

**Minutes of the Board of Trustees Meeting  
Washington State Community College District 17  
Regular Meeting  
October 20, 2020  
Zoom**

**Present:** Trustee Glenn Johnson, Board Chair, Trustee Mike Wilson, Vice Chair; Trustee Beth Thew; Trustee Bridget Piper; Trustee Steve Yoshihara.

Christine Johnson, Brandon Stallings

Also, in attendance: Kevin Brockbank, Kimberlee Messina, Carolyn Casey, Keith Sayles, Valerie Senatore, Jim Brady, Rick Sparks, Bobbi Woodral, Katella DeBolt, David Williams, Lisa Hjaltalin, Jenni Martin, Glen Cosby, Brenda Martinson, Amy McCoy, Carla Naccarato-Sinclair, Joshua Temple, Greg Stevens, Katherine Satake, Rob Sramek, Hanna Thompson, Amy Kangvanwanich and Courtney Taylor (recorder)

**Absent:**

**Student Government Report:**

**Spokane Community College (SCC) Reported on:**

- As the new academic calendar year kicks off, we find ourselves welcoming students back without what would be normally considered, traditional outreach. Students are moving around our campus in smaller quantities due to hybrid and online only classes.
- **Weekly electronic newsletter from ASG.** The student government at SCC has taken it upon ourselves to continue to promote and expand our presence on the Bigfoot App, by engaging in weekly “FYI’s”; providing key dates and times for meetings, pertinent information about how we function as an organization, and provide a familiar face for questions and concerns, all in an attempt to rebuild what we’ve lost with tabling events.
- **Town Hall:** set for October 21 at 1:00 pm. will focus on updates around campus, allow for a continuing dialogue on student relations – focusing on BIPOC (black, indigenous, and people of color) and LGBTQ+ issues and inclusion, and provide students a way to communicate positively about the stresses they are facing. Our voter information and registration drive are in full swing. We are engaging students through social media and on-campus kiosks to get the word out about national, state and local elections. Educated voters, regardless of political affiliation, benefits us all.
- **Lair Student Center construction is nearing completion:** Estimated to be completed mid to late October, this future home for all SCC students, will provide a desperately needed facelift to interact with the public. One that I would encourage and invite all of you to visit.

**Spokane Falls Community College (SFCC) reported on:**

- SFCC student government team is welcoming students back to school in ways that are very different than teams of previous years have. With most of the students at SFCC either in hybrid or completely online classes, it has been vital that we be able to adapt to our new online world and find ways to welcome students back to campus, even if they aren’t physically there.
- **ASG Virtual Office:** Because we don’t have an in-person office where students can come visit and ask questions, we have started a virtual office over Zoom. Our Academic Team is leading this though all of us can hop on to talk with students and each other. The office is open four hours a day, five days a week at various intervals. This provides students with a variety of times that they can join if they have classes, work, or homework.
- **Virtual Student Events:** To start the school year SFCC ASG hosted a Welcome Week for the students. During the week, we had three music artists give live performances over Zoom and

Facebook live. This last week, we started a series of events with a company called Fun Enterprises.

- **Food Insecurity Project:** SFCC student government is working on a project to help lower food insecurity at SFCC. The foodbank recently got a grant of \$5,000. This money will go towards cooking baskets for students. These baskets will be centered around weekly cooking videos we will make.

#### **Consent Agenda:**

- a. Board Minutes: 9/15/20
- b. Capital Projects in Progress – John Gillette
- c. Budget and Expenditures – Lisa Hjaltalin
- d. Head Start – Bobbi Woodral

Trustee Johnson asked Ms. Hjaltalin to give an update on the healthcare for employees going up \$70 per person per month in 2022, for the second year in the next biennium year it will go up another \$84. Employer portion is at 85% and employee portion at 15%. The dollar amount is what the Employer would see as an increase. Ms. Hjaltalin stated we have not yet gotten an actual budget from the State Board.

Ms. Woodral gave an update on testing on staff due to symptoms and exposure of COVID-19 which is impacting our abilities to staff our classrooms as staff are out between 14-24 days. Ms. Woodral stated we have had to close a couple of classrooms due to impact on not appropriate levels of staffing and conjoining classrooms permanently as well to keep in person services. Enrollment is down consistently simply because of the virtual and reduce sizes in classes. We are reporting every two weeks to the Office of Headstart to the number of in person and virtual services we are offering.

Trustee Wilson motion to approve the consent agenda, Trustee Thew seconded the motion. Motion approved unanimously

#### **Chancellor Update:**

Dr. Johnson gave an update on the following:

- Thanked all employees, the leadership of our colleges and students following all our protocols. A big thanks to our facilities and custodial team for keeping the campuses clean and sanitizing and the health and safety team.
- All CCS to be very proud what SCC has accomplished from his NWCCU accreditation visit.
- Commend the Foundation for their great work on Fundraising during the trying times and getting creative.
- Commend the Budget team as they are helping with saving money during these Budget Challenges.
- The WACTC OPC group is looking at the allocation formula. The concern is about 4-5 large institutions with 22 small colleges and the remainder medium size. Usually the vote by Presidents usually Spokane and Seattle as a larger institution is on the losing side of the vote. This will be happening this coming year.

Trustee Thew asked Dr. Johnson if the smaller colleges have talked about merging? Dr. Johnson stated no but it would be a solution to address.

#### **President Reports:**

##### **SFCC President Kimberlee Messina reported on:**

Enrollment, Guided Pathways, Academic Affairs at SFCC, Student Affairs at SFCC and Instruction.

- Dr. Messina thanked her Vice Presidents Jim Brady and Keith Sayles who have been spending majority of their time on COVID-19 related work.
- Enrollment is down 17.9% decline
- Guided Pathways SFCC is in year three which SFCC describes as the year of implantation. SFCC is finalizing the program maps and working with our counselors, Institutional Research Team and Marketing Team to create a web presence that will indicate pathways, majors and maps that are identifies as careers.

**SCC President Kevin Brockbank Reported on:**

**Instructional Updates, Student Services**

- SCC had the seven-year visit from NWCCU. Dr. Brockbank shared the commendation from the NWCCU Visit
  - Commendation #1: The leadership for establishing climate of respect, open and honest communication, transparency across all levels of the college
  - Commendation #2: SCC on strong commitment to its mission of the college, focus on equity and holistic student support and collaborative efforts to advance college wide initiatives through data informed practices that support student success.
  - Commendation#3: Establishing a safe and secure campus, planning for emergencies. Such planning helps ensure safe operations during COVID-19 pandemic.
  - Commendation#4: SCC Library faculty and staff for their extensive program of information literacy, technology support, for promoting and maintaining an accessible, safe and welcoming atmosphere for student learning an engagement.
  - Commendation#5: SCC broad support of faculty and teaching and learning center and its campus wide support.

**Recommendations:**

- Complete financial audit process in a regular timely manner.
- Disseminate finical information to stakeholders for the purposes of financial planning and resource management.
- Continue to develop system of continues improvement and fully implement the use and analysis of meaningful, assessable

**AHE President Report:** Carla Naccarato-Sinclair

- Commended the Faculty with it all being via zoom and participating.
- In the process of working on the High Demand money which is HB 2158.
- Campus Development Day- Faculty participating in Zoom training
- Working on Student evaluations, some will have less evaluations due to the pandemics.
- Big thanks to Brandon Livingston with all the COVID-19 pandemic questions from Faculty.
- Legislative session is coming up. Look at the legislative in three parts;
  1. Looking at our current situation
  2. Dealing with revenue
  3. The next Biennium
- WA is working on adopting its legislative package the statement is that we fully fund and support equitable school from Pre-K through Higher ed. The second part of this Legislative package is fighting racism within school.

**WSFE Report:** Brenda Martinson

- WSFE Policy Committee met last Saturday to set goals for this coming years Legislation. Getting ready for big asks to legislature
- Day to Day we are getting lots of emails regarding COVID. Working hard on hitting rumors where they start and keep hysteria at a minimum.
- Morale is low in a lot of groups and just trying to focus on the mission of the college, building relationships and keeping everything in perspective.

**COVID-19 Progress & Spread within CCS:** Amy McCoy  
**REPORT: COVID-19 SAFETY UPDATE**

During the summer, a Safe Campus Reopening Work Group was formed to ensure Community Colleges of Spokane (CCS) could safely expand its on-site instructional offerings and services to students fall quarter 2020. This group reviewed and revised existing COVID-19 safety protocols, drafted new protocols and developed a plan to ensure CCS meets the mandates from the Governor's Safe Start Proclamation and follows baseline higher education reopening recommendations. The plan and safety protocols were shared with classified staff and faculty union leadership for review and feedback prior to publication.

The plan components will be summarized including COVID-19 education, safety protocols, safety assessments and consultations, personal protective equipment, training, web resources for students and employees, mandatory daily health attestations, plan monitoring and reporting concerns or possible violations of the plan.

CCS responds to changing guidance from public health agencies and informs employees of safety updates and a weekly/cumulative count of on-site students and employees who have tested positive for COVID-19 since the start of fall quarter.

Trustee Wilson asked Ms. McCoy how do you attest visitor that come on the camps. President Brockbank stated that at the SCC campus they have a sign in sheet that visitors must fill out an attestation before that visitor that can enter. President Messina stated at SFCC there are signs that let visitor know they must fill out an attestation.

**Break at 10:24 a.m. Meeting reconvened at 10:30 a.m.**

**Settlement Agreement with WSDOT Status and Planning for impacts:** Greg Stevens

**BACKGROUND**

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

The 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 was tentatively scheduled to begin in 2021-22.

Community Colleges of Spokane and Washington Department of Transportation (WSDOT) staff have been in discussion for over three years regarding the impact of the planned North Spokane Corridor on Spokane Community College’s campus. WSDOT obtained an initial appraisal of the impact. That appraisal resulted in an offer of approximately \$15.06 million for just compensation. A possession and use agreement was executed in May 2019 and transferred the WSDOT offer of \$15,059,000 to CCS to initiate the transition processes determined necessary 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 allowed WSDOT to take possession of the property in question to allow them to put their project to bid and begin actions necessary to prepare for construction.

The possession and use agreement was not an agreement of terms, did not transfer title and did not obligate either party to a specific settlement value. It provided an initial allocation of funding to CCS, allowed for site preparation and planning work to begin construction and obligated both parties to continue to negotiate the final right-of-way terms.

WSDOT issued a revised appraisal in June 2020 that increased their offer to a total of \$21,746,600. CCS also conducted its own appraisal in July/August that resulted in an assessed value of \$25,389,086. That appraisal was submitted to WSDOT and negotiations recently resulted in a tentative settlement agreement for a total value of \$25,389,086. The Board approved that agreement in September, the SBCTC signed the agreement in October and the e settlement agreement is currently with WSDOT for action.

Implementation of the agreement initiates planning for impacts on the SCC campus. A timeline for those impacts is below.

<i>Date of Impact</i>	<i>Impact</i>	<i>Plan (date)</i>
November 2020	Close Parking Lots 14 for construction	New Parking Lot 28 open Sept 2020
December 2020	Close Fire Sciences Building 23	Fire Sciences to Building 19 (December 2020)
January 2021	Utilities Relocation from WSDOT Right of Way	January 2021
March 2021	Clear Max Snyder Building 50	CWCE Classrooms to Magnuson (March 2021) IT to Magnuson (November 2020) District Facilities to Esmeralda (November 2019) Security to Building 1 (Currently no timeline) SCC Facilities to Building 8/111 (Currently no timeline)
April 2021	Close Parking Lots 17, 18, and 19 for construction	New Parking Lot 28 open Sept 2020
January 2023	Close Fire Sciences Tower Lab	No solution or timeline

**ISS Update:** Valerie Senatore

Ms. Senatore went over a PowerPoint presentation that gave ISS updates on the following:

With the help from the Marketing team ISS has redesign its intranet web page so that all that falls under Institutional Research has been reconfigured in a much more user-friendly way to find all departments and services.

**Foundation: CCS eLearning**

- Strong individual departments
- eLearning maturity
- Tool Kit

**Breakdown the silos by:**

- Redesign of the webpage in a more user-friendly way
- ISS retreat that each of members of their teams were put in groups outside their immediate office

**Foundation:**

- Strong individual departments
- eLearning maturity
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**COVID Challenges:**

- Virtual Campus with or partners at the colleges and marketing department
- Environmental scan: Canvas, Economic data, New revenue stream
- Data Collection: Faculty and student surveys
- Assessment: Evaluation, SC Dashboard
- Action: Building content, E-Learning Academy
- Reassess

**CMC-AB Certified Assessment:** New accrediting body that certifies cyber security capabilities of all department of defense contractors. CCS is the only Community College selected for this certification. CCS will be producing for this certification and then package and sell this package to other institutions as well as be a training provider.

**Pulse Surveys:** Taken throughout the spring session to see how students were doing, ISS was also able to get a pulse on what students wanted to do during the fall. IT showed that students wanted to do a program mix of in person and online classes. These pulse surveys help validate what we are doing during these difficult times.

**E-Learning Success Coach Outcomes:** A dashboard for student success coaches for Online Students

- Able to see consistent outcomes
- Success Coaches have a canvas course shell that has different way to connect with college community
- Touch point person to reach out to students on a weekly basis
- Average GPA of students using this service through eLearning was 3.31

**E-Learning Academy:** Has increased year or year from increasing registrations from 100 to 500.

## **BOARD REPORT**

Trustee Glenn Johnson thanked everyone for joining and that Trustees would be convening in Executive session.

## **EXECUTIVE SESSION**

Trustee Johnson 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. It was announced that the session would begin immediately and would last approximately 15 minutes. Dr. Johnson came out to extend executive session by three minutes to adjourn at 11:35

## **ADJOURNMENT**

Being no further business, the meeting adjourned at 11:35 a.m.