

**Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
July 16, 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:

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, July 16, 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 introduced two new cabinet members, Dr. Valerie Senatore CCS Provost and CCS Chief Information Officer Rick Sparks. Dr. Senatore joined CCS in late June and has a background in Community Colleges as well as Private Higher Education Sector. Mr. Sparks is not new to CCS but new in his role as CCS Chief Information Officer. Mr. Sparks has 20 years in Community College in higher ED. ATG Emily Yates introduced new member of the Attorney General's Office Team, Jason McKay who will be the new lead counsel for Eastern Washington University. Mr. McKay brings a personnel and labor relations background.

CONSENT AGENDA

- a. Board Minutes- 6/18/19
- b. Capital Projects in Progress – John Gillette
- c. Budget and Expenditures – Lisa Hjaltalin- 531 Revenue and Expense Report, preliminary draft of the 630 report. The tuition revenue is down, not a final number. Executive Cabinet meeting to discuss if we need to lower the tuition forecast for 2020.
- d. Head Start – Patty Allen

No. 19-15; motion carried

Exempt/Administrator and Executive Salary Schedules: Greg Stevens

Action

Board Policy 2.20.01 provides "Community Colleges of Spokane is committed to recruiting and retaining globally competent, highly qualified faculty and staff at all levels of the organization.

Externally competitive and internally consistent reward systems, including salary and benefit structures and non-fiscal reward programs, shall be developed and maintained by administration. Salary schedules shall be approved by the Board of Trustees. (emphasis added) Compensation administration shall be objective and non-discriminatory in theory, application and practice.”

Legislation approved by the governor for FY2019/20 provides a general salary increase for non-represented employees totaling 3% effective July 1, 2019. Administrative Procedure 2.20.01-A, Professional/Exempt and Administrative Compensation Management, implements Board Policy 2.20.01 for exempt and administrator staff. Section 3.2 of that procedure provides:

“Implementation of general salary increases affecting the salary schedule will take effect on September 1st.”

Consistent with this implementing procedure, attached is a recommended salary schedule for exempt, administrator and executive employees to be effective September 1, 2019. While executive staff are not covered by procedure 2.20.01-A, CCS has traditionally followed the same process and timelines. This remains our recommendation for this year.

Salary schedules for classified staff are delegated to the state collective bargaining process and were implemented July 1, 2019, by legislative action. Faculty schedules will be negotiated during Fall quarter and presented in a separate board action.

Recommendation

Approve the attached 2019/20 exempt, administrator and executive salary schedules to be effective September 1, 2019, and direct the Chancellor to take steps necessary to implement the action.

Trustee Johnson moves to approve, Trustee Thew seconds. Motion approved.

No. 19-16; motion carried

North South Corridor Update: Greg Stevens

The Washington State Department of Transportation (WSDOT) is managing the construction of the North South Corridor (NSC) a freeway designed to improve regional mobility from I-90 to US 395 at Wandermere. Once completed, the “North Spokane Corridor” (NSC) - will be a 60-mile per hour, 10.5-mile-long north/south limited access facility.

NSC freeway’s path runs the length of Spokane Community College’s (SCC) western border. The planned elevated structure will parallel current Greene Street and pass over buildings and parking spaces located on the western edge of the campus, from the Spokane River to Mission Street. Construction of this stage – referred to as the “Chief Garry Skyway” is tentatively scheduled to begin in 2021-22.

SCC and Skyway phase of NSC construction set to begin in 2020-2024. This phase will impact the northwest corner of SCC campus by 2021 and will continue for about four years. WSDOT is currently in the process of securing appraisals of the Highway right of way with CCS.

Spokane Transit Authority (STA) and the City of Spokane reached a funding agreement for the installation of the traffic light and turn lanes at Ermina. Work will begin in April and be complete in September. The NSC will reduce access to SCC from Greene from four access points down to two access points. Ermina will be a managed access point and the southern clock tower entrance as the best second point. Combined with S. Riverton this will provide the best emergency routing off campus for our northern section (south will use Mission's 4 exits). STA and CCS are surveying the location for a future transit center that will eventually serve as a terminal point for the central City Line.

With loss of parking – both temporary and long-term as a result of construction our Master Plan calls for the construction of a parking garage. The first move in that direction is the Ermina traffic light which will create one end of a perimeter campus loop that accesses a new multi-level parking garage and surface parking lots. The parking garage is essential for SCC during NSC construction when as many as 960 parking stalls are lost for an estimated three to four-year period.

What is happening now:

- transfer the WSDOT offer of \$15,250,000 to CCS to initiate the transition processes to relocate programs, relocate parking and build the transitional infrastructure necessary to accommodate multiple years of NSC construction on the western boundary of the campus. The agreement allows WSDOT to take possession of the property in to allow them to put their project to bid and begin actions necessary to prepare for construction.
- The possession and use agreement is not an agreement of terms, does not transfer title and does not obligate either party to a specific settlement value. It provides an initial allocation of funding to CCS, allows for site preparation and planning work to begin construction and obligates both parties to continue to negotiate the final right-of-way terms.

Project Timelines

- Lai Building remodel to start May of 2020
- Magnuson Building remodel starts July of 2020
- Esmeralda Building remodel starts March of 2020
- Heavy Equipment Building remodel starts November of 2020
- SCC Campus Safety/Maintenance and Operations Building starts February 2021.

Trustee Thew asked about the noise impact with construction. Mr. Stevens stated WSDOT did do a noise study and unfortunately, we do not how it will impact.

Trustee Wilson asked what the projected start date for the closure of the parking lot is? Mr. Stevens stated the summer 2020 on the north end of campus by the Snyder Building.

Trustee Wilson asked to receive regular updates on this project in 2020.

Dashboard Update: Mark Macias

Last year the Trustees requested development of an Executive Dashboard for the district. Mr. Macias presented a brief summary of the design philosophy employed and unveils the first version of the dashboard for their review and comments.

The presentation went over Dashboard Design, Dashboard Status and where Dashboard is located.

- Dashboard Design Orientation comes from ctcLink and is refreshed daily with indicators that help ease interpretation and comparison. The indicators are selected to provide supportive context for one another.
- Dashboard Status is where you can review content, add content as new content becomes available. Indicators can be changed out easily based on the content wanted to be reviewed and will request feedback, questions and comments after you explore the indicators.
- Dashboard can be directly accessed from ccs.spokane.edu/ExecDashboard.

Trustee Thew are we keeping track of the issues we are resolving manually and sending them to the State Board? Mr. Macias stated yes, we are keeping Track.

Trustees discussed the importance of the dashboard and its importance of keeping the public informed..

Exceptional Faculty and Saling Award: Heather Beebe-Stevens

The Community Colleges of Spokane (CCS) Foundation established the Saling Awards for Excellence Endowment Fund in 2006. Dr. Gerald Saling, former Spokane Falls Community College President and a former state legislator, contributed \$40,000 to this effort in his lifetime. Dr. Saling's friends and former co-workers contributed additional funds. The funds are endowed, enabling the foundation to use interest earned to make annual awards. The current balance in the endowment is \$71,044.11. Nominations may be made by students or faculty, and a district-wide committee is appointed to review the nominations and make recommendations regarding recipients.

There will be three \$1,000 awards presented for the 2018-2019 academic year.

Trustee Johnson approves and Trustee Thew seconds. Motion approved.

No. 19-17; motion carried

SFCC Applied and Fine Arts Building & SCC Main Building South Wing Renovation: John Gillette

Facilities gave a capital project update on the status of the Main Building South Wing Renovation Project and the Fine and Applied Arts Replacement Project.

In addition, presented a brief overview of the Major project request process and discussed the Fine and Applied Arts Replacement project request as a case study on the biennial request process.

- **Main Building South Wing Renovation**
 - **Phase 1:** New addition complete, Cosmetology open.
 - **Phase 2:** Ongoing until September 2019, Orlando's and Bakery Retail Space, Electronics Classroom/Labs, criminal Justice classroom labs
 - **Phase 3:** Begin Construction in September 2019 through February 2020, Arts and Science classroom, Business Classrooms/labs, Executive Suite.
 - **Final Budget, Total Funding:** \$28,506,000.00
- **Fine and Applied Arts Replacement**
 - **Pre-Design phase:** approved in Jan. 2019 by OFM.
 - **Design Phase:** Construction Drawings, December 2019 to April 2020.
 - **Construction Phase:**
 - Permitting/Bidding/Contracting, April-June 2020
 - Construction, June 2020-July 2022
 - Demolition, July 2022 to September 2022
 - Completion, September 2022
- **Final Budget, Total Funding:** \$39,735,000.00* Based on supplemental funding.
 - **Talk with the state board, not a bonding issue.**
- **Major Capital Request Process Overview**
 - OFM issues a capital budget instructional manual every biennium that are adapted for Community and Technical Colleges. Only eligible colleges can submit for Major Capital.
 - Project Scoring for specific criteria and weighting depending on types of requests on a 100-point scale.
 - Project Pipeline requests scoring above threshold placed behind previously approved requests.
- **Major Capital Request Case Study, FAA**
 - **College basis for Project Request:**
 - Facilities Condition Consideration/Building Issues Analysis
 - Programmatic Consideration/Needs Analysis
 - Campus Master Plan Development

Trustee Johnson asked if the budget for Fine Arts Applied Arts Replacement include furniture. Mr. Brown stated yes it does.

BREAK

The meeting recessed at 11:15 a.m. and reconvened at 11:25 a.m.

CHANCELLOR'S REPORT

Dr. Johnson provided an update on the following topics:

- CCS had a successful an informative leadership retreat on change management with two keynote speakers, Lisa Slavid and Roger Woodworth. They helped outline areas in terms of change management by looking at our strengths, relationships and communication to be effective going forward.
- Greg Stevens and I attended a Future of Higher Ed conference topics included Change management, substantial population loss of the Northeast, Midwest, Lower Birth rate and changes in migration. Higher Ed is in an industry crisis, with the trillion-dollar student debt being a huge problem. Forty-Seven percent of the trillion-dollar student debt is in the for-profit sector.
- CtcLink updates:
 - First of July the new chart of accounts were launched and I appreciate the State board for providing additional money to cover the cost of manually closing our books.
 - One issue that remains a concern is IT security. As another college launched some of CCS's information was shared with that other college. We will be to be elevating this concern to the State Board Staff.

PRESIDENTS' REPORT

Spokane Community College (SCC):

Dr. Brockbank distributed a written report. Highlights included: Summer and Fall enrollments, Planning and Priority Work, Accreditation Update, Instructional Updates and Student Services Updates.

Enrollment Update: Summer enrollments state funding students were almost the same as last year on this day.

Spokane Falls Community College (SFCC):

Dr. Kimberlee Messina distributed a written report. Highlights included: President Report, Academic Affairs and Student Affairs.

SFCC Enrollments are right on track from last year.

Reorganized office from concurrent enrollments, running start numbers are up as well as International student numbers are up.

Student Affairs employee Layne Anderson won the Diana Davis award for excellence.

Academic Affairs working on the academic plan, focusing on growth, applied learning Guided pathways.

ASSOCIATION FOR HIGHER EDUCATION (AHE)/FACULTY REPORTS

AHE

AHE President gave a report on:

Was unable to attend

Faculty

SCC faculty representative reported on:

Was unable to attend

SCC Extension Sites reported on:

Was unable to attend

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:

- Contract training day for active stewards is Friday, September 13th. WSFE members will spend the day going over the changes in the 2019-21 contract and preparing contract proposals for the next round of negotiations for 2021-23.
- Nominations for the 2021-23 contract negotiation team opens at the end of July.
- New Steward in Action training for brand new stewards are scheduled over the next few months and the July session is full.

Staff

SFCC classified representative, reported on:

- July 1, 2019, the platform switch-over of eTutoring.org to eTutoringOnline.org was made. The hosting and management of the site has now been transferred from Charter Oak State College to the Washington State Board for Community and Technical Colleges.
- Members from Diversity & Equity, Social Science, Disability Support Services, Peer Services, Outreach and Testing will be presenting at the 7th annual Inland Northwest Student Affairs Colloquium at EWU in Cheney.
- Placement Testing Plus (PTP) is a new addition to the placement testing process. Since January 1, 2019 until June 1, 2019, 419 students have completed placement testing. Of those 419 placed students, 313, (just under 75%) made it “down the hall” to the Tutoring Center to participate in PTP.
- Peer Services is offering summer tutoring on campus with limited drop in hours for Biology, Writing and Math. With four Ask-a-Students working this quarter answering questions at

the information desks, and assisting with Placement Testing Plus, New Student Orientation, and campus tours.

SCC classified representative, reported on:

- Regional PeopleSoft conference is being held in Spokane in August where SCC Director of Admissions and Registration will be speaking on student communication plan “How do students know to do that?” and SCC Associate Register will introduce “Personalizing your PeopleSoft space.” SCC Testing Center Manager will present on “Data Strategies for alternative placement measures.”
- Registration processes continue to evolve in coordination with Instruction and IT. SCC Registration department developed an online method for student’s late enrollment requests, which focus on efficiency by minimizing students unnecessary stress, improving registration processes and reducing paper use.
- Financial Aid Department funded 1,107 students to equal over \$2,083,450 dollars for summer quarter of 2019.

STUDENT GOVERNMENT REPORTS

Spokane Community College (SCC) reported on:

SCC ASG had a very successful year and were able to complete a variety of projects and campus events which include:

- Mentorship and Academic Affairs outreach.
- Campus Safety Enhancement
- Family Nights
- Holiday Celebrations
- Voter Registration Drives
- Bigfoot Service Saturday’s
- Food Drives

SCC ASG President thanked members of the Board, advising staff, and the Student Services team who have given their time and energy to help create a strong Student Leadership environment.

SCC ASG hiring board retained critical team members that have helped make student services very successful. Using the networking and professional contacts SCC ASG established, the incoming ASG members will be more prepared and equipped.

During the last year one of the primary agenda items for SCC ASG President was Campus Safety through campus walk, environmental design proposals, and law enforcement training. Moving forward into the new year SCC ASG will pursue greater opportunities for both students and staff on long term campus safety.

Spokane Fall Community College (SFCC) reported on:

Ms. Sarah Torres new SFCC ASG President gave her first report.

SFCC is gearing up for the new school year with the Student Leadership challenge, which gives building blocks on how to be a student leader as well as the SFCC ASG training retreat that will be held at the Bozarth Mansion in August.

Ms. Torres is looking forward to her new role and getting the new year started off on a great start!

BOARD REPORT

Trustee Johnson and Trustee Thew will be attending an ACT board retreat in August.

Trustee Johnson welcomed 70 students from Okinawa to WSU.

Trustee Piper gave kudos to the Exceptional Faculty Awards nominees. Each hit on all our Strategic plans and priorities.

EXECUTIVE SESSION

At 12:10 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. Executive session will run 30 minutes.

POTENTIAL ACTION GENERATED FROM EXECUTIVE SESSION

ADJOURNMENT

Being no further business, the meeting adjourned at 12:45 p.m.