

**Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
February 25,2020
Lodge**

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

Christine Johnson, Emily Yates

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

Absent: Trustee Steve Yoshihara

SCC Celebrating Student Success: ACT Transforming Lives Nominees

Dr. Kevin Brockbank gave a presentation on the ACT Transforming Lives nominees. The
presentation highlighted four of the twelve nominees with two of the nominees Elysee Kazadi and
Katelyn Moore sharing their story.

The students that were highlighted in the presentation are:

Doug Carney: is in the AADTA Business Marketing Program, nominated by Accounting Instructor
Jeffery Waybright

Elysee Kazadi: is in the Certified Nursing Program and nominated by ESL Faculty Molly Popchok.
Mr. Kazadi is a refuge from Kenya and is not able to apply for financial aid. Mr. Kazadi says SCC has
helped him with funding for his schooling through the Metallica Grant. Mr. Kazadi life goal is to
become a Registered Nurse and to be an example for other refugees' migrants.

Katelyn Moore: is in the Paralegal studies program at SCC and was nominated by Student Programs
Manager Shannon Ketcham. Ms. Moore started as a College Prep student through ABE moved
towards her undergraduate degree making both the Vice President and President Honors Roll. Ms.
Moore is active in SCC ASG as Chief Justice and now Vice President. Ms. Moore thanked Conan
Campbell, Marisa Bradbury and her peers that her keep going. Ms. Moore life goal is to become a
Prosecuting Attorney.

Susan Martinez: is in the Diagnostic Medical Sonography program at SCC, nominated by Associate
Dean Lori Hunt.

Trustees thanked the students for sharing their stories and being great role models for yourself and
others.

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, February 25, 2020. Chairwoman Piper called the meeting to order at 8:53 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 our new CCS Director of Budget David Williams. Mr. Williams has dual reporting to me and Ms. Hjaltalin. Mr. Williams has his CPA and is off to a great start already making a huge difference in our budget office. Amy McCoy announced Headstart Director Patty Allen successor as she will be retiring at the end of March. CCS conducted a national search and Bobbi Woodral has been selected her first day will be March 1st. Dr. Messina introduced Jim Brady who will be interim Vice President of Learning. Carla Naccarato-Sinclair introduced Katie Satake who will be taking over for Rob Deyo for the rest of the year. Dr. Brockbank introduced Joshua Temple as the new SCC Classified representative.

CONSENT AGENDA

- a. Board Minutes-1/21/20
- b. Capital Projects in Progress – John Gillette
- c. Budget and Expenditures – Lisa Hjaltalin
- d. Head Start – Patty Allen
- e. Admin Procedures-2.30.05Q-Key Control

Trustee Piper is very pleased to see that our Financial information has been completed for the last four years.

Trustee Johnson appreciated seeing the reserves that Ms. Hjaltalin provided in her report.

Trustee Piper thanked John Gillette for all his work on the Key Control Admin Procedures.

No. 20-03; motion carried

2021 Strategic Planning Update & Budget Model: Greg Stevens

The current CCS strategic plan was implemented in 2011 and remains effective to 2021. That plan will expire in the coming 12 months and the process for developing its successor has begun.

This presentation provides an update on the planning model and progress on key milestones.

Also provided is an overview of a strategic project initiated recently under the current strategic plan – developing a new CCS Budget Model following best practices outlined in a recent Education Advisory Board publication – “Aligning the Budget Model to Strategic Goals.”

Team included Dr. Messina, Dr. Senatore Carolyn Casey and Greg Stevens.

The form and Charge planning team has 24 members.

Macro Trend Analysis: Potential Disruptions

- PESTI Analysis (Political, Economic, Socioeconomic, Tech/Infrastructure and Higher Ed Industry)
- 28 national Community College Trends identified, each under analysis
 - 7 reports completed and posted to intranet site as of 2/6
 - Remainder due February 21st
 - Goal is to release analysis reports to Planning Team in early March for review in advance of April meetings.

Competitive Analysis:

- Assigned to Provost team
- Deliverables
 - Identification of CCS' Competitors
 - Develop Competitive Profiles
 - Competitive Analysis
- Goal: To inform planning team, who will assess our competitive position, advantages and disadvantages.

Employee Engagement Surveys:

- October Survey=461 respondents (31%)
- November Survey=568 respondents (39%)
- No December Survey
- January Survey= 542 respondents (36%)
- February Survey in Progress
- Surveys Planned through June

Budget Model Review: EAB (Education Advisory Board) looking step by step at this model, where we are at where we want to go

1. Tuition revenue allocation percentage
2. Tuition revenue Allocation weighting
3. Enrollment Smoothing
4. Differential Tuition Allocation
5. State Appropriation Allocation
6. Overhead Cost Allocation
7. Unit Spend Monitoring
8. Strategic Reserve Funding
9. Subvention Mythology Transparency
10. Effective Subvention Incentives

Update:

- Cabinet has reviewed the EAB framework and agreed to use it to guide Cabinet's decisions in developing new, customized budget model for CCS.
- Cabinet has met on 12/9/19, 12/16/19, 1/6/20, 2/7/20-Discussions planned through June 2020
- Principal based decisions, fiscal modeling will occur at end
- FY21/22 budget focused
- Communication of discussions, progress and developing model will occur using existing meeting structures.

Trustee Wilson looking at the long-range plan I think of it in two major elements one of them is Operational and aspirational.

AY2019/20 Employee Engagement Surveys: Greg Stevens

Beginning in October 2019 and continuing through June 2020 (except for December) CCS is conducting monthly Employee Engagement Surveys, soliciting district-wide input from classified, faculty and exempt/administrator staff on a range of engagement categories. The information will inform the 2021 Strategic Plan planning process.

The first three of these surveys have been completed, analyzed and reviewed by the Chancellor's cabinet. A summary of the results will be presented.

Employee participation, to date, has been good.

- October survey = 462 respondents, or a 31% participation rate
 - CCS needs to improve its internal process
 - Lean Consultant to take on the 3 process improvements Ms. Hjaltalin will be the Project manager for that
 - 3 additional process improvements
- November survey = 568 respondents, or a 39% participation rate
- January survey = 542 respondents, or a 36% participation rate

We've very much appreciated and benefitted from our union's interest and encouragement to their members to participate.

Gallup defines an engaged employee as "those who are involved in, enthusiastic about and committed to their work and workplace." Korn-Ferry defines engagement as "the commitment employees feel toward the organization - their willingness to recommend it to friends/family, their pride in working for it, and their intentions to remain a part of it."

CCS' Employee Engagement Surveys (November/January combined) have resulted in a cumulative rate of 76% of employee engagement (24% not engaged) – or, in other words, 76% of our employees have, on average, "agreed at some level" with the survey questions.

For context, nationally:

- Gallup's 2018 Engagement Survey found 47% of workers are engaged (53% not engaged)
- Gallup's 2015 Survey of College and University Faculty Workplace Engagement found 48% of faculty are engaged (52% not engaged)
- A Harvard Business Review/Glint Research Report - "Peak Performance & Engagement" found 26% are engaged (74% not engaged)
- Korn-Ferry defines a "high performing organization," in terms of employee engagement, at 73% engaged.

Cabinet-reviewed results are being posted to the CCS intranet under the tabs "2021 Strategic Planning" – "Research." The February survey (now in progress) will be added in March.

BREAK

The meeting recessed at 9:51 a.m. and reconvened at 10:01 a.m.

CHANCELLOR'S REPORT 1:36

Dr. Johnson provided an update on the following topics:

- Thanked employees for all their participation in the Employee Surveys that have gone out. Want to thank Brenda Martinson and Carla Naccarato-Sinclair for encouraging employees to take the time to fill out the surveys.
- Appreciate our Board of Trustees for all that they do attending conferences, Open house to advocate with our delegation. Trustee Johnson was ready to go to Olympia to testify in support our Colleges to advance a Capital Development Budget.
- Thanked our State Board Staff Wayne Doty has gone out of his way that CCS ends up with funds. Mr. Doty also got minor works project that will be split between SCC and SFCC.
- Appreciate the role Carla Naccarato-Sinclair on the running start legislation.
- State Board has provided a report on the Counseling ratio for the year 2017. Both SCC and SFCC are at the top third for the student counselor ratio. CCS is striving to do the best we can with Counseling ratio.
- CCS is the best college for the full-time faculty ratio in the State system. CCS and to keep up with the salary increase.
- Ongoing work with Mr. Stevens and Ms. McCoy with the implantation with the Accessibility training. We are making progress, but we know CCS is not where we need to be.
- Had a great trip in January with Students and president Messina to speak with the legislature.

Trustee Wilson asked if there has been a study done on the cost benefit ratio for the counseling ratio? Dr. Johnson stated not to her knowledge there isn't a recent one that has been done in our state. But given this data we can look further into the impact of Counseling.

Carla Naccarato-Sinclair stated there is a Counseling Task Force that the state has put together and they are first looking at the ratio which the legislature asked. The report is due December 2020.

PRESIDENTS' REPORT

Spokane Community College (SCC):

Dr. Brockbank distributed a written report. Highlights included: Shared Governance and Annual work plan, Instructional Updates, and Student Services Updates.

Achieving the Dream conference, a group of 9 from SCC attended in Baltimore Maryland. Conference on Student success, Guided pathways and things that make colleges great.

Dr. Brockbank and Dr. Messina gave an update on the food drive:

- Between SCC and SFCC they generated 23,000 pounds of food.
- SCC had a total over 14,541 pounds of food. With 4,799 from actual food donations and \$7,025 in lump sum cash.
- SFCC raised 8,532 pounds of food.

Spokane Falls Community College (SFCC):

Dr. Kimberlee Messina distributed a written report. Highlights included: Transitions at SFCC, Participatory Governance, SFCC Commute Smart NW Committee-All Star Pinnacle Award, Academic Affairs at SFCC, Student Affairs at SFCC.

Participatory Governance: SFCC Hosted Dr. Helen Benjamin and Dr. Debbie DiThomas February 5th-6th for focused groups with college constituents.

Guided Pathways: SFCC has added three ambassadors Faculty members Lisa Freeman and Ursula Heflick and Kathy Shearer as evangelizers of Guided Pathway.

ASSOCIATION FOR HIGHER EDUCATION (AHE)/FACULTY REPORTS

AHE

AHE President gave a report on:

- Highlighted on the Shared Participatory Governance and what a great job Dr. Helen Benjamin and Dr. Debbie DiThomas did. Ms. Naccarato-Sinclair attended one meeting where she says the faculty power come out and was great to see. The two chairs on both campuses SCC and SFCC are essential to the Shared Participatory Governance.
- Attended the State Board meeting in early February they are working on their overall strategic plan.
- Kudos to CCS for redoing our Equity statement and being leaders with Equity.
- Thanked Greg Stevens for supplying reports that were given prior to the implementation of ctcLink.

Faculty

SFCC faculty representative reported on:

- The Audio Engineering Program just inked an articulation agreement with EWU's Music Department. Student who earn an AAS in Audio at SFCC can transfer to Eastern and earn a BAS in Music Technology and Entrepreneurship in two more years.
- English Instructor Bradley Bleck is serving as a member of the Executive Committee for the National Council of Teachers of English. In early April Mr. Bleck be in Washington. D.C. advocating for literacy issues with members of congress, both locally and regionally. Later that month I will be one of NCTE's representatives to the American Council of Learned Societies. In addition, I am all but certain to be the Local Arrangements Chair for the Conference on College Composition and Communication, which is a part of NCTE and the primary professional organization for teachers of college writing. The conference will be held in Spokane in March of 2021.
- On January 29th Monica Stenzel lectured about the History of Chocolate at the Chocolate Decadence event at the Davenport Grand Hotel. This is her second year of involvement with this organization.
- Communication Studies faculty Darlene Rickett, Amy Wolfsen, Jenni Spencer, and Craig Rickett; Mary Hyatt, film studies; Ashley DeMoville and Chris Hansen, drama have all received NISOD Excellence Awards.

- SFCC intercultural week, organized by Darlene Rickett and Gabriel Valenzuela is going on between Feb 24-28.
- At Helix Wines on Feb 26th, Dr. Sarah Martin will address Women in Antiquity: Legacy of Power. The discussion will focus on what power means, how power is inferred in the archaeological record (beyond the political power icons such as a Cleopatra), and how we can apply this legacy to our own lives.

SCC faculty representative reported on:

- February 22nd Chef Joshua Martin and Julie Litznberger welcomed 40 local high school culinary (ProStart) students to participate in the 13th Annual CTE Mock competition. Student teams' practice for months in preparation for the ProStart invitational, FCCLA and/or Skills USA state competitions in the spring.
- Chef Peter Tobin who is retiring was featured in the news on KREM 2.
- Student Success Story: Student Samira Hemmat from Iran has been accepted into the MFA program at the University of Colorado-Boulder.
- ABE Faculty Heather Edwards and Instructor Dave Edwards finished a 19-day online course in Quality Matters to learn about the organization's curriculum development methodology.

SCC Extension Sites reported on:

Mr. Deyo announced this will be his last report and Katie Satake will be stepping in for the rest of the year.

Adult Education Center on Monroe

- Pamm Haslebacher shared about how the faculty hosted WSU nursing students who completed blood sugar and blood pressure screenings for students
- Nursing students then explained the results of the screenings and ways to get these numbers down

Valley Center

- Jeff Williams shared about how non-credit faculty continue to help students reach their dreams
- Tells of a student who completed their GED, moved to the STP program, and is set to start in a Tech Ed program as SCC

Career Transitions

- Stacy Giesa shared words from recent completers who praised Career Transitions Faculty for not only equipping them with the necessary skills to be successful, but by doing it with a genuine care that impacted their daily lives
- Over 40% of the completers intend on continuing their education
- One student will register for SCC's Health Information AAS program for Spring quarter

STP (Skilled Trades Preparation)

- A quick glance at the STP Facebook page shows students hard at work constructing the small houses alluded to in the November report
- A former student shared that they had recently been accepted into the Teamsters union training program in the Tri-Cities and specifically thanked faculty Mark Altmar & Keith Love
- Another former student shared that they were going to participate in an apprenticeship class in the heat and frost insulators union, possibly in Japan, and thanked STP faculty for their influence.

WASHINGTON FEDERATION OF STATE EMPLOYEES (WFSE)/STAFF REPORTS

WFSE:

- The Employee Engagement Survey: the questions are meaningful, and I have encouraged broad participation and I appreciate the back and forth communication on clarifying questions.
- We will be focusing on communication, logistics and impacts of NSC related moves over the next few months. Notices have been sent to the union and all is going well in that respect.
- WFSE contract proposal for 2021-23 are in and the bargaining team meets 2/26-27 in Olympia. Theresa Sullivan, Rick Pelfrey and Brenda Martinson are representing CCS in the Community College Coalition negotiation team meetings with OFM this summer.

Staff

SFCC classified representative, reported on: Nicci Naves

- Testing center hosted student appreciation on Feb 14th had a hot coco bar
- Peer Services has started sending out surveys to the students who use their services.
- Music Concert are starting next week
- Commute start NW one of the
- Spartan playhouse hosts a youth production on campus starts on Thursday

SCC classified representative, reported on:

- Financial Aid hired Karly Ramsey as our first full-time Customer Service Specialist 1 position who will provide services and resources at Bigfoot Central. This is our next step in providing a service that will help fulfill the mission and the goals of SCC. This position will work exclusively at the Bigfoot Central service desk and provide a more holistic approach at our entry level.
- Career Services hosted its quarterly job fair in the Lair Student Center on January 29th, with more than 50 employers. This represents the third consecutive quarter we have had over 50 employers.

STUDENT GOVERNMENT REPORTS

Spokane Community College (SCC) reported on:

The month of February celebrates the American experience of African Americans, and the 150th anniversary of the passage of the 15th amendment, which codified a person's right to vote regardless of "race, color, or previous condition of servitude." SCC ASG and the members of this institution are committed to the principles of diversity, equity, and inclusion.

SCC is staying busy with this month's activities and events such as:

- Service Saturday on Feb 8th enjoyed the largest student participation of any such event to date, with 40 students in attendance to volunteer their time at the Ronald McDonald House and Habitat for Humanity. The next volunteer event on Saturday, March 7th will be open to not only students but SCC Alumni as well.
- Spokane Community College hosted the elementary school Poetry Slam, which saw 68 3rd grade students learn about how to "Be the I in Kind". SCC ASG created gift bags with SCC merchandise for each participant, and our very own ASG Vice President Kat Moore gave a

speech on the importance of kindness. Special thanks to Speak Out! Club for their continued commitment to this important event.

- This Thursday marks the return of the incredibly popular Family fun night! This week, there will be face painting, bouncy castles, balloon art and all manner of fun for children and adults alike. Bigfoot Events, student clubs, and the ASG will be present and happy to spend time connecting with our students and families.
- SCC ASG will host its next Townhall on March 4th. This townhall will focus on the change in WA state smoking laws and how this will affect our campus smoking policy. We will also address the Lair renovation and student fees. Similar town hall events in the past have been a very successful way for the ASG and college leadership to address concerns from students and provide information regarding campus-wide changes.
- SCC ASG is currently accepting applications for the 20-21 student leadership positions. This year we are working to finalize the executive positions early in March.
- In conjunction with our college leadership, faculty, staff, and student Veterans, I am moving forward with the installation of a memorial garden and statue dedicated to our students who have served in uniform. The project, which features outdoor seating, artwork, and landscaping, will be a beautiful and permanent gathering place for all to enjoy. and I intend to invite the entire board to the monument's unveiling for a Memorial Day celebration. This will be the culmination of the collaborative efforts of myself, Vets Club, and the Veterans One-Stop, with special recognition to the tireless efforts of our VA coordinator Deana Sleep.
- Results of our annual Food Drive competition. The President's food drive was a runaway success this year, with SCC generating a staggering amount of food and cash donations dedicated to resources for our CARES pantry. Congratulations to SFCC for providing stiff competition this year.

Spokane Fall Community College (SFCC) reported on:

Last month, SFCC ASG Legislative Finance Director and SFCC ASG President accompanied President Messina and Chancellor Johnson to Olympia for Advocacy day, where we discussed topics relating to the CCS. Some of those topics included the funding for construction of the Fine Arts building, campus resources supporting mental health, and the future funding source for running start students.

SFCC ASG held activities and events such as:

- The quarterly Senate social event with a painting theme. Where 24 students could come to the guided painting session and paint a Matisse-inspired self-portrait with all supplies provided. It was great to hear how much fun the students were having and how much it helped their stress for the day. Everyone got to walk home with a painted canvas. For those that didn't want to paint a portrait, they were able to go and paint a pet rock or repot a succulent plant to take home as a gift from student government.
- Off-campus activity for the students which was free admission and rentals at the skating ribbon in Riverfront Park. It was a success with about 100 students showing up. Those who participated in a raffle had the opportunity to win two free movie tickets and a box of Valentines chocolates.

- SFCC ASG organized a human trafficking awareness event for students to come and listen to information about human trafficking in Spokane. This was a successful event as well and brought both students and faculty into the recreation center.

SFCC ASG is currently planning next quarters events which will include awareness events focused on substance abuse and self-defense in domestic violence situations. It's going to be a great quarter!

BOARD REPORT

Trustee Thew attended ACT Winter conference where they handed out a ctcLink report. A comment was made about the cost of ctcLink and the cost of Legacy. Ms. Hjaltalin started she could get that information as they were given reports yearly as what we are paying Legacy and for ctcLink. Trustee Thew mentioned that this Friday we will have our first District Legislative Advisory committee.

Trustee Johnson serves on the Board for the Association of College Trustees and one of the goals we had this year was update the new Trustee Orientation training. Trustee Johnson sits on the Transportation Board for the State and the House Transportation Committee is trying to punish all the City and States who voted for 976, where we have seen some cutbacks already. Trustee Johnson asked Mr. Stevens if that would affect construction with the North South Corridor. Mr. Stevens stated no that our Lawyer on the NSC project has been in touch with DOT and we are moving forward.

Trustee Piper participated in the mock board for the new trustee orientation for the ACT Winter conference. where we went out into the audience much like teaching. The point was what is the difference of being a policy board and then dig into operations. As trustees we don't tell Presidents or Deans what to do, we say what we think is important to the Chancellor and she translate it to the Presidents.

EXECUTIVE SESSION

At 11:30 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. Emily Yates came out to extend executive session to 12:30 pm. Bridget Piper came put and adjourned the meeting and no executive action was taken.

POTENTIAL ACTION GENERATED FROM EXECUTIVE SESSION

ADJOURNMENT

Being no further business, the meeting adjourned at 12:30 p.m.