

**Minutes of the Board of Trustees Meeting Washington State Community College
District 17 Regular Meeting
March 15, 2022 – 8:30 am
Lodge & Zoom**

Present: Board Chair, Glenn Johnson; Vice-Chair, Mike Wilson; Trustee Beth Thew. Also in attendance were Kevin Brockbank, Jim Brady, designee for Kimberly Messina, Emily Yates, Grace Leaf, Greg Stevens, Amy McCoy, Nolan Gruver, Alissa Munoz, Lori Hunt, Carolyn Casey, Lisa Hjaltalin, John Gillette, Bobbi Woodral, Carla Naccarato-Sinclair, Katie Satake, Christina Momono, Katella Debolt, Brenda Martinson, Christine Burge, Patrick McEachern, Glen Cosby, Ducati Sanchidrian, Parleen Kaur, Jenni Martin, Christine Johnson, Frances Mac Donald-Davis (recorder).

Excused: Trustee Steve Yoshihara

CELEBRATING STUDENT SUCCESS

Nolan Gruver and Alissa Munoz reported on the state of Corporate and Community Learning. Community College of Spokane's Corporate & Continuing Education (CCE) division provides a wide range of noncredit professional development trainings ranging from leadership development and cybersecurity to health and medical courses. CCE also offers short-term workforce training to organizations around the Pacific Northwest which are customized to meet business needs.

Successes were achieved through intentional planning, organizational risk management, and collaboration with peers both within CCS as well as throughout the state. While the pandemic presented challenges to many colleges and organizations in terms of their ability to serve students and customers amidst increased regulations and reduced customer populations, CCS CCE nevertheless utilized this time to strategically expand its training presence throughout the state by filling training voids where others were unable or unwilling to operate.

Trustees inquired about program funding; clarity was provided regarding state support and self-support funding. Dr. Johnson extended her compliments for continuing to serve the workforce community and success despite the challenges of the pandemic.

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 15, 2022. Trustee Johnson called the meeting to order at 8:40 a.m. followed by roll call, the Pledge of Allegiance and reading of the Native American Land Acknowledgement Statement. 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.

PUBLIC COMMENT

Trustee Johnson announced the scheduled public hearing for Standards of Conduct for Students, WAC 1232Q-10 will be continued to the May 2022 BOT meeting, and therefore, the agenda will be amended to strike the hearing from the March BOT meeting.”

No public comment was submitted for the March 15, 2022 Board of Trustees meeting.

CONSENT AGENDA

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

- Minutes of the February 15, 2022, Regular Meeting
- Capital Projects Status - John Gillette
- Budget and Expenditures - Lisa Hjaltalin
- Head Start Updates - Bobbi Woodral
- Screener Health and Safety Certificate Governance and Leadership Capacity Screening – Bobbi Woodral

REPORTS AND REMARKS

John Gillette, District Director of Facilities, shared his report on capital projects at the district.

Lisa Hjaltalin reported on the 2021-2022 tuition revenue and state operating budget expenditures. State Allocation and tuition Operating budget.

Bobbi Woodral reported Community Colleges of Spokane Head Start/Early Head Start program conducted its annual program self-assessment in January and February of 2022, as required by Head Start Performance Standard 1302.102. Bobbi indicated, grantees must evaluate their progress toward achieving their strategic goals and submit their findings to their governing bodies. Recommendations were developed by the Self-Assessment Leadership Committee. The Self-Assessment Leadership Committee members recommended three priorities for program improvement: 1) Improve school-readiness outcomes by assigning classroom quality specialists to develop and maintain partnerships with local schools near their assigned centers; and 2) Improve employee morale by revising Administrative Council (directors, managers, and component specialists) job descriptions to maximize support for direct services staff; and 3) Improve program communication by promoting increased in-person interactions across all levels of the program.

Ms. Woodral identified corrective action items and discussed remediation.

Ms. Woodral reported enrollment ongoing, low-level alignment with COVID guidelines. Challenges with 40 staff vacancies. Reported move in late March to new Gonzaga HS site.

Trustee Johnson inquired about the timeline for remediation, Ms. Woodral indicated a May-June time period.

Trustee Thew inquired about the 40 Head Start staff turnover, Ms. Woodral responded vacancies are typical in industry, along with salary competition.

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 and acknowledged the exceptional work of CCS employees and student body groups. Despite the added stress from the COVID pandemic, impactful and collaborative work is occurring and is recognized. Dr. Johnson conveyed to the board, a trend of cyber-attacks against educational institutions and noted cyber security as a CCS top priority. CCS has insurance against ransomware attacks, however upon review, increasing coverage and hiring consultation may be warranted given the increased risk.

Trustee Wilson inquired if in the event of a security breach, does CCS have support contacts / consultants. Dr. Johnson confirmed CCS does have consultant to assist.

Chair Johnson stopped the meeting at 9:37am to honor a break and reconvened at 9:45am.

TENURE CONSIDERATION

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

Anselmo, Paula	Cosmetology	SCC
Clark, Sam	Nursing	SCC
D’Amato, Toni	Respiratory Care	SCC
Gartrell, Melody	Nursing	SCC
Golden, Mary Ann	Nursing	SCC
Goltz, Alan	Electrical Maintenance	SCC
Ham, Tyler	Counseling	SFCC
Iannelli, Sarah	Chemistry	SCC
Pearson, Michelle	Biology	SFCC
Pereira, Keith	Criminal Justice	SCC
Tevis, Sam	CNC/Machining	SCC
Volkman, Natasha	Occupational Therapy Asst	SFCC

RECOMMENDATION

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

Trustee Wilson moved to approve tenure consideration for winter quarter. Trustee Thew seconded the motion. Motion passed unanimously.

Trustee Wilson mentioned he would like to discuss at the next work session, options for post tenure award performance review of faculty to continue to pursue excellence in teaching and to reach their potential for contribution to the colleges.

DISCUSSION: ALERT OF TENURE CONSIDERATION TAB 3

The following faculty members are in their eighth quarter of tenure review and will be considered for tenure by the Board of Trustees at the May 17th, 2022, board meeting.

Amstadter, Logan	ESL	SCC
Mack, Steven	Automotive	SCC

In addition, any probationary faculty member who is in less than eight quarters of his/her review process may also be considered, depending on recommendations from his/her tenure review committee.

The colleges have been asked to forward the evaluation report by not later than April 5th, 2022, and at that time, the complete file for the above faculty members will be made available for Board review. The timeline established for Board review is as follows:

- March 15 Alert Board of Trustees of tenure consideration
- April 19 Executive Session review and discussion of files if any
- May 17 Approval/denial of tenure

INSTRUCTIONAL SUPPORT SERVICE UPDATE

Dr. Lori Hunt, Acting Provost presented an overview of the Instructional Support Services department organization, staffing updates including vacancies and recruitments. Corporate and Continuing Education enrollment was down due to the COVID pandemic; however, the department was able to sustain by resourceful planning and adaption. Dr. Hunt reviewed eLearning Fall quarter online student data and read an exchange between student support coach and student, detailing the daily struggles of a student and the invaluable support received. Dr. Hunt reviewed the post vaccination outlook for Global Education, enrollment is down. Grants and Sponsored Research Fall 2021 - Winter 2022, 8 grants received during this period, total of 28 active grants, and 19 grants ending in 2022. Trustee Thew inquired about Fact Book. Trustee Wilson extended appreciation for report and efforts to counsel and mentor students.

INFORMATION TECHNOLOGY UPDATE

Grace Leaf, Acting Chief Information Officer presented an overview of IT functional areas and services, including data reflecting the volume of support to CCS operations. Grace provided a staffing update, reviewed top priorities and challenges, highlighting cyber security and a replacement telecommunication system. Grace reviewed the development of the Master Technology Strategic Plan and presented client identified immediate priorities for Spokane Community College and Spokane Falls Community College.

Trustee Johnson extended his compliments on the great work Grace is doing in her role. Trustee Wilson extended his appreciation to Grace for her experience and expertise in the the planning efforts and development of a good strategic plan.

CCS FOUNDATION UPDATE

Heather Beebe-Stevens, Executive Director, CCS Foundation, discussed the reimagining of the CCS Foundation's mission. Ms. Beebe-Stevens outlined the Board assimilation of a Mission and Values Committee, compiled of donors, community leaders and staff. Ms. Beebe-Stevens presented the Foundation's mission, vision, and scholarship philosophy. Highlights included defining the inherent worth and potential of all people; equity and access; perseverance; building a community; scholarship philosophies. Heather provided data on 1-year COVID pandemic emergency awards, scholarships, and childcare funds.

Trustee Wilson offered a reminder of the Board of Trustees scholarship giving fund; and extended compliments for the new mission vision as simple but powerful and appreciates the inclusiveness. Trustee Johnson and Trustee Thew stated the annual report is excellent and impressive. Ms. Beebe-Stevens clarified operating expense questions related to income from CCS investments and 2.5% donor administrative fees.

PRESIDENTS' REPORT

Dr. Kevin Brockbank, President, Spokane Community College. Dr. Brockbank provide a written report to the board. Dr. Brockbank discussed enrollment is down 12%and the immediate opportunities SCC is undertaking to eliminate barriers which discourage students from registering. Dr. Brockbank discussed registration holds, COVID attestation language, placement testing and library fines as some of the unintentional barriers for students in completing registration. Dr. Brockbank discussed registration hold removal strategies and student outreach efforts underway.

Dr. Kimberlee Messina, President, Spokane Falls Community College. Dr. Messina provided a written report to the board. James Brady, Vice President of Learning, as designee for Dr. Messina, spoke about a significant change to SFCC's placement process with the elimination of math placement exams. The timing of the pandemic shifted math placement from the high school transcript pilot to a quickly developed direct self-placement model. The direct self-placement model provides students with a choice, given the right guidance and information on the program and course options, most student will make good placement choices. VP Brady reviewed results data, challenges, next steps. Trustees applauded the work of the Math Department and commend faculty support of this transition.

ASSOCIATION FOR HIGHER EDUCATION (AHE)/FACULTY REPORTS

AHE

Carla Naccarato-Sinclair, AHE President, indicated they are waiting on the governor's budget bill, and will be meeting with the State Board of Community and Technical Colleges regarding next year's budget. Ms. Naccarato-Sinclair introduced Beverly Daily, president elects. Carla will be retiring and will be reducing her workload over the next few months.

Ms. Naccarato-Sinclair brought to the board's attention that the next group of probationary faculty for award of tenure consideration will have taught most of their quarters during the pandemic.

Ms. Naccarato-Sinclair discussed the proposed rule change about processes for addressing academic dishonesty. We are anticipating that the federal rules will change again, and CCS policies would need to change in the future to address any of these changes. There are some concerns related to the academic dishonesty section. Faculty expressed concern that we can no longer make decisions about grades and academic dishonesty.

Ms. Naccarato-Sinclair expressed her appreciation for the impact Grace's leadership is having on the IT department, she has been meeting with Faculty and receiving feedback, she looks forward to the next few months.

Trustee Thew inquired if the tenure committee may want to consider adding additional quarters of review due to the pandemic and online learning. Carla provided information related to the governance of tenure but understands the concern.

FACULTY

Ms. Katie Satake, SCC faculty representative, shared a couple of highlights on behalf of SCC faculty. 1) Geoffrey Bagwell, Philosophy faculty began teaching a four month long exploratory course in philosophy for Spokane Public School's Odyssey program. The Odyssey program is SPS's program for intellectually and academically gifted students who plan to attend college or university after graduating from high school. Students in the Odyssey program can elect to participate in an exploratory course where they learn about various academic disciplines such as philosophy, and to cultivate critical thinking skills. 2) Jaye Hopkins, Chemistry faculty reported on the online Chemistry121 course required for many students going into allied health, and the expense burden of students using laboratory kits procured from a third-party supplier. The department was resourceful in developing in-house kits for distribution to students at a cost of \$20.00, with an average \$255.00 savings to the student. 3) Christina Momono, ESL faculty and Latin American Student Organization (LASO) Advisor reported: The LASO Club had a successful fundraiser "Tamales and Roses" on Valentine's Day. 4) Amy Anderson, Communication Studies faculty reported: "Speak Out!" hosted our annual Poetry Slam community service project on February 16th. This student-led club hosted three 3rd grade classrooms from Stevens Elementary School to learn about poetry, public speaking, and perseverance, which was our theme for this year. 5) Jeffrey Waybright, Accounting and Business faculty reported: KSPS put together footage highlighting the SCC accounting certificates and degrees for a Career Northwest Explore spot.

Ms. Christina Momono, SCC faculty representative for extension sites, shared on behalf of Jessica Cross, an ABE Counselor, that the HS+ graduation numbers and HS+ at Airway Heights Corrections are looking very good. Christina also shared on behalf of Ivy Hall, an ABE ESL Adjunct Instructor an uplifting example of a student's dynamic energy and engagement in the program, and her inspiration on fellow ESL students in the class.

Ms. Katella Debolt, SFCC faculty representative, shared a couple of highlights from SFCC. 1) Tybre Newcomer, Art Instructor, just returned from Yuma, Arizona where he presented at the Yuma Art Symposium, a national art conference. 2) Monica Stenzel, History, presented to the Washington Oregon Higher Education Sustainability Conference (with Andrew Lemberg) on "Founding a Sustainable Culture Through a Faculty & Facilities Partnership" She and Andrew won the "Champion of Sustainability" award from that conference for their work! 3) Cozette Phillips', Gallery Director/Fine Arts Faculty sculpture was invited into The Fifteenth Annual CVG Show, an all media statewide juried art competition for Photography/Digital, Two- Dimensional and Three-Dimensional art at Collective Visions Gallery in Bremerton, WA. 4) Safe Campus Advocates is "a professional development equity program for that is offered to all CCS employees. The Safe Campus Advocates sessions focus on specific populations, such as students of color, disabled students, and first-generation students. Katie Clemons (Sociology faculty at SFCC) has been shepherding this program since its start, and Clemons and the many session facilitators are doing great work in the district serving students"

WASHINGTON FEDERATION OF STATE EMPLOYEES (WFSE)/STAFF REPORTS

Ms. Brenda Martinson, SCC classified staff and WFSE representative, shared WFSE is awaiting Governor Inslee's signatures on our compensation increases after the short legislative session. Over 1,200 members wrote letters in the last days of the session to ask legislators to acknowledge our work over the past two years. Those small raises will surely help with retention. Ms. Martinson stated what is paramount for classified staff is feeling their work has purpose, staff are supported and uplifted by their management and have a sense of community. These working conditions keep staff engaged in their work here and connects them more meaningfully to the CCS strategic plan and mission statement.

Ms. Martinson discussed the importance of managers to include HR and the Union in planning when staff leave and how to fill those gaps during transitions and to consult the Classified Bargaining Agreement when adding duties to the remaining staff, particularly if the changes affect their working conditions (schedule changes, etc.).

Ms. Martinson mentioned extended appreciation for the meetings and conversations with staff and leadership from the business office. Also mentioned was the positive experiences IT staff shared about positive experiences with Interim CIO, Grace Leaf. Grace has brought compassion and problem-solving skills to this job, and she is deeply committed to IT's success and the staff feel that commitment in a very real way.

A few stewards can attend Title IX training, thanks to Amy McCoy's office. This training will be on March 17th. This will prepare representatives to advise in our steward capacity when a member is involved in a Title IX procedure.

Staff

Ms. Christine Burge, SCC classified representative, shared that a calling campaign that the Student Success Diversity and Equity Team are coordinating to call students who are not registered for winter term. They are receiving encouraging results in enrollment numbers through the success of this campaign. 47 volunteers participating, 400 calls have been made and 122 students registered.

STUDENT GOVERNMENT REPORTS

Spokane Falls Community Colleges Student, Parleen Kaur reported the farmers market and social events were successful. ASG will be providing snacks for the upcoming study day. ASG will be holding training for Spring quarter and participating in the campus safety committee.

Spokane Community Colleges Student, Ducati Sanchidrian reported ASG is wrapping up Winter quarter activities and events. ASG working on priorities, operation policies, constitution and by always.

BOARD REPORT

Trustee Thew shared that the ACT Board meeting is upcoming in May and will be the first in person meeting since the pandemic. Ms. Thew mentioned the CEO search, candidate pool may be difficult as 10 institutions within Washington have open CEO positions. Trustee Thew's board of trustee's appointment has been formally confirmed by the State Senate. Trustees shared calendar appointments and appointment reminder

EXECUTIVE SESSION

No Executive Session was taken.

POTENTIAL ACTION GENERATED FROM EXECUTIVE SESSION

No action was taken.

ADJOURNMENT

Being no further business, the meeting adjourned at 11:04am.