

**Minutes of the Board of Trustees Meeting  
Washington State Community College District 17  
Regular Meeting  
November 17, 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, Natasha Monroe, , Amy Kangvanwanich and Courtney Taylor (recorder)

**Absent:**

**Student Government Report:**

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

- Weekly electronic newsletter from ASG to reach students and our weekly FYI has been a primary method of that outreach to students. We're seeing a growth in the *Bigfoot App* usage. During October, we directly tied communication and events with the app and saw a massive increase in participation.
- ASG put together Halloween gift bags that included promotional items every student could use, and a bit of candy to brighten their day. Attached to each bag was a drawing ticket to encourage App participation. Additionally, we requested students post pictures of themselves or loved ones on the App.
- Winter Town Hall tentatively set for February 10th, 1 pm. SCC ASG is focusing on what went right and how we may improve on our first Town Hall. We were fortunate to have many familiar faces around campus take part in the continuing discussion on inclusivity and what it means to be part of the *Bigfoot Experience*.
- SCC ASG Finance Committee over the past month continued work on a proposal to allow clubs affected by travel and event shutdowns, to utilize funds in other ways. A proposal was submitted to the ASG Senate and unanimously approved. This proposal allows nearly \$300,000.00 of student funds allocated to clubs.
- Lair Student Center construction is nearing completion. The Bigfoot Experience team – including the ASG, foodbank, and multicultural/international students are slowly moving into our new home estimating a late November or early December. With luck, we'll be able to have an open house/welcome event soon.

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

- SFCC ASG Virtual office has been continuing to do a fantastic job engaging with students in and out of the office as a place student can come to.
- SFCC ASG has been providing a variety of virtual events through a company called Fun Enterprises. There are several events for scheduled for Winter Quarter that.
- SFCC Food Bank will be providing Thanksgiving baskets for students this week. The Thanksgiving Baskets will give students access to an easy Thanksgiving dinner.

**Consent Agenda:**

- a. Board Minutes: 10/20/20
- b. Capital Projects in Progress – John Gillette
- c. Budget and Expenditures – Lisa Hjaltalin
- d. Head Start – Bobbi Woodral
- e. Admin Procedures- John Gillette & Greg Stevens
  - ↳ 6.00.01A- BIR
  - ↳ 6.00.01E-Moves

Trustee Johnson asked Ms. Hjaltalin to speak briefly on the Tuition Revenue and Operating Budget Expenditures. Ms. Hjaltalin stated that they will be adjusting down the Tuition revenue forecast an additional 5% is \$1,312,863.00. This will be distributed through Cabinet here shortly. Ms. Hjaltalin stated as a State agency we cannot expend dollars we do not take in. CCS takes the Tuition Revenue we expend it in the current year that it is being received. When we start to fall behind in those expenditures, we pull back the budget and expenditures. CCS has an opportunity to come back if the enrollment increases in winter and spring and can change the budget upward.

Ms. Woodral reported that Headstart is focusing on their enrollment and making sure we are providing for children and families. Because of more Covid cases Headstart is having to stop enrollment to maintain group sizes to be managed safely and keep staffing patterns up to the place they need to be for the ratios that we serve children. Ms. Woodral stated that they are shifting a little bit by enhancing Headstart virtual opportunity's through a virtual curriculum along with creating ideas to take and make activities for families can pick up curbside bag with educational materials.

Trustee Thew asked John Gillette if Covid has impacted any of the construction schedules? Mr. Gillette stated no that after the initial shutdown and getting the contractors back on site we got back on track. Mr. Gillette said there has been some delays getting all schedules back on track and meeting deadlines.

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

**2021 Board Officer & Committee Assignments & 2021 Board Meeting Schedule:** Glenn Johnson

**COMMUNITY COLLEGES OF SPOKANE  
2021 Board Officers and Committee Assignments**

Term: January 1, 2021-December 31, 2021

**CURRENT OFFICERS**

<b>Position</b>	<b>Representative</b>
Chair	Glenn Johnson
Vice Chair	Mike Wilson

**CURRENT COMMITTEES**

<b>Committees</b>	<b>Representatives</b>
Nominating Committee	Primary: Beth Thew Alternate: Mike Wilson Chancellor: Christine Johnson
District Equity Council Taskforce	Primary: Beth Thew Alternate: Kiantha Duncan
District Finance and Legislative Advisory Committee	Primary: Steve Yoshihara Alternate: Mike Wilson
Foundation Board	Primary: Mike Wilson Alternate: Steve Yoshihara
Head Start Policy Council	Primary: Kiantha Duncan Alternate: Beth Thew
Tenure Review Subcommittee	Primary: Glenn Johnson Alternate: Steve Yoshihara
Legislative Action Committee (LAC)	Primary: Glenn Johnson Alternate: Beth Thew
Internal Legislative Advocacy (subset of ACT Legislative Steering Committee)	Primary: Beth Thew Alternate: Glenn Johnson

**BOARD OF TRUSTEES  
WASHINGTON COMMUNITY COLLEGE DISTRICT 17  
2021 MEETING SCHEDULE**

*Motion unanimously approved at the 11.17.20 CCS Board Meeting*

Notice is hereby given, pursuant to RCW 42.30.075, that the Board of Trustees of Washington State Community College District 17 (Community Colleges of Spokane) shall hold regular meetings on the following dates (typically the third Tuesday of the month):

**January 19, 2021**

**February 16, 2021**

**March 16, 2021**

**April 20, 2021 WORK SESSION**

**May 18, 2021**

**June 15, 2021**

**July 20, 2021**

**August 17, 2021- N/A**

**September 14, 2021 WORK SESSION**

**October 19, 2021- To be held at the Pullman Campus**

**November 16, 2021**

**December 14, 2020** (Second Tuesday due to winter break) **WORK SESSION**

\* All meetings, will be held at 8:30 a.m. in the Lodge Building, 3305 W. Fort George Wright Drive, Spokane, WA. The October 19, 2021 meeting will be held at the SFCC Pullman campus at 9:00 a.m. located at 185 Veterans Way, Pullman WA, 99164.

Trustee Thew moves the motion. Trustee Wilson seconds the motion

**Supplemental Title IX Student Conduct Procedures:** Glen Cosby and Keith Sayles  
**ACTION: WASHINGTON ADMINISTRATIVE CODE (WAC) AMENDMENTS EMERGENCY RULEMAKING**

**BACKGROUND**

On August 6, 2020 the Board of Trustees approved amending Washington Administrative Code sections related to the Standards of Conduct for Students to be in compliance with the Title IX Final Rule from the United States Department of Education's Office for Civil Rights, which was published on May 6, 2020. It is necessary to extend the approval the Board granted in August 2020 while CCS pursues the permanent rulemaking process.

Additional revisions to the definitions, sexual harassment and sexual violence sections of the Standards of Conduct for Student have occurred in order to align it with CCS Administrative Procedure 3.30.01-B, Title IX Grievance Procedure for Students.

CCS proposes to amend the following Washington Administrative Code sections:

- WAC 132Q-10-105 (Definitions),
- WAC 132Q-10-243 (Sexual Harassment) and
- WAC 1232Q-10-244 (Sexual Violence).

CCS proposes to extend approval to add the following Washington Administrative Code sections:

- WAC 132Q-10-245 (Sexual Intimidation),
- WAC 132Q-10-600 (Order of Precedence),
- WAC 132Q-10-601 (Prohibited Conduct Under Title IX),
- WAC 132Q-10-602 (Title IX Jurisdiction),
- WAC 132Q-10-603 (Initiation of Discipline).
- WAC 132Q-10-604 (Pre-Hearing Procedure).
- WAC 132Q-10-605 (Rights of Parties).
- WAC 132Q-10-606 (Evidence).
- WAC 132Q-10-607 (Initial Order) and
- WAC 132Q-10-608 (Appeals).

### **Chapter 132Q-10 Standards of Conduct for Students**

Changes incorporate language from the Title IX Final Rule from the United States Department of Education's Office for Civil Rights. The proposed changes are consistent with CCS Board Policy 3.30.01 on Non-discrimination/Anti-harassment in Educational Programs.

A draft is attached for Board review. A Rule Making Order (CR-103E) will be filed with the Office of the Code Reviser in December 2020. The rule will become effective after the Board of Trustees takes action for it to be effective December 9, 2020 and it is filed with the Office of the Code Reviser.

### **RECOMMENDATION**

It is recommended that the Board of Trustees of Washington State Community College District 17 amend the following Washington Administrative Code sections in accordance with Title IX revisions:

- WAC 132Q-10-105 (Definitions),
- WAC 132Q-10-243 (Sexual Harassment) and
- WAC 1232Q-10-244 (Sexual Violence).

It is recommended that the Board of Trustees of Washington State Community College District 17 extend its approval to add the following Washington Administrative Code sections in accordance with Title IX revisions:

- WAC 132Q-10-245 (Sexual Intimidation),
- WAC 132Q-10-600 (Order of Precedence),
- WAC 132Q-10-601 (Prohibited Conduct Under Title IX),

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- WAC 132Q-10-603 (Initiation of Discipline),
- WAC 132Q-10-604 (Pre-Hearing Procedure).
- WAC 132Q-10-605 (Rights of Parties).
- WAC 132Q-10-606 (Evidence).
- WAC 132Q-10-607 (Initial Order) and
- WAC 132Q-10-608 (Appeals).

Ms. Naccarato-Sinclair mentioned that the new language is not pro-victim and very invasive. Faculty and WA lawyers are working with Attorney General. Ms. Naccarato-Sinclair has received word from the NEA as the first ask to the Secretary of Education to remove this language and go back to the previous language or restructure the language.

Trustee Thew asked that changes to be approved today to keep CCS in compliance with the existing laws.

Trustee Wilson moves the Board to adopt the WACS on December 9<sup>th</sup>, 2020. Trustee Thew seconds the motion. Motion passed.

**Chancellor Update:**

Dr. Johnson gave an update on the following:

- Deep appreciation to Trustee Piper for serving CCS for a decade and advocating for our students and mission.
- Welcome Trustee Kiantha Duncan who will be joining us at the December 8<sup>th</sup> work session. Trustee Duncan has a very distinguished career as a Senior Executive with Seattle YWCA, Empire Health Foundation. An expert at Diversity, Equity and Inclusions.
- Thankful for all the faculty, staff and students for following protocols to keep everyone safe.
- CCS has seen a spike in COVID-19 cases we are really emphasizing CCS Safety protocols.
- The coverage in the Business Journal and Spokesman Review have provided SCC and SFCC for their outstanding work.
- Concerned with the budget and the decline in the budget. We are doing restructuring and reorganizing across the institution as well as closing of our Rural campus in Ione that will now be working out of the Colville and Newport campus.
- SFCC New Athletic Center that is on a COP payment plan part of the payment comes out of Student Fees. We still owe the COP as enrollment is down, we must make up that payment in other resources.
- 4.2 billion dollars state revenue shortfall, at this stage some consideration of some taxes but not across the board taxes. CCS are staying tuned in from the Presidents standpoint from the WACTC group we are saying no cuts.
- CCS is going through an audit and part of the ctclink problem are being captured in the audit and they are considered as Findings. Book to bank difference and 18-million-dollar gap. CCS new the money was here but it was never able to reconcile the money through ctclink and will be considered a finding and will be in the auditor's letter to us.

Trustee Johnson asked if the auditors will refer to ctclink in their written report and not necessarily CCS. Dr. Johnson stated that we have requested that be reflected. Ms. Hjaltalin stated that these will come out as Management recommendations to CCS, they will not be an audit finding for the state

since they are not material for the state. The auditors will make notice that this is an ongoing remediation item that has been addressed with the state. The issues CCS has had with the Asset management module one of the issues was the data that was brought over at implementation, which made the Asset management module have a different balance than the general ledger. CCS has a ticket in with the State to resolve the issue. The second issue with the Asset Module that all capitalized assets over \$5000 dollars the system does not allow CCS to pull out the cost of small and attractive items that CCS is required to keep track of by state law but don't meet the definition of a Capital Asset. The third issue CCS has is the system pulls a date of the transitions for the fixed assets that is not the correct date to be able to start the accumulated depreciation. The Asset Module that most of other Community Colleges are choosing not to engage with. Ms. Hjaltalin can have her staff make a manual adjusting entry in the financial statements to correct all these items before they are audited. These will not be an issue in CCS audited financial statements as we will be making the manual adjustments but remain as a management recommendation from the State.

Trustee Thew asked Ms. Hjaltalin if we have an option to get rid of the asset module. Ms. Hjaltalin stated she will be working closely with the State Board. There are third party systems that other Community Colleges are using and as soon as another Community College has a connection with one of the third-party systems, we can use that connection to move to that new system.

Trustee Johnson asked if Tacoma had the same problems as CCS. Ms. Hjaltalin stated no as they do all their asset management manually.

Dr. Johnson asked Provost Ms. Senatore to mention the issues that are arising from ctcLink and how other colleges are concerned about the problems CCS had on admissions and registrations. Ms. Senatore said other Community Colleges are expressing the same concerns as CCS has faced and putting together documentation for request for remediation of the platform to get the functionality where they need to be.

Trustee Wilson asked Dr. Johnson how much is the short fall for the athletic building and what funds are making up the shortfall? Dr. Johnson stated that Ms. Hjaltalin will have to keep track and we may have to tap into the District reserves to pay for the shortfall. Ms. Hjaltalin commented that she did an analysis before COVID hit and CCS had five years for us to cover the cost for the COP payment. With enrollment decline it has pushed us backed 2-3 years and Ms. Hjaltalin will be doing the analysis again here soon.

Trustee Johnson asked if CARES money would cover the shortfall for the Athletic Building from declined enrollments. Ms. Hjaltalin stated no as we have used the CARES money in different areas.

### **President Reports:**

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

- Enrollment is underway but we are predicting patterns to be the same as Fall quarter.
- Guided Pathways work is underway and SFCC is projected to have program maps along with labor market data on the website by the end of the year.
- SFCC Governance and Steering committee is meeting regularly to review our committee and structure models from other colleges to make recommendations on a more participatory structure.

- SFCC has been brainstorming with the Leadership to keep campus morale high during these challenging times.

Trustee Yoshihara asked Dr. Messina if Athletics are still shutdown for the spring. Ms. Messina stated yes, we did have practice in the fall but no competitions. Ms. McCoy stated practices will end November 20<sup>th</sup> and all teams are in a black out until January. There have been no discussions if games will resume in February. It will all depend on Covid is spreading as travel is not possible as of now.

**SCC President Kevin Brockbank Reported on:**

- Thanked Trustee Piper for her service on the Board.
- SCC has done extra work as the Governors new restrictions. Working with Orlando's, the bakery and the Cosmetology services. SCC is now following two sets of protocols.
- Working with the Facilities team to move extra table and chairs to make sure students cannot gather in large groups.
- SCC is more concerned with Winter enrollment than Fall enrollment
- Fall enrollment was down only 8% from the previous year.
- SCC has spent a lot of time talking overall plan for equity as a campus. SCC will be working to improve equity on campus by sending out a survey to members on campus.

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

- Thanked Trustee Piper for always being there and service that she has provide for CCS.
- To keep enrollment going we cannot keep cutting the colleges.
- Legislative season has started and will be presenting about how unions work together at the virtual state board meeting in December along with Higher Education committee meetings with Senator Randall, Senator Hanson and Senator Dinka.
- Equity will be a big subject at this year's legislature.
- Held a COVID meeting that was for Faculty that were teaching on ground where we held in zoom breakout sessions. They were divided by three categories which were Health and Safety, what is working well and stress and workload check.

**WSFE Report:** Brenda Martinson

- Thanked Trustee Piper for all that she has done for CCS during her years of service as a Board of Trustee member.
- WSFE will be meeting with Counsel 28 to gather to talk about concerns and how we can support each other.
- Joan Ahl WSFE Counsel rep has been out for a few weeks and shop stewards have step in to cover while she is out.
- WSFE members have been meeting with Legislature before the Legislative session begins.
- Talking with HR about early separation and incentives and the off-boarding part.

**BOARD REPORT**

Trustee Piper thanked everyone and will look forward to seeing everyone at all the Foundation Gala's.

Trustee Wilson thanked Trustee Piper for all her work and will be greatly missed as she is admired by all and is a great motivator for the organization.

Trustee Thew said Trustee Piper set a high standard for all Trustees and I look forward to a long friendship.

Trustee Yoshihara thanked Trustee Piper for all her help, leadership and mentorship as a Board of Trustee member and will be greatly missed.

Trustee Wilson asked that on our work session on the 8<sup>th</sup> of how Trustee's approve funding on for all Capital Projects and what are the limits of authority that go along with the expenditures of that policy.

Trustee Thew attended the District Equity committee meeting on November 16<sup>th</sup> and it was one of the most exciting meetings I have been apart of and look forward to the great things the Equity will be doing.

## **EXECUTIVE SESSION**

## **ADJOURNMENT**

Being no further business, the meeting adjourned at 10:27 a.m.