has a Mayor's Ball every year where he raises money and chooses recipients. This year he has chosen CCS Foundation which will focus on the FAB families. Asking the Senator and Congress women to be honored as chairs. Date of Mayor's Ball is September 13th.

Trustees Piper the Board had our evaluations and our annual responsibility to evaluate the Chancellor. Trustees feel that CCS has an exceptional leader and very fortunate to have her in role.

Trustee Wilson moves that the move to June 30 to 2022 add an increase her compensation on 9/1/2019. Trustee Wilson moves Trustee Thew seconds that. Approved unanimously.

Trustee Wilson asked Lisa what fund or line does the money from Max Snyder goes into? Ms. Hjaltalin stated we are setting up a special account we are putting money into cause will be having future discussion of what to do with the money.

Trustee Thew do we own those buildings or are those state buildings? Greg Stevens they are owned by the state and we are technically tenants.

PRESIDENTS' REPORT

Spokane Community College (SCC):

Dr. Brockbank distributed a written report. Highlights included: Graduation Statistics, Instructional Updates-Deans Top Highlights from Board Reports for Academic Year 2018-2019. Student Service Updates-Director's Top Highlights from Board Reports for Academic Year.

Thank all Trustees for every graduation and celebration attended.

Trustee Yoshihara so impressed with graduations.

Trustee Thew thank you for letting me be a part of my Grandson's graduation and hand him his diploma.

Spokane Falls Community College (SFCC):

Dr. Nancy Szofran distributed a written report. Highlights included: Commencements, Academic Affairs, and Student Affairs

Dr. Nancy Szofran thanked Trustees who participated in the SFCC graduation.

ASSOCIATION FOR HIGHER EDUCATION (AHE)/FACULTY REPORTS

AHE

AHE President gave a report on:

Continue implicit bias discussion. Lots of meetings getting caught up before summer break. Ms. Naccarto- Sinclair thanked SCC for her recognition for 40 years of service. SFCC Chairs know that they appreciate their deans. John Bosenburg part of the evaluation on State board at noon. Lastly welcome Dr. Messina and look forward to working with her.

Faculty

SCC faculty representative reported on:

- SCC Mathematics Instructor Angela Jahns reported that 28 students competed in Math BEE competition, and the winner Dustin Pool created a colored graphing calculator.
- Stacy Kowtko a History Instructor at SCC is participating and collaborating with Pakistan's Higher Education organizations on building a community college for Punjab that mirrors the U.S. Systems with assistance from the US State Department to make the Community College in Punjab a reality.
-

SCC Extension Sites reported on:

From Shawn Wash, GED Instructor at Next Gen Zone: For the fifth straight the Next Gen Zone has shown an improvement in the number of GED completers since the implementation of the current version of the GED test.

- 2014 - 12
- 2015 - 42
- 2016 - 88

- 2017 - 120
- 2018 - 151
- 2019 - 155 and counting, till the end of June
- Students are actively being enrolled in credit classes, taking College Prep classes and some have applied for and been accepted under the Metallica grant.

From Suzanne Bettinger, Program Coordinator at SCC shared a student success:

- Nancy graduated from STP in the winter and went to work immediately as a road flagger at Northstar, where she is a member of the Laborers Union.

From Pamm Haslebacher, GED Instructor at AEC:

- Adult Education students at Monroe gave back - building houses for the Habitat for Humanity Blitz Build on June 6th.

From Valorie Hein, GED Instructor at Newport

- Five graduates from the Newport program
- 1 High School Completion (from Ione)
- 1 HS21+ Student from Newport
- 3 GED Students
- Eve Wilson, a high school 21 student, graduated last night. She started the program last summer and was able to get 5 credits done by the end of this quarter. I was able to watch her grow in confidence throughout the year.

From Paula Basehart, GED Instructor at the Colville Center

- Colville Center successfully graduated 32 students. 6 with honors.
- Six of which Metallica grant recipients for Fall 2019.
- 5 High School completion students.
- The SCC Work study student of the year was employed in their ABE classrooms.
- Anne Lawson retires after 29 years of teaching in the Colville Center ABE program this quarter.

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:

- Recognized the Classified staff on the role they play with helping making graduations and celebrations successful.
 - Admissions staff for the intake and processing of applications.
 - Registration staff both on Campus as well as remote sites for coding students in correct classes
 - Financial Aid Staff for helping fund students.
 - Transcript Staff for processing graduation petitions and making sure all credits are correct.
 - Student Activities staff for supporting and engaging with students.

Staff

SFCC classified representative, reported on:

- 1148 people on SFCC's campus for tours in the spring.

- Peer Services has seen an increase in Spanish tutoring sessions while also providing a tutor in the classroom this past spring.

SCC classified representative, reported on:

- WFSE shop stewards from around Washington gathered on June 1st in Seattle for the Rise Up conference for steward empowerment.
- On Monday June 17th members of our bargaining team, WFSE leadership, college leadership, OFM and the Governor gathered to sign our Collective Bargaining Agreement for 2019-21. New contract training for stewards and members is forthcoming.
- Ms. Martinson acknowledged Lisa Hjaltalin for reaching out and letting us know that two of our members received letters stating they were no longer in the bargaining unit when they were. Joan Ahl, WFSE, SBCTC, and CCS Payroll and HR were able to ferret out and correct the coding error for these members.
- Ms. Martinson and WFSE Council rep, Joan Ahl will be traveling around the campuses this summer with a “road show” to connect with staff about ethics, new contract language and answering questions.
- Acknowledged the practice of respect that is happening more and more on both campuses as well as at the district by many of our administrators. Heartening to see activities like staff being included and involved in community building in the TLC at Spokane Community College and both campuses’ student food drive efforts. Classified Staff experiencing respect and feeling like valued members of our District is a great goal for all divisions at CCS, grateful for the gains we’ve made this year.

STUDENT GOVERNMENT REPORTS

Spokane Community College (SCC) reported on:

Was unable to attend

Spokane Fall Community College (SFCC) reported on:

SFCC ASG had great end of the year events which included:

- SFCC held our Club Awards banquet,
- Grad Bash and
- headphone disco.

Graduation went well, I had a lot of fun shaking hands with probably about 500 students. Ms. Shriwas thanked the Board of Trustees and everyone present for giving her the chance to learn and grow this year.

Trustees thanked Ms. Shriwas for all her hard work! Congrats and enjoy your summer.

BOARD REPORT

Trustees attended graduations and celebrations. Great to see and hear all the student success stories.

Trustee Johnson will be the Legislative Action Committee (LAC) representative for ACT.

Trustee Thew stated that Spokane is being represented at the State Level and was very successful at the legislative this year. The ACCT pacific region asked Trustee Thew to represent on the ACCT awards committee.

Trustee Johnson attended the Mayors conference in Kansas where we talked about global entrepreneurship and did a big pitch on Community College.

Trustee Yoshihara thanked Dr. Nancy Szofran for all she has done. Trustee Wilson added that Dr. Szofran has stepped in and done a wonderful job for SFCC.

Trustee Piper attended the ACT conference in May where two Concurrent programs were offered. Trustee Piper attended the water program with only 4 attendees.

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. Bridget Piper was announced that the session would begin immediately and would last approximately 30 minutes. Trustee Piper came out and announced they will be extending executive session for another 15 minutes. AGG Emily announced at 12:24 they will be extending executive session another 10 minutes.

POTENTIAL ACTION GENERATED FROM EXECUTIVE SESSION

Board of Trustees submitted to the Chancellor a summary of the objectives for the Chancellor and Board objectives for this coming year.

The Board met in executive session to discuss the evaluation for Chancellor Christine Johnson. Overall the rating for Christine was exceptional and it was recommended she be commended for her work and leadership. As a part of the evaluation we have recommended her contract be addended to include a \$10,000 bonus for providing at least one-year notice prior to her retirement. If she complies with this provision she will be awarded accordingly.

We ask the Chancellor to focus on the following priorities and goals for this coming year:

1. Develop and report no less than quarterly on dashboard and metrics to include areas such as student success, pathway implementation, enrollment, equity and other key areas of the strategic plan to be defined by the Chancellor and presented to the Board.
2. Attention to the development of the North South Freeway and any impact on the SCC campus. Focus on fair compensation for property, capital replacement and disruption caused by the construction and ultimate proximity to our campus.
3. Provide a leadership model and process design for change management.
4. Develop a timeline which implements guided pathways for both colleges and educate the Board on the steps and complexities in implementing this program.
5. Monitor all programs to determine where growth is needed and where right sizing of resources is indicated.
6. Continue to focus on campus safety and provide reports to the Board, with emphasis on new transit areas.

7. Develop and implement a useable climate survey on each campus with a focus on both staff and students.
8. Facilitate the orientation and introduction of the new President at SFCC providing both visibility and support.

Board Objectives and goals as discussed include:

1. Develop an Advocacy Committee of the Board where faculty, students, leadership communicate together.
2. Receive regular updates and discussion on the North South Freeway focusing on the long-range capital plan for the SCC campus.
3. Review the opportunities for growth in enrollment and management of programs where right sizing is indicated.
4. Study the guided pathways materials provided for pathway board presentations and dashboard discussions.
5. Implement dashboard reporting as a standard reporting format.
6. Create and review measurable objectives on a quarterly basis.
7. Establish an ad hoc review of succession planning for future leadership vacancies.

Motion to accept the objective. Approved unanimously.

ADJOURNMENT

Being no further business, the meeting adjourned at 12:58 p.m.