

**Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
March 16, 2021
Zoom**

Present: Trustee Glenn Johnson, Board Chair, Trustee Mike Wilson, Vice Chair; Trustee Beth Thew; Trustee Steve Yoshihara; Trustee Kiantha Duncan

Christine Johnson, Emily Yates

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, Nathan Lansing, Ashley DeMoville, Bonnie Brunt, Linda Beane-Boose, Sarah Knowles, and Courtney Taylor (recorder)

Absent:

SFCC Celebrating Student Success: Music and Drama-Experiential Education through collaboration

BACKGROUND

SFCC offers Associate of Fine Arts (AFA) degrees in Music and Drama. Today you will see examples of the collaborations between these two areas that have not only enriched the educational experience of the students, but also introduced hundreds of school children to our programs.

Nathan Lansing SFCC Choir Director and Ashley DeMoville SFCC Drama Director co-presented and shared examples from students the effects the Music and Drama program from SFCC has had on them.

Student Testimonials:

- Kimberly Meridio who graduated in 2019 stated that while at SFCC took the lessons she learned from the Music and Drama program into career in childcare.
- Victoria Craig who graduated in 2014 shared her story on how the program at SFCC lead her to go onto a four-year university to get her bachelor's and Master's in Music.
- John Bongard who received his Associates in Fine Arts in 2019 and used his job skills to his passion which is Technical Theater.

Mr. Lansing and Ms. DeMoville ended the presentation by a teaser of their musical Madagascar that was recoded completely social distance.

Prepared by: Bonnie Brunt, Dean of Visual & Performing Arts, SFCC
Linda Beane-Boose, Dean of Humanities, SFCC

Presented by: Ashley DeMoville, Drama Director
Nathan Lansing, Choral Director

Trustee Wilson asked the Faculty how the new Arts Building facility enhance your programs. Ms. DeMoville said that our department will not be in that building but we do collaborate with the artists and will make a huge difference in our advertising, creating scenery for shows and more crossover for students.

Trustee Yoshihara thanked all presenters for a great presentation and performance.

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, March 16, 2021. Chairman Johnson called the meeting to order at 9:30 a.m. followed by the Pledge of Allegiance and roll call. It was announced that the meeting was open to the public.

Public comment

No public comment was submitted for the March 16th Board of Trustees meeting.

CONSENT AGENDA

- a. Board Minutes-2/16/21- Trustee Wilson pulled 2/16/21 minutes to discuss after approval of the consent agenda.
- b. Capital Projects in Progress – John Gillette
- c. Budget and Expenditures – Lisa Hjaltalin
- d. Head Start – Bobbi Woodral
- e. Admin Procedure-3.40.01 D-Student Concerns Procedure

Ms. Woodral gave an update on Headstart:

- COVID vaccine is now eligible for all early childhood and childcare workers as of March 2nd and Governor Inslee moved it forward to the State of Washington. Majority of Early Learning Workers with Headstart and ECAP State program are now having the opportunity to become fully vaccinated and we are finding most are taking advantage and we are looking forward to moving through the Department of Health Childcare guidance to get more children in through our doors.
- ECAP program pre-COVID were awarded to open in person spot. Those slots were frozen because of the uncertainty of the State Funding and last month the State opened those slots back up and our ECAP program were able to open 28 slots. March 1st expanding into Deerpark with fourteen slots, Chattaroy with four slots, five slots at Martin Luther King Family Outreach Center, and five slots Spokane Child Development center.
- Our Lease at the Gonzaga Family Haven Center has been approved through the AAG office and our Facility application has been accepted at the Office of Headstart. The partnership with Gonzaga Family Haven and Catholic Charities will allow us to have five more classes in a new facility at a Homeless housing facility at Foothills and Nevada. Looking forward to the approval at the end of the month on the facility application.
- Office of Headstart has a new director Bernadine Futrell. Ms. Futrell who was a past Headstart child, women of color and is very interested in moving forward with a lot of Diversity, Equity, and Inclusion?

Trustee Thew asked Ms. Woodral if enrollment is improving as the world starts to open? Ms. Woodral stated enrollment is moving up very slowly, but some parents are still hesitant to bring children to in person services, while some are eager to get their children into in person but it is inconsistent but have maintained 60% enrollment over the last several months.

Trustee Johnson went over item e under the consent agenda Admin Procedure 3.40.01 D- Student Concerns to inform that this is not new procedure. The Student Concerns Procedures originated back in October in 2009. It has been revised in February 2011, 2018, August 20th with Cabinet approval in December 2009, February 2011, January 2019, and January 2021.

Carla Naccarato-Sinclair asked under the Student complaints that the anti-harassment was all that was added. Ms. McCoy stated that she requested the Provost and Vice Presidents add the CCS Title IX procedures to ensure students that had harassment allegations would not follow the student concerns process.

Trustee Johnson made a motion to approve the consent agenda and to go back to Trustee Wilson regarding the February 16, 2021 Board meeting minutes. Trustee Wilson moved to approve the consent agenda. Trustee Thew seconded the motion. Motion passed unanimously.

Trustee Wilson is proposing on page three under the section Public Comment of the February 16th, 2021 meeting minutes an email from Nicolas Harvey was received and included into the minutes. Trustee Wilson would like to add an amendment to page three under the Public comment with the following statement:

“Mr. Harvey did not join the Board meeting during the public section time provided to him, however he provided a written opinion. Mr. Harvey’s opinion is a significant misstatement of the facts, his allegations have not been corroborated and will be challenged by the colleges. Trustee Wilson moves the minutes be approved with this amendment. Trustee Thew seconded the motion. Motion approved unanimously.”

Dr. Johnson notified the Board that at a later time President Brockbank will be sending all Trustees materials that document the misstatements made by Mr. Harvey. Including a letter President Brockbank sent to the student that providing detailed steps on how to file a complaint, along with relevant information addressing numerous other misstatements of facts by Mr. Harvey.

CCS Board Policy 8.10.02-Information Technology Security: Rick Sparks **BACKGROUND**

As part of reviewing existing IT policies, BP 7.30.108, Information Technology Security is reviewed and updated. BP 7.30.108 is changed to 8.10.02 and is to be moved to Chapter 8, Information Technology. Updates are reflected as tracked changes in the document presented to the Board of Trustees.

RECOMMENDATION

It is recommended that the Board of Trustees of Washington State Community College District 17 accept and approve the updated policy for posting in Information Technology, Chapter 8.

Prepared by: Rick Sparks
CCS Chief Information Officer

Presented by: Rick Sparks
CCS Chief Information Officer

Trustee Thew moved to approve and Trustee Yoshihara seconded the motion. Motion passed unanimously.

CCS Board Policy 8.05.01-Electronic Signature: Rick Sparks

BACKGROUND

Pursuant to RCW 1.80.160, each state agency is responsible for determining whether, and the extent to which, the agency will accept electronic signatures in the transaction of business. The Electronic Signature policy was first drafted and recommended by the CCS IT Governance Advisory Committee (ITGAC) then reviewed and edited by the AAG, Jason D. Brown, in alignment with the Washington State Office of the CIO electronic signature guidelines.

RECOMMENDATION

It is recommended that the Board of Trustees of Washington State Community College District 17 support allowing electronic signatures as appropriate and they are delegating the authority to the CCS Cabinet to develop an administrative procedure to implement electronic signatures.

Prepared by: IT Governance Advisory Committee
AAG, Jason D. Brown

Presented by: Rick Sparks
CCS Chief Information Officer

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

Sustainability Policy: Greg Stevens

Board Action Item: Consideration of Board Policy 7.00.01 Sustainability

During the regular Board of Trustees meeting of January 19, 2021, Facilities Director John Gillette and Resource Conservation Manager Andrew Lemberg presented information regarding the Community Colleges of Spokane resource conservation program. During that presentation staff asked for board consideration of a Sustainability Policy that would guide future planned

conservation programs. A proposed policy was provided for board review and the board asked staff to ensure legal review before bringing it back for board consideration.

Assistant Attorney General Emily Yates completed legal review and counseled some minor changes ensuring consistency with board policy form. The revised policy was presented for Board consideration on February 16, 2021. Under discussion an edit addressing sustainability project economic/return-on-investment analysis was directed.

The revised policy is presented consistent with Board Policy 1.10.01 which in pertinent part, provides:

The Board, at its sole discretion, reserves the right to adopt, amend or repeal board policies. Board policies may be adopted, amended or repealed by majority vote, provided such changes are proposed at least one meeting prior to the meeting at which the vote is taken.

The policy was proposed at the January meeting, discussed, and revised at the February meeting and is now appropriately before the board for consideration of approval.

Recommendation

Approve Board of Trustees Policy 7.00.01 Sustainability (attached) and direct the chancellor to take actions necessary to implement the policy.

Proposed

Board Policy 7.00.01 Sustainability

The Community Colleges of Spokane will work to identify, promote, and coordinate best practices that preserve and utilize the efficient use and conservation of energy, water and other resources. The Community Colleges of Spokane will also increase promotion of conservation efforts to reduce resource consumption and waste while simultaneously striving to achieve excellence, innovation and performance in a sustainable manner. Economic feasibility and return-on-investment will be evaluated when considering any sustainability project.

Trustee Wilson moved to accept the Sustainability Policy. Trustee Duncan seconded the motion. Motion passed unanimously.

Tenure consideration for Winter Quarter: Greg Stevens

ACTION: TENURE CONSIDERATION FOR WINTER QUARTER

BACKGROUND

The Board of Trustees, as appointing authority, is ultimately responsible for granting or denying tenure for a probationary faculty member after having reviewed and given reasonable consideration to the information provided through and during the tenure process.

By the end of a probationer's eighth quarter of employment, or when otherwise recommended prior to the eighth quarter, (summers excluded), the board may:

- a. grant tenure;
- b. deny tenure;
- c. extend the probationary period for one, two, or three quarters, excluding summer quarter (where recommended by the applicable tenure review committee); or
- d. take no action, thereby granting de facto tenure.

The following probationary faculty members are appropriately before the Board of Trustees and awaits action as outlined above.

GRANT TENURE

BREKKE, CIELITO	ENGLISH SECOND LANGUAGE	SCC
CROSS, JESSICA	COUNSELOR	SCC
DEYO, ROBERT	ADULT BASIC EDUCATION	SCC
GROTH, JEREMY	PHYSICAL EDUCATION	SCC
HILTON, SAMANTHA	BUSINESS TECHNOLOGY	SCC
HUSEBY, JOE	POLITICAL SCIENCE	SCC
KUHLE, TEYADORA	HORTICULTURE	SCC
BROOKE-MCCABE, JANELLE	BUSINESS TECHNOLOGY	SCC
MUJICA, JOHN	GRAPHIC DESIGN	SFCC
NORDQUIST, STEPHEN	HVAC-R	SCC
PETRETEE, PAUL	AUTOMOTIVE	SCC
SHEARER, RICHARD (JAMES)	AVIATION MAINTENANCE	SCC
TEVIS, JAMES	RADIOLOGY TECHNOLOGY	SCC

RECOMMENDATION

Take the appropriate action to implement the Board of Trustees’ tenure decision for the above probationary faculty members.

Trustee Johnson moves to approve tenure consideration for winter quarter. Trustee wilson seconded the motion. Motion passed unanimously.

CHANCELLOR’S REPORT

Dr. Johnson provided an update on the following topics:

- Thanked all Board members, AHE, WSFE, and students for the excellent advocacy work we all have done on behalf of CCS. Although the session isn’t over there has been real progress made on key legislative items. Particularly with an emphasis on protecting our current investments that the legislature made in our sector and supporting additional Guided pathways work.
- Two of the Key Bills are Senate Bill 5194 and Senate Bill 5227. What is unique about Senate Bill 5194 and 5227 is the expansion of full-time faculty with an emphasis on increasing Equity, Diversity, and Inclusion as we get higher rates of full-time faculty.
- State Board of Community and Technical Colleges has analyzed the newly passed American Rescue Plan Act which contains 40 billion dollars in relief funds for all Higher Education Institutions. The key is to help institutions of Higher Education address the impact of the pandemic that has impacted students. American Rescue Plan Act calls for over half the

money will go to emergency financial aid to help students who have suffered and recapture some of the costs Higher Education Institutions have had with the pandemic with all we have had to do with telecommuting and finding technology for both students and employees.

- Our State Board system is having a hard time keeping up with the demands of ctcLink as other colleges have joined. We have been told there will be additional costs. Dr. Johnson asked for an update from President Brockbank who sits on the Taskforce of President which is looking at what exactly the State Board need. We do have key problem areas and one of those areas is payroll and what we understand is that it is an oracle problem which causes delays and manual work from our Payroll staff to ensure that the pay is accurate. State Board is working on it and CCS is taking is that position that we have had four years of extra costs that only pilot colleges had (CCS and TCC) and we don't believe the added charge should be taken on by CCS.
- President Brockbank stated the Taskforce has met one time and said there are two primary things that are coming to light:
 1. The Innovation fund that was originally to fund ctcLink is declining as enrollment declines and the projected revenue is not matching the forecast.
 2. Unanticipated staffing need that wasn't forecasted at the beginning of the project and the State Board has a very robust staffing plan that they are asking us to validate and fund. The Taskforce is working on recommendations that will be going to the Presidents for consideration, but we have not gotten into the details of what those recommendations will look like at this point. The Taskforce is meeting every Friday and we should have those recommendations done within the next month or two.

Trustee Johnson asked Dr. Johnson if it would be a benefit for CCS Board Trustees to take a motion to not pay any additional funds in lieu of what CCS has already paid out to keep ctcLink going. Dr. Johnson agreed that it would be helpful for Trustees to make a motion to disallow approval of additional funding. Trustee Johnson made motion to include the fact that CCS has had to hire extra staff in payroll, IT, external auditors to close FYs 16-17, 18 & 19, and other expenses CCS incurred as the prototypes of ctcLink. Trustee Wilson seconded the motion to disallow additional funds. Motion passed unanimously.

Trustee Thew agrees with submitting a letter and to delineate the amount of money we have paid as a pilot project versus the ongoing expenses.

Ms. Naccarato Sinclair asked President Brockbank why the State Board is not going back to the legislature asking for additional money instead of taking it away from students? President Brockbank speculated that the State Board may not go back to the Legislature about IT contract negotiated 5 years ago and drawing additional attention.

Ms. Naccarato Sinclair stated that prior to 2015 she can count on one hand dealing with payroll and leave issues. Since 2015 Ms. Naccarato-Sinclair deals with high volume of payroll or leave issue every quarter.

Trustee Yoshihara asked if CCS has put money in the Innovation fund? Dr. Johnson stated yes, it was money from tuition. The State had awarded a tuition increase and Presidents voted to use some of the tuition money into the Innovation Fund.

Trustee Thew asked if the State Board is having the same payroll problems as CCS? Dr. Johnson stated no, the State Board is very different than Colleges as they don't have faculty, staff, students, or a Master contract to manage.

Trustee Thew asked if there are any concerns about any upcoming legal problems regarding payroll issues. Ms. Yates stated any upcoming legal problems we would want to discuss in Executive Session.

Dr. Johnson will draft a letter for Trustees to review the content of the letter for approval send to the State Board.

Trustee Johnson commented that himself and Trustee Thew have sat as co-chairs on the Legislative Action Committee and that our legislative delegation is aware of the issues of ctcLink. Trustee Johnson differed with Trustee Thew on whether to copy the Legislature on the letter to the State Board staff so they are aware of the issue again. Trustee Thew agreed to copying the Legislature.

PRESIDENTS' REPORT

Spokane Community College (SCC):

Dr. Brockbank distributed a written report. Highlights included:

- SCC is in negotiations with the Local Health Care Agency to have a mass vaccination and testing site in the SCC gymnasium from the end of March-June 2021.
- Workforce Development Panel – A conversation with local employers on current workforce development needs.
- Progress Updates from Equity Work – Speaker series, book clubs, equity work plan, personnel changes, and facilities developments.

Spokane Falls Community College (SFCC):

Dr. Messina distributed a written report. Highlights included:

- SFCC along SCC will be meeting with Pierce College and share our experiences and processes on with returning to campus.
- Guided Pathways Efforts: SFCC has selected our student equity goals and prioritize them. SFCC is using the State Board data and prioritizing three of those metrics which are completion of math, completion of 30 credits and completion of 150% time.
- SFCC has been working with Marketing, Institutional Research, and IT on the next phase of Guided Pathways website to help guide students on a career path.

ASSOCIATION FOR HIGHER EDUCATION (AHE)/FACULTY REPORTS

AHE

AHE President gave a report on:

- Did a survey for our school across the State to see what capacity they are at. Majority of the West Side school are online. As we are unsure where we will be in the Fall, we do need to make sure we have on ground services opened up.
- The Governor's Office and Department of Health are starting the reopening group back up to look into how we will proceed to open in the Fall.

- Two bills moving their way through are HB 5227 and HB 51194.
- AHE is still on track to make a donation to the Foundation scholarships.

WASHINGTON FEDERATION OF STATE EMPLOYEES (WFSE)/STAFF REPORTS

WFSE:

- WSFE is focused on several legislative bills such as SB 5021 for retirement benefits being affected by last summer's furloughs, as so many of our colleagues are nearing retirement, this is a factor. SB 5395 for Telework support for State employees.
- Title IX - WFSE is working with colleges on Steward and Council Rep roles (not advisors) in Title IX procedures.
- WFSE is concerned about retention rates and morale in certain departments of our colleges and we want to work with management to help in whatever way we can with probationers and building some relationships and helping morale. Mental health is also a deep concern as we are moving into a new phase of the pandemic and more staff will be returning to their workspace. We will continue to schedule and attend work group meetings with HR, individual managers, Council Rep, Joan Ahl and appropriate stewards.

STUDENT GOVERNMENT REPORTS

Spokane Fall Community College (SFCC) reported on:

- It has almost been one whole year since the campus has closed, and with that one year since Skitch's Food Pantry has moved to online pickups. In that year Skitch's Pantry has had 718 pickups, which we estimate to be around 15,000 pounds of food and toiletries.
- Next week on the 26th, SFCC ASG leadership team will be meeting in person for the first time this year, for spring training.
- SFCC ASG has started planning all our events for April which are:
 - April 14th and 28th, alcohol awareness presentations.
 - April 19th, a contraceptive accessibility presentation.
 - April 22nd, our spring senate social - grow with us! Where we will be doing virtual gardening and a presentation on our impact on the environment

Spokane Community College (SCC) reported on:

- SCC ASG Finance Committee has continued to address the budgetary needs of our organization and campus clubs. A portion of the monies unspent this year, will be used for two specific purposes. The first is the creation of a fund to shore up shortfalls projected in the operating budget. The second is dedicated to re-engaging students and clubs for on campus events next academic year.
- SCC ASG is a week out from voting on the Tech Fee proposals and have received the final packets from various divisions around campus. On the 25th SCC ASG will vote on our recommendations before they are forwarded on to the Board of Trustees.
- After the Town Hall we had in February in which we discussed student fees and the Constitution and Bylaws of the organization, feedback was gathered from students and members of the ASG. The hard work continues, and the ratified document is expected to have an up or down vote this Thursday, March 18th, 2021.

- Ongoing communications with the student body through the Bigfoot App and video messages posted on Instagram and Facebook, have been our primary method of reaching the broadest audience. As the campus continues to open, the method of reaching the students will incorporate printed material and displays. We're excited to be able to hold small scale meetings once again on campus and look forward to the day we're allowed to open it 100% to the public.
- SCC ASG Selection Committee along with current members of the ASG, are looking for next year's leadership. Our primary purpose is to ensure the diversity of students we have here at SCC, are represented accurately and are given a voice in the campus life we all enjoy.

BOARD REPORT

Trustee Thew thanked the Administration and Dr. Johnson for the support Trustees get for our involvement in ACT. ACT is working on getting prepped for our spring conference in mid-May where we will be looking at bylaw changes effecting Diversity, Equity, and Inclusion along with putting together the budget for the upcoming year.

Trustee Johnson and Trustee Wilson participated in the CCS Strategic planning virtual meeting with BRG Consultants. Trustee Wilson is looking forward to getting into the next step of the process.

Trustee Johnson attend Trustee Tuesday meeting this morning that was all about budgeting.

Trustee Johnson made a motion to adjourn. Trustee Thew seconded the motion. Motion passed unanimously.

EXECUTIVE SESSION

No Executive Session was taken.

POTENTIAL ACTION GENERATED FROM EXECUTIVE SESSION

ADJOURNMENT

Being no further business, the meeting adjourned at 11:03 p.m.