

Minutes of the Board of Trustees Meeting  
Washington State Community College District 17  
Regular Meeting  
June 15, 2021 – 8:30 am  
Zoom

**Present:** Board Chair, Glenn Johnson; Vice-Chair, Mike Wilson; and Trustee Beth Thew. Also in attendance were Kevin Brockbank; Kimberlee Messina; Greg Stevens; Valerie Senatore; Lisa Hjaltalin; Carolyn Casey; Amy McCoy; Rick Sparks; John Gillette, Bobbi Woodral; Lori Hunt; Jim Brady; Jenni Martin; Keith Sayles; Cynthia Vigil; David Williams; Heather Beebe-Stevens; Joshua Temple; Carla Naccarato-Sinclair; Brenda Martinson; Catherine Satake; Jeff Williams; Katella DeBolt; Amy Kangvanwanich; Brenda Martinson; Chancellor Christine Johnson; Emily Yates, and Cathy Wells (recorder).

**Excused:** Trustee Kiantha Duncan, Trustee Steve Yoshihara

**Guests:**

**CELEBRATING STUDENT SUCCESS: SFCC Student Affairs Virtual Services**

Keith Sayles, Vice President of Student Services and Cynthia Vigil, Interim Dean of Student Support Services shared a PowerPoint presentation (Tab 0) highlighting the colleges success at adapting to change during an unexpected pandemic while engaging students in a meaningful way.

With the onset of the Pandemic Spring Quarter, 2020 and Stay at Home Order, all student services shifted to online. With this challenge, came many opportunities to review how we conduct business and how we meet our students to support them. Teamwork and Zoom practice quickly made way for continued services and lessons learned that will continue once students and staff return to campus.

During the past 15 months, the Student Affairs Division quickly adapted by meeting students where they are at. Students were able to connect live allowing them more flexibility, which increased student participation. By moving to electronic forms, including Financial Aid Applications, students were able to complete them online reducing the wait time to process the forms. SFCC will continue to meet the needs of the students by providing blended services.

Trustee Johnson thanked Keith Sayles and Cynthia Vigil for a wonderful presentation. Trustee Wilson commended the division for taking the lead on an innovative approach to making it easier for students to be successful. Trustee Wilson inquired about the accuracy of the guided student self-placement in math. Jim Brady, Vice President of Instruction said they have found that students are completing math courses in the first year instead of two years. Trustee Thew inquired about whether the enrolment number for out-of-state students increased during the pandemic. Cynthia Vigil stated that the colleges saw an increase in students wanting to enroll

with the colleges instead of four-year institutions. Chancellor Johnson congratulated the Spokane Falls Community College for their extraordinary work and thanked Keith Sayles, Cynthia Vigil, and all the members of the Student Services team.

### **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, June 15, 2021. Trustee Johnson called the meeting to order at 8:56 a.m. followed by the Pledge of Allegiance and roll call. It was announced that the meeting was open to the public. Present were Trustee Johnson, Trustee Thew, and Trustee Wilson. Trustee Duncan and Trustee Yoshihara were excused.

### **Public Comment**

No public comment was submitted for the June 15, 2021 Board of Trustees meeting.

### **INTRODUCTIONS AND OPEN MICROPHONE**

### **CONSENT AGENDA**

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

- a) Minutes of the May 25, 2021, Regular Meeting
- b) Budget and Expenditures – Lisa Hjaltalin
- c) Capital Project in Progress – John Gillette
- d) Head Start – Bobbi Woodral

### **ACCEPTANCE OF MINUTES (Tab1a)**

Trustee Johnson brought forth a motion to accept the minutes of the May 25, 2021 Board of Trustees meeting. The motion was seconded, and the minutes approved unanimously by all Board members present.

### **REPORTS AND REMARKS**

Lisa Hjaltalin, Chief Financial Officer, presented the Budget and Expenditures report and stated nothing has changed since our last meeting (Tab1b).

Trustee Thew asked Lisa Hjaltalin as she goes through her report if she could highlight any financial changes that show our focus on Diversity, Equity, and Inclusion (DEI). Have we made any financial changes on how we are allocating money with a focus on Pathways? Lisa stated that Pathways is fully funded with earmark provision dollars. The question would be better answered by the presidents and vice presidents. Further conversations to follow the Approval of Budgets.

Bobbi Woodral District Director of Head Start, EHS, ECEAP, presented the Head Start Report (Tab 1d).

Trustee Wilson commented on the Head Start Program Performance Standards, which require programs to create broad goals and specific objectives. Your goals are measurable and effective at measuring your success over the past year.

John Gillette, District Director of Facilities, presented the Capital Projects Report (Tab 1c)

Trustee Johnson requested an update on the North-South Freeway Project and the impacts on the college. John Gillette shared Hamilton Construction has fenced off a large part of parking lots (P14 and P17), which is expected to remain on campus until the end of March 2023. The construction will start this June, or early July, on the north side up toward the Max Snyder building. Hamilton is contracted to do the Skyway all the way from, not including the bridge, but on the north side, all the way to where it would go over Green and Mission Street. The Washington Department of transportation will work this fall on the bridges over the Spokane River. John stated that President Brockbank is working on a list of projects and ensuring we continue to receive compensation for the loss of parking and space on the campus.

Trustee Thew inquired about the timing of the projects and the impact on the student population. John responded and said they have a new parking area for students, and they are constantly monitoring the impacts of each project.

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 students and employees. This year as many institutions has been just unmanageable with the level of complications brought on by COVID-19. I couldn't be more grateful and proud of this team of our classified employees, faculty, exempt personnel, the leadership of our colleges, and all the management services executives who really have given it their all. And to our student's resilience and persistence through very different circumstances. CCS has had a very successful year and I'm very deeply grateful. Dr. Johnson commended the Foundation. Director, Heather Beebe-Stevens, and her team. Despite the challenges and the economy, it's been a very successful fundraising year. I believe the appreciation for all that CCS does and its role. It's a role for serving all these communities and all the counties that need our support. The work we're doing now will be setting the tone for our fall. Beginning July 1, we will be going to a different telecommuting arrangement and some required presence in offices, all to be determined by the colleges and the unit supervisors. Our goal is also to do some team building and rebuilding of culture.

We've also learned people have done a really great job; our employees and students have surprised us by their ingenuity and commitment to serve and learn.

The strength of our business partnerships is excellent. We are very excited about the relationship with our tribes and learning how to better support the community. We were approached by the Kalispel tribe and arranged for a visit to tour the programs at SCC and will tour programs at SFCC.

With a great team of employees, very dedicated students, and your leadership team of broadly, I couldn't be prouder more grateful and recognize it was not an easy year for anyone. We also recognize your support, presence, and commitment to ensure that our students are served across our best region.

Trustee Thew agreed with Chancellor Johnson and said it was an amazing year and kudos to the entire CCS team. Trustee Thew commended CCS on the work and relationships with the tribes; conversations are candid allowing for growth and opportunity.

Trustee Johnson thanked Chancellor Johnson for her report

Trustee Wilson made an inquiry about issues with vaccines. We are surrounded by four- year universities who are requiring a vaccine and we have not addressed that question at the board level. There are some differences between the eastern institutions, which may very well be good cause for us to have a different decision, but I would like to understand how CCS made their recommendation regarding mandatory vaccines. If we are not following our peer institutions, we will need to answer the question of why we are different.

Chancellor Johnson responded and said Trustee Wilson is right and it is a very important and serious question. The Washington Association of Community and Technical College (WACTC) group of presidents meets once a week on this very topic, and we're working as a system and one of the big differences we know between universities and community colleges, with an exception of a few, we don't have Greek life or dorms. We continue to work closely with the Governor's office, and we work together as 34 colleges in our system and follow that process. Chancellor Johnson stated that the CCS Chief Compliance Officer, Amy McCoy, and her team have done an amazing job on staying in touch with the CDC and following their recommendations as well as following the guidance from the governor, local, and regional leaders.

Trustee Johnson stated that he supports Trustee Wilson. Eastern Washington University has made the vaccine mandatory for students returning in the fall. It would be nice to be unified as regions and trustees together before the legislature.

Trustee Johnson brought forth the motion to approve the Chancellor's report. The motion was seconded, and the Chancellor's report approved unanimously by all Board members present.

### **Strategic Planning: Greg Stevens**

Greg Stevens, Chief Strategy and Administration Officer, shared a report of the CCS Strategic Plan: Pillars and Priorities Recommendation (Tab 3-1). The current plan was implemented in 2011 and remains effective through June 30, 2021. Over 1000 stakeholders representing

students, employees, K-12 and Higher Education partners, regional business and industry, and community groups provided input into the Strategic Planning process.

A representative committee of 23 members co-chaired by Trustees Johnson and Wilson helped form a consensus recommendation for Strategic Pillars and Priorities (Tab3-1).

- Strategic Pillars represent mission, values, and vision.
- Strategic Priorities represent the work to be done.

Greg stated that the committee recommended a 5-year timeframe beginning July 1, 2021 through June 30, 2026.

Greg noted that at this time, the report is presented to the board for their consideration. If there are no modifications, the plan will go to the board in July 2021 for approval.

Trustee Johnson restated that this is discussion today and then there will be a vote in July. Trustee Johnson shared it's been a very interesting, rewarding experience, and an absolute pleasure.

Trustee Wilson thanked Greg and said he has done an exceptional job in putting together the framework. The committee worked well on the clarifying of the mission statement. Trustee Wilson made the following recommendations:

Value Statements:

- Broaden the list of values by lessening some of the wording.
- Include wording that is student centered
- Change wording to include inclusive/promoting equity and give examples.
- Broaden academic excellence by adding faculty and fiscal excellence; use inclusive language
- Show commitment to communication by including word respect
- Include word responsiveness under the community partnerships and include information on how we are responsive to the needs of students and faculty members.

Trustee Wilson commented on how much he liked the vision statement "*Providing the best community college experience in the northwest*". It's exactly what we need to be.

Trustee Thew stated that she appreciates Trustee Wilson's recommendations, but she likes the definition of the value statements.

### **Marketing Update: Carolyn Casey**

Carolyn Casey, Chief Institutional Advancement & External Affairs Officer, shared a PowerPoint presentation (Tab 4) highlighting student recruitment efforts for spring, summer, and fall of 2021. The Marketing and Communications office worked closely with the colleges to develop a strategic marketing plan that is data driven. Recruiting efforts leading up to fall 2021 targeted

five populations segments, which include dual credit students, transfer students, career technical students, career students-adults in transition, and underrepresented populations.

Trustee Johnson inquired about why the report did not include technical career paths with low salaries. Carolyn stated that Kim Hagerty worked with the colleges and she will get the information to the Trustees. Trustee Johnson stated that we have major shortages in electrician and plumbing.

Trustee Thew inquired about why Healthcare and Construction were not included in the report. We continue to see a shortage in these areas. President Kevin Brockbank responded and said every year we choose five programs that are important and meet the needs of the community. We also balance enrollment and what is best for the colleges and the workforce. President Kimberlee Messina responded and said that she agrees with President Brockbank, but it's also about providing opportunities for people to consider other programs we offer.

Trustee Wilson commended Carolyn and her team for their great work.

**Exceptional Faculty Award and Saling Awards: Heather Beebe Stevens (Tab 5)**

Heather Beebe Stevens, CCS Foundation Executive Director, presented the 2021 Exceptional Faculty Awards and Saling Awards. The Community Colleges of Spokane (CCS) Foundation established the Exceptional Faculty Award Endowment Fund in 1997. The endowment has been funded with matching dollars from the Washington State Legislature, Foundation contributions and contributions from Spokane Teachers Credit Union (STCU). The funds are endowed, enabling the Foundation to use interest earned to make annual awards. The current balance in the endowment fund is \$315,381.31. A district-wide committee is appointed to develop criteria for nomination and a timeline for the nomination process and make recommendations regarding recipients. Faculty members are appointed according to the Master Contract.

In the past the Foundation has annually awarded nine to twelve awards. The nominating committee is recommending 10 EFA awards.

**SFCC**

- Ashley DeMoville
- Chris Hansen
- Corrine Morrow
- Eddy Cuisinier
- Greg Cripe

**SCC**

- Tim Aman
- Molly Popchock
- Pat Norman
- Angela Rasmussen
- Holly Campbell

The Community Colleges of Spokane (CCS) Foundation established the Saling Awards for Excellence Endowment Fund in 2006. Dr. Gerald Saling, former Spokane Falls Community College President, and a former state legislator, contributed \$40,000 to this effort in his lifetime. Dr. Saling's friends and former co-workers contributed additional funds. The funds are endowed, enabling the Foundation to use interest earned to make annual awards. The current

balance in the endowment is \$88,048.52. Nominations may be made by students or faculty, and a district-wide committee is appointed to review the nominations and make recommendations to the Foundation Board regarding recipients.

There will be three awards presented for the 2020-2021 academic year.

- Elodie Goodman, SFCC
- Sandy Harper, District
- Jaclyn Jacot, SCC

Trustee Johnson thanked the committee for their work.

Trustee Thew requested an update on the Trustee Scholarships. Heather Beebe-Stevens stated that she will have an update to the trustees next week.

Trustee Wilson brought forth the motion to approve the granting of CCS Foundation Exceptional Faculty Awards and the Saling awards for the 2020-21 academic year. The motion was seconded and unanimously approved by all Board members present.

#### **BREAK**

The meeting recessed at 10:20 a.m. and reconvened at 10:25 a.m.

#### **CONSIDER APPROVAL OF 2021-22 BUDGET ITEMS**

Lisa Hjaltalin provided a report of the 2020 – 2021 tuition revenue and operating budget expenditures, compared to budget, at April 30, 2021, and at May 31, 2021. The report for April 30, 2021 is a final report, but the report for May 31, 2021 was run before the May month was scheduled to close, consequently, the report is a preliminary view of what is expected at May 31, 2021.

Action on the following items were requested:

#### **State Allocation and Tuition Revenue Operating Budget (Tab 6)**

Tuition Revenue Forecast (Tab 6a)

District Managed Costs Budget (Tab 6b)

Trustee Thew brought forth the motion to approve the State Allocation and Tuition Revenue Operating Budget (Tab 6, 6a, 6b). The motion was seconded and approved unanimously by all Board members present.

#### **Tuition and Waivers (Tab 7)**

Tuition Schedule (Tab 7a)

Waiver Information (Tab 7b)

Trustee Thew brought forth the motion to approve the Tuition and Waivers (Tab 7, 7a, 7b). The motion was seconded and approved unanimously by all Board members present.

### **Services and Activities Fees (Tab 8)**

Budgets for SCC, SFCC, and Athletics (Tab 8a)

Trustee Johnson brought forth the motion to approve the Services and Activities Fees (Tab 8, 8a). The motion was seconded and approved unanimously by all Board members present.

### **Technology Fees (Tab 9)**

SCC and SFCC Technology Fee Budget (9a)

Trustee Thew brought forth the motion to approve the Technology Fees (Tab 9, 9a). The motion was seconded and approved unanimously by all Board members present.

### **Admin and Lab Course Fees (Tab 10)**

Admin Fee Schedule (Tab 10a)

SCC Lab and Course Fee Budgets (Tab 10b)

SFCC Lab and course Fee Budgets (Tab 10c)

Trustee Johnson brought forth the motion to approve the Admin and Lab Course Fees (Tab 10, 10a, 10b, 10c). The motion was seconded and approved unanimously by all Board members present.

### **2021-22 Athletic Budget (Tab 11)**

Trustee Thew brought forth the motion to approve the Athletic Budget (Tab 11). The motion was seconded and approved unanimously by all Board members present.

### **2021-22 Board Operating Reserve (Tab 12)**

Reserve Report (Tab 12a)

Trustee Wilson brought forth the motion to approve the Board Operating Reserve (Tab 12, 12a). The motion was seconded and approved unanimously by all Board members present.

Lisa Hjaltalin noted that the State Board of Community and Technical Colleges (SBCTC) reduced the 2021 fiscal budget because of the COLA increases.

Trustee Wilson inquired about the legislature approval to increase capital budget and asked if the colleges received the allocation.

John Gillette joined the conversation and stated that the college received all the minor repair dollars, which is usually a 10% increase over the last biennium. Also received was the final capital funding for the SFCC Fine Arts Building and design money for the new apprenticeship building at SCC. The legislature combined the minor program money, which resulted in less infrastructure funds; overall the funds were reduced by 60%. The State Board elected to fund



all the program projects. SCC and SFCC will receive a yearly allotment. Trustee Wilson inquired about impacts of the reduced funding will have on our current projects. John stated that the colleges are working on minimizing the risk of infrastructure failures by conducting preventative maintenance.

Trustee Thew commented on the great work the colleges are doing with Guided Pathways and asked the presidents to provide information on how DEI is reflected in our budget.

Presidents Brockbank and Messina stated that Guided Pathways funds are used to support students from start to finish using a DEI lens. From providing support and resources for underrepresented students to on boarding employees and providing employee training.

The presidents stated that they will provide the Board of Trustees an outline of the Guided Pathways expenditures and the intended outcomes in September 2021.

## **PRESIDENTS' REPORT**

### Spokane Community College (SCC)

Dr. Kevin Brockbank, president for SCC, distributed and reviewed a written report (attached) highlighting instructional and student services accomplishment and operations at the Inchehium Center. In addition, Dr. Brockbank addressed a question made by the board about the drop in CTE enrolment during a previous meeting. Dr. Brockbank said the data presented to the board did not take into consideration the coding issues when we migrated to ctcLink.

### Spokane Falls Community College (SFCC)

Dr. Kimberlee Messina, president for SFCC, distributed and reviewed a written report (attached) highlighting the new participatory governance structure and Guided Pathways. Dr. Messina also highlighted Student Affairs and Academic Affairs accomplishments in meeting the needs of their student population by providing high quality resources in a virtual environment.

Trustee Wilson asked for an update from the presidents on whether they will mandate vaccinations. The presidents responded and said they are waiting for the Governor to issue new guidelines and will seek guidance from the Attorney General's office. Both campuses will continue to promote and encourage vaccinations by providing employees and students easy access to vaccines. Trustee Wilson asked the union representatives for their perspectives on mandatory vaccinations. Carla Naccarato-Sinclair responded and said the union is not taking a stance on vaccinations and will leave it up to the institutions to make those decisions. Brenda Martinson responded and suggested motivating and not mandating employees get vaccinated by providing awards and/or giveaways.

## **ASSOCIATION FOR HIGHER EDUCATION (AHE)/FACULTY REPORTS**

### AHE

**Ms. Carla Naccarato-Sinclair** shared the following:

- At the end of a challenging academic year, faculty are looking forward to summer.
- Meeting participation increased when using Zoom

- Strategic Planning Committee/Internal Communication: Recognizing and honoring the work of the team.

#### Faculty

**Catherine Satake, SCC faculty representative for extension sites**, reported on the following (attached):

- Andy Buddington, Science Faculty, and students completed and undergraduate research project. The report can be located on the Spokane County Research website.
- Innovate! Featured our students work at a statewide Geographic Information Systems Conference.

#### **WASHINGTON FEDERATION OF STATE EMPLOYEES (WFSE)/STAFF REPORTS**

##### WFSE

**Ms. Brenda Martinson, SCC classified staff and WFSE representative**, shared the following.

- Challenging year for most employees.
- Increase in retirements/layoffs/resignations
- Summer Volunteer Opportunity: Emerson Garfield Farmers Market – Fridays between 3:00 – 7:00 p.m.

**STUDENT GOVERNMENT REPORTS**, no reports

#### **BOARD REPORT**

Trustee Johnson announced the September 2021 board meeting will be held at the Lodge and both presidents will have a report.

Trustee Thew inquired about the location of upcoming board meetings. Dr. Johnson stated that a preliminary schedule with the locations will go out to the board soon.

Trustee Thew recognized Ms. Carla Naccarato-Sinclair and Brenda Martinson's comment about a challenging year and stated from a trustee point of view, it was an amazing year. The CCS family did a phenomenal job for our community and our students. Trustee Johnson agreed and said it was wonderful to see everyone working together.

Trustee Thew made a motion to adjourn. Trustee Wilson 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 11:22 a.m.