

Minutes of the Board of Trustees Meeting  
Washington State Community College District 17  
Special Meeting  
September 14, 2021 – 8:30 am  
Zoom

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**Present:** Board Chair, Glenn Johnson; Vice-Chair, Mike Wilson; Trustee Kiantha Duncan; Trustee Beth Thew and Chancellor Christine Johnson.

Also in attendance were Kevin Brockbank; Kimberlee Messina; Greg Stevens; Lisa Hjaltalin; Amy McCoy; Rick Sparks; Carla Naccarato-Sinclair; Emily Yates

**CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL**

The Board of Trustees of Washington State Community College District 17 held a Special Work Session meeting on Tuesday, September 14, 2021. Trustee Johnson called the meeting to order at 8:30 a.m. followed by the Pledge of Allegiance, reading of the Native American Land Acknowledgement Statement and roll call. Trustees took action to excuse Trustee Yoshihara. It was announced that the meeting was open to the public.

**PUBLIC COMMENT**

Joan Ahl, WFSE representative addressed Trustees to express concerns regarding CCS CIO, Rick Sparks. Ms. Ahl outlined areas of concern by IT Division and lack of confidence in IT leadership.

**BOARD SPECIAL WORK SESSION AGENDA**

- a. Board Self-Assessment
- b. Board Goals
- c. Board Committee Assignments

Trustees began discussion on Board self-assessment which included reviewing active attendance and participation in assigned committees, board meetings and other college or district activities. Board members rated themselves and discussed their various ratings as a group and the importance of their visibility at scheduled activities and commitments.

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The trustees also discussed the goals they set for the year and discussed the importance of tracking progress of students on a regular basis and the opportunity to review dashboards of progress at regular intervals. Board members identified their strong preference for visual aids that would demonstrate progress through a graph or chart that captures whether there is growth or if student success remains static. They discussed several areas of interest and tracking to be consistent with Board goals and policies as well as state goals. Examples discussed were equity, student completion, retention, transfer, and career progression. Colleges identified the many ways student progress is tracked and will include a section in their Board reports that highlights student progress for future Board reports.

Trustees discussed areas where Board shapes and influences: such as priority on equity; goals for the Chancellor, meeting industry needs in areas of growth or reduction. Trustees spent very significant time on their objectives, and in particular their attention to student success metrics and also faculty success. The Board seeks progress reports on quarterly basis, or in areas that are “early measures” such a retention and completion, annual or bi-annual reports. Another area of interest to the trustees is “student satisfaction” results. Trustees acknowledged the new Strategic Plan will require new reporting tools and dashboards. Greg Stevens was commended for his work leading the Strategic Plan process with student, employee and Board engagement and many external voices. The Board’s request is that once dashboards to meet new plan are finalized, that the Trustees hear what indicators will be used to track results of Guided Pathways, enrollment, student feedback, etc.

Presidents Brockbank and Messina provided examples of the student success tracking they do on an ongoing basis in response to Guided Pathways work and numerous other areas of progress colleges monitor on an ongoing basis.

Trustees moved on to discuss committee assignments and changes. There was discussion about whether an Advocacy Committee was needed. Given the trustees roles and involvement with state level advocacy, the statewide student group on advocacy, and advocacy by the state system, it was determined that a new committee was not needed. However, there is a recommendation to do “less reporting” and more seeking insights from different constituents. The approach will be sought for the Legislative & Budget Committee, to bring broader input from a cross section of CCS constituents. There was also discussion about the role the Association of College Trustees (ACT) plays in providing advocacy opportunities.

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Trustee Committee Assignments were recommended in the following way:

Equity – Trustee Thew, alternate Trustee Duncan.  
Finance-- Trustee Wilson, alternate, Trustee Yoshihara  
Foundation: Trustee Duncan, alternate Mike Wilson  
Head Start: Trustee Thew, alternate Trustee Wilson  
Tenure Review: Trustee Johnson, alternate: Trustee Yoshihara  
Legislative: Trustee Johnson, alternate: Trustee Thew

**CONFLICT OF INTEREST**

Trustees discussed the importance of the Conflict of Interest form. The form was update by Emily Yates in February 2020 and each Trustee is required to complete and sign the form on an annual basis. The Trustees decided to renew the forms each September. The completed forms are sent to the Chancellor’s office for record keeping.

**AUDIT UPDATE**

Lisa Hjaltalin, Chief Financial Officer, provided an update on the timeline for 2016-2021 fiscal audits.

FY 2016 and FY 2017 – Complete  
FY 2018 - In progress  
FY 2019 - Estimated completion date November 15 -21, 2021  
FY 2020 - Draft report due to CCS in April 2022  
FY 2021 - Draft report due to CCS in 2022

Lisa stated that the goal is to have all the audits completed before the books close for fiscal year 2022.

**ADJOURNMENT**

Trustee Johnson called the meeting to adjourn at 10:23 a.m., and it was recommended future trustee meetings will have a statement about the “estimated” time for topics, rather than the precise time for each. Motion passed unanimously.

Minutes recorded by: Chancellor Christine Johnson