

**Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
January, 21,2020
Lodge**

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

Christine Johnson, Emily Yates

Also, in attendance: Kevin Brockbank, Carolyn Casey, Andrew Feldman, Lisa Hjaltalin, Jenni Martin,
Glen Cosby, Brenda Martinson, Katella DeBolt, Amy McCoy, Carla Naccarato-Sinclair, Valerie
Senatore, Rick Sparks, Nicci Naves, Sarah Torres, Terri Zambon, and Courtney Taylor (recorder)

Absent:

SFCC Celebrating Student Success: SFCC Office of Concurrent Enrollment

Leslie Lloyd presented on the successes of the newly restructured Office of Concurrent Enrollment
Programs.

SFCC Office of Concurrent Enrollment Programs provides programming to high school students
through Running Start, Gateway to College, College in the High School, Career and Technical
Education (CTE) Dual Credit, and Spokane Falls on Track Academy Program. The programs
restructured into one office during the 2018-2019 academic year and began serving students in Fall
2019.

The reconstruction of the Office of Concurrent Enrollment has:

- Improved processes as we have one point of contact for all our programs.
- Offers students support through two offices:
 - OCEP Admissions Office
 - OCEP Student Center and Resource Center
- Helps students transition seamlessly between programs

Trustee Thew asked if students receive their HS Diploma through CCS. Ms. Lloyd stated yes, they
receive their Highschool diploma through CCS.

Trustee Thew are any of the programs considered open enrollment. Ms. Lloyd stated for Gateway to
College we have weekly enrollment, so if a student came in on Monday, they would be able to start
on Tuesday.

Trustee Johnson asked who receives the money from the state for the Gateway program if students
come to CCS for High school. Ms. Lloyd stated the funding comes to CCS, we receive 95% of the
funding and the High schools receives 5% of the funding. Running start, we receive the K-12
funding to support our students and with College in the High School program we receive \$250
dollars.

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, January 21, 2020. Chairwoman Piper called the meeting to order at 8:56 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 Jenni Rossilli-Hull who is a Tenured PE Faculty member at SFCC and Head Volleyball Coach was recognized as AVCA national Coach of the year for 2019. The Board of Trustees presented Ms. Rossilli-Hull a Distinguished Service award medallion and a framed picture of her accomplishment for her AVCA 2019 National Coach of the year award. Dr. Johnson also introduced Ryan Boedecker who has stepped in as CCS interim Athletics Director and doing a great job.

CONSENT AGENDA

- a. Board Minutes-11/19/19
- b. Capital Projects in Progress – John Gillette
- c. Budget and Expenditures – Lisa Hjaltalin
- d. Head Start – Patty Allen

No. 20-01; motion carried

Tenure Alert: Greg Stevens

**DISCUSSION: ALERT OF TENURE CONSIDERATION
BACKGROUND**

The following faculty members are in their eighth quarter of tenure review and will be considered for tenure by the Board of Trustees at the March 17, 2020 board meeting.

BURT, KIRA	PHYSICS	SFCC
BUTTERFIELD, MELISSA	HEARING INSTRUMENT	SFCC
CARTWRIGHT, BENJAMIN	ENGLISH	SFCC
CAVEGN, AMBROSE	ORTHOTIC/PROSTHETIC	SFCC
CUSACK, JESSICA	OCCUPATIONAL THERAPY	SFCC
DALSANDERS, CHRISTIE L	GENERAL BUSINESS	SCC
DEMOVILLE, ASHLEY D	DRAMA	SFCC

HOGAN, EDWARD	COMPUTER SCIENCE	SFCC
KING, BENJAMIN B	MATHEMATICS	SCC
LACKEY, RAY O	FIRE SCIENCE	SCC
MEGOW, JACQUELINE	ENGLISH	SFCC
MICHEL, JOHN A	COUNSELOR	SCC
MORLAN, MICHAEL B	CRIMINAL JUSTICE	SCC
RYAN, MUKTI	ANATOMY AND PHYSIOLOGY	SFCC
STEPHENS, SAMANTHA	COUNSELOR	SCC
WHITMIRE, KAMMI	DENTAL	SCC

In addition, any probationary faculty member who is in less than eight quarters of his/her review process may also be considered, depending on recommendations from his/her tenure review committee.

The colleges have been asked to forward the evaluation reports by not later than February 7, 2020, and at that time, the complete file for the above faculty members will be made available for Board review. The time-line established for Board review is as follows:

January 21	Alert Board of Trustees of tenure consideration
February 25	Executive Session review and discussion of files, if any
March 17	Approval/denial of tenure

Prepared by: Frances MacDonald-Davis
Executive Assistant to the Chief Strategy and Administration Officer
January 2, 2020

Presented by: Greg Stevens
Chief Strategy and Administration Officer

Faculty Successor Contract: Greg Stevens

The parties to the Master Contract between CCS and the Association of Higher Education met over the past calendar year and tentatively agreed on a successor Master Contract for the period of AY2019-20 through June 30, 2023. Tentative agreements were reached on the following contractual articles:

Preamble
Article 3 – Working Conditions
Article 4 – Workload and Terms of Employment
Article 5 - eLearning
Article 7 – Academic Employee Leave Policy
Article 8 – AHE Recognition and Rights
Article 9 - Tenure
Article 10 – Academic Employee Evaluation
Article 13 – Reduction in Force
Article 14 – Department Chair and Program Lead Instructor
Article 15 - Retirement
Article 16 – Employment Screening and Selection Procedures
Article 17 – Insurance Benefits and Payroll Deductions
Article 18 – Salary Schedules
Article 19 – Salary Schedule Placement and Movement
Article 24 – Adjunct Academic Employees
Article 25 – Academic Employees Assigned to Corrections

Salary agreement was also reached during the term of the successor Master Contract, including a tentative agreement on implementation. With board approval of these agreements the parties also seek approval of the attached Memorandum of Understanding regarding implementation.

Carla Naccarato-Sinclair, AHE president, will be present to discuss faculty ratification of the tentative agreement.

Recommendation

Approve the attached tentative agreements implementing a successor Master Contract for the period of AY2019-20 through June 30, 2023, between the Community Colleges of Spokane and the CCS Association for Higher Education. Approve and authorize the Board Chair to sign, on behalf of CCS, the attached Memorandum of Understanding implementing the salary agreement and directing the Chancellor to take the actions necessary to implement.

Trustee Johnson moves for the master contract to be accepted. Trustee Thew second the motion.

Motion passes unanimously.

No. 20-02; motion carried

Trustee Dashboard: Dr. Valerie Senatore

Dr. Senatore gave a presentation on the Board of Trustee Dashboard that provides high level overview on how well the District and the Colleges are meeting strategic goals. The Trustee Dashboard is located on the CCS intranet page under BOT Executive Dashboard.

On the lading page you will find various tabs across the top such as Equity 1, Equity 2, Awards & Transfers, and Progress.

Equity 1: Outcomes by the Student groups

- Shows data on groups of students such as Historically Unrepresented Minorities, Pell Eligible, Running Start Students and Transitioned from Basic Skills.
- Bottom left hand side shows the Equity index that measures for parity for the general population and each sub group and tells us where we are.

Equity 2: Proportional Differences by Metric

- Shows markers on the main predictors for students to be successful.

The Equity Index will help CCS identify not only where we are against the different populations but where are our benchmarks and our starting points.

Our goal at the CCS is to close the equity gap amongst our students. We can achieve this by:

- finding our baseline performance.
- What does our literature say?
- Which interventions have been tried or succeeded and which have failed?
- Which strategies map best to our population.
- Which current practices run counter to best practices.
- Collaborating between CCS District and both SCC and SFCC.

Trustees pleased to see we can collect this data, looking at this over a 5-year period. With this data we can identify the areas we need to make the greatest improvement. Which areas are we focusing on, how we are doing against that goal, analyzing what are the factors that are hindering us from achieving these goals and how we work around achieve those goals.

BREAK

The meeting recessed at 9:51 a.m. and reconvened at 10:06 a.m.

CHANCELLOR'S REPORT

Dr. Johnson provided an update on the following topics:

- Nominated Dr. Kevin Brockbank to the Aspen Institute as a fellow and has been selected. Nominated Dr. Messina as well who will be recognized as a fellow next year. The Aspen Institute taken an interest in Higher Education and their focus has been on the president role of Community Colleges as we over 50% American education market. It is very competitive and prestigious award.
- Reorganization in the Budget office. Ms. Hjaltalin will have a wider range of duties in Risk Management. CCS new Director of Budgets David Williams with have dual reporting to Ms. Hjaltalin and myself so I can be Intune with our budgets for both colleges.
- CCS is top 3rd in enrollments for our State.
- CCS District office has been offered to buy our Riverpoint Building or continuing renting. If we choose to buy the building, we would receive the rent revenue from other current tenants. As well as property near the airport that we are still working on what we should do with that property.

- Dr. Johnson asked Ms. Hjaltalin to outline her list of Risk assessment issues. Ms. Hjaltalin list included:
 - Cyber Security
 - Cash Management.
 - Contract Management
- Cabinet will be discussing and looking at the budget models of principals and assumptions.
- ctcLink progress has been made, but we still have challenges. We have ongoing security problems. The latest information is that the security is not working correctly, payroll issues, the state system does not have enough staff and will be proposing the colleges to pay more into ctcLink.
 - Dr. Brockbank stated the other colleges that are scheduled to come on board on March are asking to be delayed as they have been hearing the serious challenges that colleges that are already on board.
 - Ms. Hjaltalin stated the steering committee is looking at what the additional fees for the maintenance cost.
- Superintendent Chris Ragdoll has proposed that the fees and costs for running start be paid by the Colleges instead of the Highschool. We are working with the State Board office to write a letter from all Higher Ed not supporting this proposal.
- Next week Dr. Messina and I will be attending WACTC meeting and have set up meeting with our students and legislators.

Trustee Yoshihara how many reserve categories do we have. Ms. Hjaltalin stated we have two different type of reserves. The Board of Trustee reserve and that is 5% of the operating budget and the designated reserve where there are six categories within that reserve.

Trustee Yoshihara will trustees be able to get Monthly balance sheets or quarterly? Ms. Hjaltalin stated it wouldn't be appropriate to be given out monthly as the State Board accumulates our cost which CCS is not given to till the end of the year. Trustee Yoshihara asked to bring the reserve reports be given to Trustee's at the February board meeting.

PRESIDENTS' REPORT

Spokane Community College (SCC):

Dr. Brockbank distributed a written report. Highlights included: Title III to Guided Pathways, Instructional Updates, and Student Services Update.

Title III grant that SCC received in 2015 for a little over \$2 million dollars. that shows student success and ties in together for our ongoing work with Guided Pathways.

Title III grants highlights six areas:

1. Implement college success
2. Implement an intrusive advising process
3. Enhance Tutoring services
4. Engage Faculty
- 5 and 6. Increase fall-to-fall retention rates for first-time, full-time, degree seeking students.
- Increase 150%-time completion rates for first-time, full-time, degree seeking students.

Spokane Falls Community College (SFCC):

Dr. Kimberlee Messina distributed a written report. Highlights included: Title III Grant, Guided Pathways, Student Equity, Academic Affairs, and Student Affairs.

SFCC is in the initial stages of the Title III Grant work. A pilot group of 10 faculty advisors participated in the first series of advising professional development.

SFCC hosted Jordan Morrow as part of our data literacy efforts. His sessions focused on how to approach, understand and best use data to improve our organization and fulfill our mission.

- 22 attended “Leading a Data Literate organization”
- 76 attended the “Why Data Literacy”
- 20 attended “Making Better Data-Informed Decisions”

ASSOCIATION FOR HIGHER EDUCATION (AHE)/FACULTY REPORTS

AHE

AHE President gave a report on:

- Bargaining team did great work this year and we are glad to have the salary vote and the 3-year contract.
- Spent few days in Olympia and HB 2523 about higher ed access and college grant to create more online tools and financial aid day, HB 2327 is a concerning bill which is about sexual misconduct on our college campuses not sure it will go anywhere. HB 2654 which is about transparency about what is going on with our budgets. HB 1888 is about public records it is a positive bill and legislators are open to not allowing our birthdays to be on public records request.
- Meeting with Chris Ragdoll about dual credits.
- Kathy Shaffer is on the counselor taskforce. They will be looking at minimum standards, best practices for counseling and what should be the best ratio.
- Financial stress part of the problem is the self-funding for the capital projects. Thankful to the Trustees who are looking at CCS capital budgets very closely.

Faculty

SFCC faculty representative reported on:

- The OTA (occupational assistant program) was granted a 10-year accreditation due to our program having no areas of noncompliance and have demonstrated exceptional educational quality. The onsite accreditation was completed in October with the report compiled in December.
- Faculty support student success:
 - SFCC campus chapter, Beta Gamma Kappa, has good news to share with our BOT. The All USA Academic Team is an annual scholarship competition with semi-finalists chosen from each state to compete in the finalist round nationally. **Both** of our SFCC nominees have been chosen as semi-finalists this year! The students are Toluwani Ayeni and Kevin Robinson.
 - Chamber Singers every year learn and perform 20 plus holiday carols for both the CCS campuses and the greater Spokane area. Chamber Singer students learn about punctuality, professional attire & presentation, and learning their worth as practicing musicians

- Two new Anthropology classes for students at SFCC created by Instructor Sarah Martin.
 - Biological Anthropology (ANTH&205): creation of a unique collaboration between Biology and Anthropology on the campus. “Major topics include the exploration of human genetics, biological adaptation and variation, human origins, evolutionary principles, comparative primate behavior and morphology, and applied biological anthropology.
 - Archaeology (ANTH&204): course investigates the nature of archaeological evidence, research by selected archaeologists, and archaeological theories to reconstruct past life, events and cultures. This course also explores the social relevance of archaeology to today’s world.
- SFCC Tenured Faculty/ Head Volleyball Coach Jenni Rosselli-Hull received American Volleyball Coaches Association (AVCA) National Two-year Coach of the Year for 2019.
- On January Martin Luther King commemorative speaker on Wednesday, Jan 22, 2020 at 11:30 in the SUB Rec Center. Our speaker this year is Victor Lewis.

SCC faculty representative reported on:

- History Instructor Stacy Kowtko has been contracted to write another history text book.
- Poetry Slam coming up on February 12.
- Four students attended the AIAS Forum in Toronto Dec 28-Jan 1. SCC was the only community college chapter of the AIAS in attendance with over 500 college and university architecture students from the US and Canada in attendance. The conference had a panel discussion on equity in the field of architecture. Rashida Ng, president of the ACSA, Leslie Epps, president of NOMA and Barbara Sestak, president of NAAB all mentioned the important role that community colleges play in improving diversity and equity in the profession. SCC received a commendation from the AIAS president during the general session and we received a round of applause from the assembly. SCC’s chapter president has been nominated for chapter leader of the year award for the AIAS. The winner will be announced in July, during AIAS Grassroots.

SCC Extension Sites reported on: Unable to Attend

WASHINGTON FEDERATION OF STATE EMPLOYEES (WFSE)/STAFF REPORTS

WFSE:

- WFSE Stewards and Staff are encouraging every classified employee to visit, call or email state representatives and senators to ask them to support HB 1888 which will give all state employees all the same privacy protection that Law Enforcement Employees have.
- WFSE is also asking our representatives to support HB 2691 which supports parity for CBA negotiations for Interpreters.

Staff

SFCC classified representative, reported on:

- Admissions and Registration team donated 22 hat/mitten sets and 13 extra pairs of gloves to the SFCC Early Learning Center at their Holiday Party.
- 6200+ sessions in the Tutoring Centers
 - Peer Services offers tutoring on the weekends in select subjects
 - There are about 7 tutors who work directly in the classroom with faculty
- New Exhibit in the photography gallery
- Fine Arts Gallery *Paredolia* (Open until February 11th)
- Music and Recording Arts Department
 - March 9th – Community Concert
 - March 16th – Symphony Orchestra / World Drumming
 - March 17 – Choral Music
 - March 18th – Jazz/Guitar
 - March 19th – Big Band

SCC classified representative, reported on: was unable to attend

STUDENT GOVERNMENT REPORTS

Spokane Community College (SCC) reported on:

SCC ASG has many projects and developments happening across campus and in the community.

- Members of the ASG along with students at large once again participated in a successful Bigfoot Service Saturday, which saw involvement with Meals on Wheels, delivering food and comfort. Other projects included work for the Habitat for Humanity and Second Harvest Food Bank.
- SCC ASG's Winter De-Stress Event coupled fun vendors and activities, such as a magic show, laser tag, and airbrush tattoos with a pet cuddle and adoption station. Attendees were able to get their fluff fix with adorable, cuddly baby animals to help socialize the pets and get some feel-good relief from the busy workday. The ASG and Events teams were happy to partner with SpokAnimal to bring this valuable and mutually beneficial stress relief attraction to the SCC campus.
- SCC Winter Fest showcases clubs on campus and promotes winter safety. SCC ASG administration passed out ice scrapers to avoid any drivers having to scrape windshields with their credit cards. Another handy gadget offered to promote the sustainability initiative will be foldable, re-usable metal straws, with a handy keychain attachment.

Spokane Fall Community College (SFCC) reported on:

SFCC ASG gathered together for a training session with speaker Michael Miller. The training covered personal communication skills and strategies for effective conflict resolution.

SFCC ASG is staying busy this fall quarter through many campus events such as:

- Cold and Fur Coats events where SFCC ASG brought all the cold weather clothing to Catholic House of Charities. Total collected was 400 pounds of clothing.
- 2020 Census will be beginning February 18th-21st. the 2020 Census will be educating the students on campus about the participation process.

SFCC ASG is working on bringing seminars focusing on domestic partner violence, self-defense, substance abuse and Human Trafficking.

BOARD REPORT

Trustee Johnson reported that last week he attended the LAC conference call to talk with all the legislatures. Trustee Johnson received emails from a Colleague with Okinawa who will be bringing Dr. Nashiro to Pullman and will be setting up a meeting to talk with CCS.

Trustee Thew in December went to the skills training graduation. It is a pre partnership program. Very exciting to see they get a certificate and hard hats. By the time of graduation, a handful of students had jobs offers.

Trustee Piper attended the MLK parade, where they had a wonderful student speaker from Ferris Highschool who came to the US from Ethiopia. She started her essay by saying "2020 is something we should consider a new version for the future". I think that is something we should all do.

EXECUTIVE SESSION

At 11:44 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 30 minutes no executive action will be taken.

POTENTIAL ACTION GENERATED FROM EXECUTIVE SESSION

ADJOURNMENT

Being no further business, the meeting adjourned at 12:15 p.m.