

Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
October 19, 2021 – 9:00 am
Zoom

Present: Board Chair, Glenn Johnson; Vice-Chair, Mike Wilson; Trustee Beth Thew; Trustee Steve Yoshihara. Also in attendance were Kevin Brockbank; Kimberly Messina; Lori Hunt; Brenda Martinson; Carolyn Casey; Ducati Sanchidrian; Sarah Martin; Emily Yates; Jacquelyn Cordy; Katie Satake; Lisa Hjaltalin; John Gillette; Christine Burge; Christina Momono; Nicci Nayes; Carla Naccarato-Sinclair; Cathy Wells; Jenni Martin; Kelly Long; Valerie Senatore; Jim Brady; Bobbi Woodral; Keith Sayles; Greg Stevens; Amy McCoy; Katella DeBolt; Dawson Smith; David Williams; Roy Caligan; Parleen Kaur and Licett Garbe (recorder).

Absent: Trustee Duncan (excused)

PUBLIC HEARING

Keith Sayles, Vice President of Student Services began the public hearing regarding the permanent adoption of proposed changes to the Student Records Chapter of 132Q-02 WAC. The purpose of the hearing is to allow all interested persons an opportunity to provide input, either orally or in writing, on the proposed amendments to Chapter 132Q-02-340 WAC Definitions. All revisions are to the definitions of the WAC and the proposed changes are to amend the language of the WAC to conform to the Washington State Board for Community and Technical Colleges' definition of "FERPA Directory Information." CCS proposes to amend the following Washington Administrative Code section1: WAC 132Q-02-340. Changes incorporate language from the Washington State Board for Community and Technical Colleges' definition of "FERPA Directory Information."

A redlined draft was attached for Board review. A Notice of Proposed Rule Making, which included the notice of hearing, was filed on August 31, 2021 with the Office of the Code Reviser and published in the Washington State Register for public review and comment on September 16, 2021. The public hearing for permanent adoption of the rules was announced for the Board's October 19, 2021 meeting. It was recommended that the Board of Trustees of Washington State Community College District 17 amend the following Washington Administrative Code section in accordance with the SBCTC's definition of "FERPA Directory Information". There were no public or written comments made during the hearing. Chair Johnson, Trustee Wilson, and Trustee Thew all moved to approve the motion. Public hearing concluded.

CELEBRATING STUDENT SUCCESS

Sarah Martin, Dean of Computing, Math and Science shared a presentation on Building Community Relationships in Cybersecurity. As technology continues to advance so does the need to defend against cyber threats. SFCC's cybersecurity concentration is designed for students who are interested in developing the skill set necessary to defend individuals, customers, and the public against an array of potential cyberattacks. Within the region of Spokane, SFCC is shaping a platform for being an innovator in educational and career opportunities for students interested in cybersecurity careers.

SFCC Faculty strive to provide students with opportunities to develop subject area expertise in specialized areas of cybersecurity. Through the support of a National Science Foundation ATE Grant, the department is creating an internship program that supports authentic learning experiences for students. Furthermore, the partnership with PISCES also allows students to receive 'real-world' experience in cyber risk and threat management while also learning how to handle challenges encountered on the job. Trustees were had a couple of questions regarding apprenticeships, internships, and some of their relationships with Amazon, Google and Microsoft. Trustee Wilson and Trustee Johnson both inquired about background checks and the importance of security. Chancellor Johnson congratulated Spokane Falls Community College and highlighted that they are a Center of Excellence in Cybersecurity. She also mentioned that she has written to the Spokane delegation asking them to endorse the program as a State Center of Excellence. Trustees were overall thoroughly impressed with the program.

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, October 19, 2021. Trustee Johnson called the meeting to order at 9:32 a.m. followed by the Pledge of Allegiance and roll call. It was announced that the meeting was open to the public. Individuals interested in addressing the Board were encouraged to speak up during the public comment section. An executive session will be held at the end of the meeting.

PUBLIC COMMENT

No public comment was submitted for the October 19, 2021 Board of Trustees meeting.

CONSENT AGENDA

Being no objections, the consent agenda was entered into the record. Topics include the following:

- a. Minutes of the September 14, 2021, Regular Meeting
- b. Board of Trustee Committee Assignments

- c. Budget and Expenditures - Lisa Hjaltalin
- d. Capital Projects Status - John Gillette
- e. Head Start Updates - Bobbi Woodral
- f. CCS Administrative Procedure
 - 2.00.01-E Flexible Work Schedules
 - 2.40.03-A Exempt Contracts - Greg Stevens
 - 2.30.05-J Medical Emergencies - Amy McCoy

REPORTS AND REMARKS

Trustee Johnson mentioned his attendance to the latest SFCC Groundbreaking for the new Fine Arts Building and asked John Gillette to share his report. John Gillette, District Director of Facilities, presented the Capital Projects Report (Tab 2d).

Trustee Wilson asked Bobbi Wilson to share what steps are being taken to make certain that they reach a higher enrollment level and if they do not, what are the consequences to funding. Bobbi shared how the new Delta variant is affecting more children which continues to impact their attendance and enrollment numbers. However, she shared how they will continue to adjust and modify as numbers fluctuate. Bobbi also shared that they are continuing to recruit on campuses and building healthy waitlists to bring in more children when it's safe to do so.

Trustee Thew asked how we compare as far as enrollment numbers. Bobbi stated that enrollment numbers are exactly where we are supposed to be and reassured the board that there's no impact to the funding as they are fully funded with no negative impacts based on enrollment or attendance. Trustee Thew asked Bobbi to please share with the Board their involvement and collaboration with Catholic Charities of Eastern Washington called the Gonzaga Family Haven. Bobbi shared the scope of their partnership as well as a summary of the Gonzaga Family Haven set to open in January of 2022.

Lisa Hjaltalin, Chief Financial Officer, presented the Budget and Expenditures report and stated that we are doing well (Tab 2c).

Trustee Johnson brought forth the motion to approve the consent agenda. The motion was seconded, and the consent agenda approved unanimously by all Board members present.

CHANCELLOR REPORT

Chancellor Christine Johnson thanked the Chairman and members of the board. She expressed her profound gratitude to all 1,502 CCS employees who are vaccinated. Out of all 1,753 employees, 1502 are vaccinated, 132 employees sought exemptions and some accommodations were granted. Again, would like to thank every single CCS administrator, the Presidents and Vice Presidents, deans, and every other supervisor at

every level who worked with their respective team to get information out. Also, would like to acknowledge the importance role that the Association of Higher Ed (AHE) and the Washington Federation of State Employees (WFSE) played in getting information out to employees in multiple ways about the Governor's mandate. A special acknowledgement was made to the human resources personnel who have been meeting with individual employees and highlighting Greg Stevens, Grace Leaf and Melody Matthews. Dr. Johnson took the time to share the news that Provost Valerie Senatore is departing, and she has appointed on an acting basis, Dr. Lori Hunt. Dr. Hunt's starting day will be November 16th.

Trustee Johnson thanked Dr. Johnson for her report and Valerie Senatore for all the time with CCS.

CRM PRESENTATION

Carolyn Casey, Chief Institutional Advancement & External Affairs Officer, shared a PowerPoint presentation (Tab 3) updating the Board on the Customer Relationship Management Project. In November CCS will launch the first phase of a Customer Relationship Management software tool, Target X, that will expand and enhance our student recruitment, outreach and enrollment efforts. This tool will be used at both colleges and will be phased in during this academic year. Additional phases will include tools for increasing retention of current students and comprehensive data analysis. The report presented was an overview of the project and the way it will improve communications with prospective and current students.

Trustee Yoshihara inquired about the price of this program. Carolyn stated there is an ongoing cost \$174,000 a year and it includes the texting service which was budgeted through the District Manage cost budget. Trustee Yoshihara also asked what occurs after a student graduates and how the program retains the information as well as when the student gets entered system. Jacquelyn Cordy explained they are working on a guideline in accordance with CCS guidelines regarding record retention. Carolyn explained how a student gets entered in system and how each interaction works.

Trustee Johnson asked how long this contract is for as well as who were some of the reviewers of the system. Carolyn mentioned it was a five-year contract with Target X- and three-year contract for Chatbox. Jacquelyn explained the reviewers and how that was an internal work group.

Trustee Wilson shared his excitement in this presentation on the data around recruitment and retention. He inquired if there was a referral mechanism within the software as well as if there are any privacy concerns that have been identified regarding data collection. Jacquelyn was able to explain the system as well as mentioning that they haven't encountered any issues but will be tightening up permissions.

Trustee Thew shared her excitement around this presentation. She inquired if the Foundation would have access to this program to be able to identify alumni. Carolyn mentioned that the Foundation does receive information on students but shared caution about sharing the information from the system for fundraising as it was not the intended purpose.

BREAK

The meeting recessed at 10:37 a.m. and reconvened at 10:45 a.m.

SCC / SFCC BOARD SPECIAL PRESENTATION

President Messina and President Brockbank presented their joint report in response to last Board meeting questions on performance metrics and student equity progress (Tab 4). They shared an overview on the Board of Trustees Executive Dashboard.

Trustee Wilson stated this was one of the most exciting days he has had as a trustee. He was thoroughly impressed with the last three presentations and thanked the Presidents again for their presentation. Trustee Thew echoed the same statements and asked for directions to access the dashboard. President Messina mentioned that they are currently working with IR to develop an institutional effectiveness page that would look the same for both colleges.

PRESIDENTS' REPORT

SFCC President, Dr. Kimberlee Messina provided an update and structure summary on their new Guided Pathways team.

SCC President, Dr. Kevin Brockbank, referenced his enrollment report and how they are down 15% in tuition generating enrollments as well as an enrollment summary on certain programs. Dr. Brockbank mentioned that they are at 71% regarding student attestation, with 66% vaccinated and 34% claiming an exemption. President Messina added that they are at 83% attestation, with 55% being fully vaccinated. President Brockbank shared that one of his initiatives this year will be to focus on Transparency in Learning and Teaching (TILT) work led by Angela Rasmussen and how he plans to spread that across the entire campus.

ASSOCIATION FOR HIGHER EDUCATION (AHE)/FACULTY REPORTS

AHE

Ms. Carla Naccarato-Sinclair reported on the following: Gave compliments to both Presidents on the work with TILT already happening on campus. Regarding the Governor's Vaccination mandate, she gave a huge kudos to the HR department for their hard work and collaboration over the past two months. She also commended Carolyn Casey on her CRM presentation and how her department has worked so hard with the

two campuses on marketing and outreach. She mentioned how they are getting ready for legislative session and how they have good news on the revenue State agenda.

Faculty

Ms. Christina Momono, SCC faculty representative for extension sites, introduced herself to the board as new representative; and shared that the outstanding faculty was Molly Popchok from the AV department for all her dedication and service to the community.

Ms. Katie Satake, SCC faculty representative, introduced herself as the SCC representative. She highlighted that Angela Rasmussen was awarded two different awards, DECCIO Award and the Exceptional Faculty Award. She continued to highlight the report that David Stasney, from the Environmental Sciences/Water Resources, submitted regarding his work with the Spokane Tribe. Jill Condon and Barbara Flock from the Business Technology Health Information have a new WGU Bachelors program agreement. Also highlighted the hands-on experience that the Fire Science Program is doing.

Ms. Katella Debolt, SFCC faculty representative, introduced herself to the board.

WASHINGTON FEDERATION OF STATE EMPLOYEES (WFSE)/STAFF REPORTS

WFSE

Ms. Brenda Martinson, SCC classified staff and WFSE representative, introduced the new faculty representatives. Brenda mentioned how people missed the classic structure of convocation. She went on by thanking Dr. Johnson for sharing numbers of vaccinated staff as well as thanked Grace Leaf, Steven Inc and Tim for their heroic work. She also mentioned that a positive result of the mandate was the increase of communication by some members. Lastly, stated how the Governor opened the wages for this coming year and will continue to engage with legislators in January 2022.

Staff

Ms. Christine Burge, SCC classified representative, introduced herself to the board. Christine shared the work from Kelly Long and frontline staff on their work with enrollment workflow. She also shared a positive interaction that Norma Cantu had with a Culinary Arts graduate that recently was selected for the Walt Disney Resort Culinary College Program and an \$8,000 scholarship.

Ms. Nicci Naves, SFCC classified representative, reported that they are working on onboarding staff as well as attending the CRM train the trainer sessions.

STUDENT GOVERNMENT REPORTS

Spokane Community College (SCC): Ms. Ducati Sanchidrian thanked the Board for allowing her to participate in this meeting. She went on to thank the two presentations, specifically the one of CRM with hopes that the information will be shared with student workers. Also, thanked the two campus Presidents for their plan to share institutional research information available to public. Specifically, would like to thank the Director of Communications, Daniel. Internally, they will be working on updating operating policies, record retention and committee engagement.

Spokane Fall Community College (SFCC): Ms. Parleen Kaur reported the success of Welcome Week as well as sharing the 10 campus events that have been organized by ASG. Parleen shared a list of upcoming events as well as announcing the new hiring and training of 6 more people to their team.

BOARD REPORT

Trustee Thew thanked the college representatives for providing written reports. She mentioned how they recently reviewed the Transforming Lives nominations and asked if we could do a local celebration to recognize the nominees, the faculty/staff and award winners. Dr. Johnson stated how that is an excellent suggestion and will ensure that is done.

Trustee Wilson echoed the comment regarding Transforming Lives nominees and shared how difficult it was to chose one person from the group, so it is important that we recognize all of them.

Trustee Johnson pointed out how all three trustees were unanimous in their Transforming Lives selection for both colleges. He went on to share how he enjoyed seeing everyone at the convocation and SCC Groundbreaking. He highlighted the “Hate has no home here” campaign and its visual presence throughout the Pullman community.

Trustee Thew mentioned how the Nez Perce Tribe is not mentioned in the Native Land Acknowledgement and would like to move to have it the Diversity Committee review to have it added to our official statements. Also mentioned how the CCS website shares the indigenous land that is associated with each campus and how it does indicate Nez Perce Tribe. Trustee Johnson added that Spokane Falls Community College is where the Nez Perce is in Pullman.

EXECUTIVE SESSION

At 11:49a.m. Trustee Johnson announced that the Board would convene in executive session under RCW 42.30.110(1) to discuss with legal counsel the agency matters relating to agency enforcement actions or, litigation or potential litigation. It was

announced that the session would begin immediately and would last approximately 15 minutes. No formal action was taken.

POTENTIAL ACTION GENERATED FROM EXECUTIVE SESSION

No action was taken.

ADJOURNMENT

Being no further business, the meeting adjourned at 12:02 p.m.