

**Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Work Session Meeting Minutes
July 21, 2020
Zoom**

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, Keith Sayles, Lisa Hjaltalin, Jenni Martin, Glen Cosby, Brenda Martinson, Amy McCoy, Carla Naccarato-Sinclair, Valerie Senatore, Rick Sparks

Absent:

CCS Board of Trustees convened via zoom to review state of preparation for fall term at SCC and SFCC; to get update on the COVID19 health & safety protocols and planning across CCS; to review last employee survey results on employee engagement and “early separation” incentive offered to CCS employees; to learn of most recent budget information regarding state-level mandated budget cut and the announcement of State Auditor’s Office notice of not conducting 2016 CCS fiscal year audit.

New members to CCS team included Keith Sayles, new Vice President of Student Affairs at SFCC; Jim Fitzgerald, new athletic director for CCS.

Special announcement on AAG Emily Yates leave until January as she prepares to welcome a new daughter in August. CCS will be assisted by AAG Brandon Stallings, (SFCC alumnus).

Trustee Bridget Piper was recognized for her decade of dedicated service to CCS, serving twice as chair of the Board of Trustees, and elected to statewide role as chair of the Association of College Trustees in Washington. Her election to statewide office demonstrating her commitment to community college students and the mission of our institutions. CCS is deeply grateful to Chair Piper and we know she will remain a trustee until Governor Inslee appoints her replacement. Trustee Piper’s term ends September 30. CCS is deeply grateful for her leadership as well as for her many contributions in the years she served as a member of the CCS Foundation.

Presidents Kimberlee Messina and Kevin Brockbank and Vice Presidents Jim Brady and Jenni Martin of SCC and SFCC provided detailed progress and implementation of health and safety protocols for students attending classes on campus, as well as detailed plans of progress of fall-term start with some on-campus instruction as well as hybrid and all online instruction. The role of faculty, deans and all the student services personnel were highlighted. Colleges are working together exceptionally well, sharing expertise and lessons learned in handling confirmation of COVID-19 by employees or students and all the associated protocols, communication and sanitization. Many expressions of appreciation for all facilities personnel who keep all areas clean, as well as high praise for faculty and administration for their roles in ensuring health and safety.

Presidents also reviewed the state of enrollment at each of the Colleges, their focused and highly tailored communication for different student audiences. Carolyn Casey communicated the extensive outreach done by district Marketing & Communications through social media, radio, billboards and every possible medium to reach out to students across the 6-county region.

Amy McCoy provided detailed review of all the health and safety protocols that are implemented with the guidance of regional health experts and information from the Governor's Office. Ms. McCoy detailed the processes for communicating with students, employees, and appropriate health partners and how sanitization is handled in labs, classrooms, and addressing all kinds of different surfaces. Ms. McCoy explained the role of safety officers in advising on social distancing & Colleges expressed appreciation for her and her team's expertise and service.

Trustees also were informed by Athletic Director Jim Fitzgerald of the early plans for Northwest Athletic Association schedule for the fall term with reduced athletic schedules. Current fall schedule for sports will include track and golf only and other sports will be delayed until later in the year.

Board of Trustee members discussed their planning priorities for the coming year to be finalized. Greg Stevens, Chief Strategy & Administrative Services Officer provided update on the delayed start of CCS future Strategic Plan due to COVID-19 and plans to re-launch Strategic Planning Committee in winter term to include in its mission statement the value for equity/diversity and inclusion. Greg Stevens also reported on the early separation incentive (25 current CCS employees have indicated their interest to separate early). Early separations save CCS ongoing employment costs and provide way to reduce costs without layoffs. Employees will have opportunity through January 2021 to make final decisions.

Trustees discussed the need for continued tracking of student success and completion by reporting on progress for underserved student populations, students of color, first generation students. Trustees also determined the priority for including equity/diversity and inclusion in CCS' future Strategic Plan and to track the progress across all areas of CCS operations: student success, employment practices to increase diversity, etc. Continued efforts and progress through tracking across multiple indicators that are reported on quarterly basis where appropriate, and year-end in other areas.

The Board of Trustees will not convene in August and will meet again in September.

No actions were taken during the Board of Trustees work session.