

Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
May 17, 2022 – 8:30 am
In Person and Zoom Option

Present: Vice Chair Trustee Mike Wilson, Trustee Beth Thew, Trustee Steve Yoshihara. Also in attendance were: Christine Johnson, Emily Yates, Brenda Martinson, Carolyn Casey, Grace Leaf, Lori Hunt, Greg Stevens, Lisa Hjaltalin, Kimberlee Messina, Kevin Brockbank, Kelly Robertson, Sherri Fujita, Christine Satake, Christine Momono, Beverly Daily, Bobbi Woodral, John Gillette, Brandy Browning, Glen Cosby, Breanne Riley (recorder)

Absent: Chair Trustee Glenn Johnson (excused)

Guests: Mahsumeh Rezayi, Ilya Alekseev, and Eliza Johnson

CELEBRATING STUDENT SUCCESS

SCC Adult ESL Program was presented by Mr. Kelly Robertson and Ms. Sherry Fujita. Key points of ABE were that it has the highest percentage of underserved students, ESL and ABE connect the community to degree and certificate programs, the curriculum is culturally responsive, student centered, and high competency. High School + is a flexible and competency-based program. ABE and ESL classes are graded with a rigorous curriculum.

Mr. Robertson is the current Department chair of ESL. Students are at both SCC and SFCC and the academic track has strengthened. Community track has implemented open enrollment, where students can enroll until week 9 of classes. Community track teaches language skills to students so that they may adapt and thrive in Spokane. There is a team that is orientating 30+ students per week to onboard, receive, and help ESL language students internationally and domestically that have never spoken English. Classes downtown and on the South Hill at the Rockwood Center have been held for over 2 years and have been offered to help workers to strengthen their English. This is for people that want to better their English but don't have the time to take classes, so faculty go to their work to teach them. There is a large number of Ukrainian students that have arrived at the ESL program now.

Ms. Mahsumeh Rezayi is from Afghanistan, she stated that life is much more different than life in America, especially for women. Women do not have much freedom in Afghanistan, she got married at 13 years old and her husband was 30 years old. After moving around and dealing with hardships, Ms. Rezayi left her husband. She explained that a woman in Afghanistan is not valued as a single mother because one does not have

a husband. Ms. Rezayi wanted a better life for her and her son, she applied for and was approved refugee status and came to America in June 2011. Ms. Rezayi enrolled in the ESL program, this was the first time she had gone to school. She then enrolled in the High School + program and was able to complete her GED, the program gave her hope, and she was awarded her high school diploma. She now has a high school diploma and works full time with employment training, focusing on work with refugees who need help like she did. She thanked all of the staff who helped at ABE. Trustees thanked her for the informative presentation and congratulated her on her achievements.

Trustee Mike Wilson inquired about how the program accommodates the different languages spoken by the students. Mr. Robertson explained that English is used as a glue and the students are able to adapt and communicate with each other and the teachers are able to focus on scaffolding and student center-ness. Trustee Beth Thew inquired about how long students are usually enrolled. Ms. Fujita answered that there are 6 levels of the program and that, depending on where the student is and the amount of time spent in the program, is what dictates the length of time in the program. Trustee Wilson inquired about funding, and it was clarified that CCS receives federal money from grants and because of that they are able to have the second largest ESL program in the state and one the biggest divisions in the state – the \$25.00 tuition fee is often waived.

Dr. Johnson added her gratitude to the faculty, staff, and students on the program. The Board of Trustees thanked the parties for a wonderful presentation.

Call to Order

The Board of Trustees of Washington State Community College District 17 held a regular meeting on Tuesday, May 17, 2022. Trustee Wilson called the meeting to order at 8:42 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. The Native Land Acknowledgement was given by Trustee Wilson. Trustee Wilson stated that there was a change in the agenda for the meeting and reviewed the new order of the agenda.

Public Hearing: Standards of Conduct for Students, WAC 132Q-10

Mr. Glen Cosby, SCC Vice President of Student Services, provided the proposal to amend 132Q-10. Title 9 regulations issues would be addressed as well as changes to 132Q-210.

PUBLIC COMMENT

There were no public comments.

Trustee Thew inquired if the student bodies at both campuses have seen the proposed amendments and if there were any questions. Mr. Cosby stated there have been no written comments submitted. Trustee Wilson called for a motion to approve the amendments, the motion was seconded by Trustee Thew, Trustee Wilson declared the motion was approved by the Board.

CONSENT AGENDA

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

- a. Minutes of the March 15, 2022, Regular Meeting
- b. Capital Projects Status – Mr. Clint Brown
- c. Budget and Expenditures – Ms. Lisa Hjaltalin
- d. Head Start Updates – Ms. Bobbi Woodral

Trustee Wilson inquired if in Head Start there was a change in allocation and if there have been concerns about community access to the programs. Ms. Woodral stated that there have been no concerns from the Head Start program. Trustee Wilson asked if there was a recommendation on a dispute resolution, in that it states if there is a difference of opinion between the counsel and Board of Trustees it will go to another party to help find a solution with the dispute. Ms. Woodral stated there has been no concern. Trustee Wilson shared his concern about the third-party involvement and Trustee Thew elaborated that the reason the policy is being presented as a requirement is for baseline grant. Trustee Thew asked about the deadline for the impasse policy and Ms. Woodral confirmed it was needed by the end of June. Trustee Wilson asked that the matter be reviewed in a year from now to address any concerns. Ms. Woodral clarified that she was not asking for approval today but will ask for approval in June. The motion to approve the consent agenda was moved by Trustee Yoshihara, seconded by Trustee Thew, and the motion to approve the consent agenda was approved by the Board.

ACT Transforming Lives Award

Dr. Lori Hunt, Acting Provost/CLO, presented the award winners from both SCC and SFCC. Dr. Hunt gave a review of what the ACT Transforming Lives Award is and how the awardees are chosen. Each awardee was given \$200.00 and today was their official certificate presentation. The first awardee is Mr. Ilya Alekseev of SCC, who gave his history and personal story. Dr. Hunt was an instructor of his while he attended SCC. Mr. Alekseev shared that Dr. Hunt showed him that she believed in him and showed that others believed in him. The power of words and encouragement and knowing that he belonged is what Dr. Hunt and other professors did for him. He is now applying for medical programs and community college is his home.

The SFCC awardee is Ms. Eliza Johnson. She shared her personal and educational journey and her struggles with education growing up. She is moving onto WSU as a

student next year. The Board of Trustee members addressed the students on their accomplishments and congratulated them on their awards.

Tenure Alert

Mr. Greg Stevens, Chief Strategy and Administration Officer, shared the tenure alert. Two faculty members today were brought forth for approval and both are from SCC, Mr. Stephen Mack from ESL and Mr. Logan Amstadter from Automotive. Trustee Thew moved to grant tenure to Mr. Amstadter and Mr. Mack, the motion was seconded by Trustee Yoshihara, the motion was then granted by the Board of Trustees. Mr. Amstadter and Mr. Mack were approved as tenure. The Board of Trustee members gave their congratulations to the newly tenured employees.

Salary Increase

Mr. Greg Stevens, Chief Strategy and Administration Officer, presented a review of Article 26 and a general increase in salary. Mr. Stevens reviewed the tentative agreement that is before the board now. The agreement will be retroactively available September 1st for the fiscal year. Mr. Stevens then proceeded with a review of next year's salary increase approval that will be made available for faculty for the next year. Current and next year have been proposed today. Trustee Yoshihara asked for clarification on what is considered to be high demand faculty – Mr. Stevens reviewed the definition. Ms. Beverly Daily, AHE Acting President, stated that the approval of the salary increase was at a rate of 98% among faculty. Trustee Wilson inquired about funding at the legislative level and the percentage that is actually funded. Mr. Stevens explained that it is funded at a lower percentage and the increase in student tuition will help in funding. Trustee Yoshihara asked about the impact in dollars of the percentage. Ms. Lisa Hjaltalin stated that she will have that information at the June meeting. Trustee Thew moved to approve the salary increase, Trustee Yoshihara seconded the motion, and final approval was granted for the AY21/22 and AY22/23 salary increase.

Chancellor's Report

Dr. Christine Johnson addressed the strategic budget planning for the current and future year with credit to the fiscal team. Marketing and outreach and building awareness has been a priority but enrollment is still uncertain for next year, Dr. Johnson is hoping there is not a 5% decrease in enrollment. Dr. Johnson gave a special thanks to the Cabinet for budgeting and ensuring that CCS has adequate reserves for the uncertain times ahead. A special thanks was given to the IT division who has done a lot of work on the new phone system that is highly needed. Dr. Johnson wanted to give a special credit to the Marketing and Outreach division in building greater awareness and reaching out to students in new ways. Dr. Johnson noted the exceptional work at both colleges in terms of program success and impact of students

and the work with Guided Pathways. Dr. Johnson thanked the faculty and staff and members of the Cabinet for their devotion to the students of CCS.

Trustee Wilson announced that Dr. Johnson is receiving the Chief Executive Officer of the Year Award from ACT and will be presented with the award at the ACT Spring Conference on Thursday evening.

2022-2023 Board Operating Allocation Budget First Reading

Ms. Lisa Hjaltalin, Chief Financial Officer, presented the first reading of what will be presented to the Board next month. Ms. Hjaltalin made the introduction of Director of Accounting and Budget Ms. Brandy Browning as her co-presenter. Review of the 2023 State Budget draft, this is still a draft as the State Board has not yet completed the distribution of certain areas of the lists. The draft will continue to change as those dollars get distributed to CCS. There is an anticipation of the numbers to go up and not down. Current fiscal year to this distribution is a decrease of over \$2 million in tuition. A review was presented of tuition projection for 2022-2023 and how the tuition forecast is calculated. Trustee Thew questioned what the color codes were in the presentation are and what they stand for, to which Ms. Hjaltalin reviewed the color codes on the report. Review of District management costs from Ms. Hjaltalin and the ability to save dollars if CCS ordered some of the district costs at the district rather than having them managed at both the colleges and the district. Review of some of the reductions in the budget such as duplications of CTCLink. No questions were raised on District Management Costs.

Break

Trustee Wilson recalled the meeting after a 5-minute break and addressed the attendees that at 10:03am the Board had lost their quorum and the official meeting regarding any decisions had ended at 10:03am. Trustee Wilson explained that the ensuing portion of the meeting would continue with minutes taken but with no action being taken.

2022-2023 Board Operating Allocation Budget First Reading (continued)

Ms. Hjaltalin, Chief Financial Officer, reviewed building fees and tuition and the fee schedules approved by the State Board. Trustee Thew questioned that if tuition were to be lowered what percentage of impact that would have on operations. Ms. Hjaltalin reviewed that with enrollment declining a tuition cut would continue to impact the budget. Ms. Hjaltalin reviewed out of state tuition with neighboring colleges and WUE rates compared to CCS and gave a standing review of student and activity fee rates. This is a component of CCS tuition revenue, and a component of tuition by RCW goes back to the student clubs and organizations. The next subject that was covered was that of student activity. At CCS both colleges work together with the students and the

student government to come up with the budgets for NSA fees for the year. The NSA fees were raised this year.

Dr. Kevin Brockbank, President of SCC, reviewed that there are specific stories behind the reason for the price raises and that he is anticipating questions. Ms. Hjaltalin reviewed Senate Bill 6493 that states the Board of Trustees at each college and University must approve at an open meeting a budget of the athletics. Ms. Hjaltalin presented a review of the athletic budget at CCS. Ms. Hjaltalin reviewed the consideration of the Operating Budget Reserve and requested that the Board of Trustees have a rate of 5% Operating Reserve. The Reserve is currently at a rate of 15% which Ms. Hjaltalin believes is not overly reserved. Trustee Thew questioned if the 15% does or does not include the Operating Reserve, Ms. Hjaltalin confirmed it does include the Operating Reserve. Ms. Hjaltalin gave a review of the Total Resources report. Trustee Thew asked a question regarding funding and clarification was given by Dr. Brockbank and Dr. Kimberlee Messina. Trustee Wilson questioned the federal funds and clarified the concern that if the money is spent on onetime costs and the need for a sense of reassurance. Reviews of Revenue and Expenditure Report and the current picture of revenue and expenditures to date were presented. Trustee Thew stated her appreciation of the report and asked if there is an expectation of a lot of expenses as well as end of year expenses. Ms. Hjaltalin confirmed that if the dollars are not spent by the end of the year, CCS will have to give it back. Trustee Wilson thanked Ms. Hjaltalin and Ms. Browning for their hard work.

2021-2021 Staffing Comparison Report

Mr. Greg Stevens, Chief Strategy and Administration Officer, presented a report on staffing level. The report included student enrollment data as well as staffing data. The report is updated annually and usually in March. The staffing strategy included access and success, responsiveness, stewardship, and excellence to reflect the mission of CCS. Staffing levels compared the numbers of full-time faculty, administrators, faculty exempt, and full time and part time faculty, as well as what districts CCS compares themselves with. The Seattle district is the district that CCS pays particular attention to and how CCS continues to be different from Seattle. A review of full time and part time faculty illustrated who was first impacted by a decline in enrollment. Classified staff numbers are reflective of the Seattle district, Mr. Stevens pointing out that CCS classified numbers have been slightly smaller than Seattle numbers. Mr. Stevens then went on to the comparisons of exempt/administrators and that they are combined into one group this year. Mr. Stevens explained that Spokane has had a steady pattern with a small increase but generally CCS has flatlined where Seattle relies heavily on exempt employees and administrators. Mr. Stevens went on to state that Seattle replicates a lot of their exempt and administrator positions at each of their colleges as well as their district office. Trustee Thew inquired if these are only state supported

classes and not contract training contingent, to which Mr. Stevens clarified. Mr. Stevens gave a review of state supported FTES served per 1 state supported faculty and the general decline.

Mr. Stevens then gave a review of how instruction is delivered: Annually contracted instructional faculty and overloads worked by annually contracted instructional faculty. Trustee Wilson asked about the budget going down and if CCS needs to think about 2 potential scenarios: the state will reduce the budget or if enrollment goes up then they do not correspondently increase the budget and that going forward CCS needs to carefully watch how the budget and FTE is addressed by the legislature. A continued review of how instruction is delivered with the final category of part time instructional faculty was presented. Trustee Thew questioned what was unique about the FY17/18 in relation to the overload work. Ms. Hjaltalin reviewed the difference for that fiscal year. Trustee Thew asked if using the work overload is the most efficient. Mr. Stevens clarified that overload is efficient from a cost standpoint, but there is a question of maintaining a consistent high quality while working overload. Trustee Wilson thanked Mr. Stevens for a helpful report and the historical perspective of the report.

President Report

Dr. Kimberlee Messina, President of SFCC, provided a written report to the Board of Trustees. Dr. Messina celebrated that Fall enrollment is up at SFCC. Both Presidents believe there will be an increase, and not a decrease, in enrollment. There is an upcoming presentation of the Guided Pathways but at the last All College meeting a long journey was celebrated in that SFCC is no longer implementing Guided Pathways, but SFCC is a Guided Pathways college. Results are being seen in the way that SFCC is changing and affecting students. SFCC and Walla Walla were in the Eastern Legislative tour and the members were very interested in a conversation of mental health. Dr. Messina shared that there are a lot of exciting things happening. Trustee Thew expressed hope that part of the Pathways discussion is how much money a student is saving. Dr. Messina assured this is being done and, due to accumulative classes and proper guidance, SFCC can ensure the students have cumulative credits. This program is designed to save the students time and money.

Dr. Kevin Brockbank, President of SCC, passed his time to Ms. Jenni Martin, Vice President of Instruction at SCC, to present the piloting of an accelerated 2-year degree to a 1-year for an AA. The degree is to be delivered in 4 quarters and to fully utilize the summer quarter. Students have had a concern with the time of completion, and this has forced SCC to look outside of the system and at other colleges across the country offering accelerated degrees. Increased enrollment and student success is what piqued the interest of SCC to offer the accelerated enrollment. Ms. Martin re-iterated that the most important thing is student success. SCC has connected with other colleges that have implemented this and has found that there is a common trend of increased

enrollment and increased success amongst them. There is support for faculty who are re-designing their curriculum to ensure success for students. This is a 15% savings for students who choose to utilize the accelerated degree just in tuition alone. The Board members congratulated Ms. Martin on a great change and accomplishment for SCC. The Associate Arts DTA is the only degree that is being offered for the time being, but SCC is looking at other programs to add to the accelerated program. Trustee Thew questioned usage of facilities in the summer and if this is an opportunity to communicate that SCC would be utilizing public facilities year-round. Ms. Carolyn Casey addressed the question in working with SCC on marketing the accelerated degree and the facility use may show up later in time. Dr. Brockbank highlighted that the intent is for this to be an online degree. Dr. Johnson commended Ms. Martin and Dr. Brockbank for this innovation.

Faculty Reports

Ms. Beverly Daily, acting President of AHE, shared that faculty is finishing up the year and it has been a challenging year. Salary negotiations have taken most of the time and AHE is now looking forward to working with IT and resolving some of the IT issues.

Ms. Brenda Martinson, Adult Basic Education representative, reviewed that WFSE will be having a member recognition event at SCC to coincide with a day that the CCC (Community College Coalition) bargaining team will be meeting with OFM to negotiate the 2023-25 Collective Bargaining Agreement (CBA). WFSE will also be planning another similar event mid-summer at SFCC. WFSE will provide some swag and lunch on those dates to WFSE members on campuses. Ms. Martinson also shared that the Lunch and Learn program is active once again. Ms. Martinson stated that they are looking forward to the end of the year and have been enjoying meeting and strategizing with business offices and working with Mr. Tim Fackenthall in Human Resources.

Ms. Katie Satake, SCC Credit faculty representative, Mr. Curtis Smith and Ms. Julie Litzenberger of Culinary Arts reported that the Fall 2021 quarter has created a Midterm Butchery week. Students for 1st to 6th quarter observe demonstrations from chefs and break up into groups to cook with the food that resulted from the demonstrations. The first event focused on half of a hog and the most recent focused on seafood. Ms. Satake gives a brief review of local diversity celebrations with students and Ms. Christina Mimono. Trustee Thew commented on the local celebrations that she has attended on behalf of CCS. A special thanks to Mr. Stevens and his staff for the contract negotiations was given.

Ms. Christina Mimono, ABL ESL Instructor, reported that Ms. Beata Arciszewska-Russo, who is an ABE ESL teacher, has recently received a letter from students in

Syria giving her thanks for teaching them English for the first time and that the beginning of their journey was with her. Ms. Kellee Mote, the Department Chair at Airway Heights Correction Center, received a letter from a local business associate praising one of the students that he took a chance on and hired who was in the program while incarcerated at Airway Heights.

Board Report

Trustee Wilson addressed the search for a new Chancellor for CCS.

Executive Session

There will be no executive session.

Potential Action Generated from Executive Session

No action was taken.

Adjournment

Being no further business, the meeting adjourned at 11:44am.