

Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
September 20, 2022 – 8:30am
In Person and Zoom Option

Present: Chair Trustee Glenn Johnson, Vice Chair Trustee Mike Wilson, Trustee Beth Thew, Trustee Todd Woodard, Trustee Steve Yoshihara. Also in attendance were: Christine Johnson, Emily Yates, Grace Leaf, Lori Hunt, Greg Stevens, Kimberlee Messina, Kevin Brockbank, Lisa Hjaltalin, Carolyn Casey, Amy McCoy, John Gillette, Carla Naccarato-Sinclair, Katie Satake, Christine Burge, Rudy Morrow, LeAnna Stallcop, Daniel Yeromenko, Breanne Riley (recorder)

Excused: Brenda Martinson, Christina Momono

Guest: Carolyn Busch

GUEST SPEAKER

Carolyn Busch, Washington State Department of Commerce, Carolyn Busch gave a brief background of her career, with a highlight of her background in higher education. Ms. Busch reviewed that there is a workforce shortage in manufacturing and how that shortage is affecting the middle class. Ms. Busch reviewed that in order to sustain democracy the middle class is needed, and manufacturing is a middle-class arena. Ms. Busch discussed how retirement is on the rise and that it is not covid related, but it is baby boomers that are retiring. Ms. Busch noted that if the Gen Z group were to fill the job market at the rate of the other generations there would be a sufficient workforce, but they are not arriving in the workforce. Ms. Busch posed the question of where are they going as they are not working and not going to school? She stated she believed that part of the problem is the cost of housing and childcare and that makes the generation not want to have a regular job, which leads them to wanting to live an alternate lifestyle. Ms. Busch asked the audience what their thoughts on this were. Grace Leaf referred to an editorial by Mark Cuban about how the Gen Z group is prioritizing mental health and seeing how the cost of working impacts mental health. Trustee Yoshihara asked what income level is considered middle class. Ms. Busch stated that the average wage for a manufacturing job is 92k per year. Middle class is between 50k and 100k and the middle-class income level has been raised due to the cost of living. Trustee Yoshihara asked about the incentive of bringing manufacturing jobs to the area and noted that Washington is losing that workforce to Idaho. Ms. Busch reviewed how to recruit business to Washington and some of the issues that Washington is having with trying to recruit to the state. President Messina stated that from a higher education perspective there is a need to reframe the value of higher education and that people are not associating a degree with a better home, higher wage, etc. Dr. Messina stated that there is a realization that the world has changed. Trustee Wilson asked if the people that are not looking for work are included in the 3.7%

unemployment rate and asked how those that are not looking are surviving. Trustee Wilson asked how much of a factor the cost of education has on the entry into higher education. Trustee Thew noted that enrollment strategies have changed and if CCS recruited students the way they did 10 years ago enrollment would be half of what it currently is and that same approach goes to manufacturing, what worked 50 years ago does not work now. Trustee Woodard asked what the source of the 93k per year for manufacturing career was. He then asked if Ms. Busch would consider assembling a list of best practices or tactics for generating student enrollment. Dr. Johnson added her thanks to Ms. Busch for attending the meeting and that the questions she asked had been very relevant to the adjustments that need to be made in higher education. Carolyn Casey noted that in the marketing role at CCS the Generation Z age group seems to be more cynical and transactional. Trustee Thew asked about a new manufacturing apprenticeship and who can CCS partner with for the apprenticeship so that students will not acquire student debt. Trustee Johnson thanked Ms. Busch for her time and for sharing her information with the Board.

Call to Order

The Board of Trustees of Washington State Community College District 17 held a regular meeting on Tuesday, September 20, 2022. Trustee Johnson called the meeting to order at 9:12am. This was 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 Johnson.

PUBLIC COMMENT

There were no public comments.

CONSENT AGENDA

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

- a. Minutes of the July 19, 2022, Regular Meeting
- b. Capital Projects Status – Mr. John Gillette
- c. Budget and Expenditures – Ms. Lisa Hjaltalin
- d. Head Start Updates – Ms. Bobbi Woodral
- e. Admin Procedure – Ms. Amy McCoy

Trustee Johnson asked that John Gillette present the Board with an update of the capital projects status. Mr. Gillette reported that CCS is a little over halfway through the biennium and the goal is to close out the biennium by June 13th. Mr. Gillette noted that the CCS projects are on schedule for the most part and reviewed some of the issues that they have come across while working on projects. Mr. Gillette stated that there is a lot of planning.

Trustee Johnson acknowledged that the fiscal team led by Lisa Hjaltalin were present at the meeting and noted the great work that they have done for CCS. Ms. Hjaltalin

introduced the fiscal team to the Board and explained their various roles at CCS. Trustee Thew asked that since CCS was the pilot for ctclink if the fiscal team feels at ease with ctclink now. Amy McCoy stated that the original request for proposal for the software had 2,488 requirements over the time of implementation, and that 250 of those requirements were set aside and subject matter experts are being called in to see if they will be permanently descoped. She stated the CCS employees have done an incredible job of workarounds and that there has been a larger push to get some of the issues solved. Trustee Yoshihara thanked the team for their hard work and asked if copies of the audits will be given to the Board. Trustee Yoshihara asked Ms. Hjaltalin how much the PCard rates are annually. Trustee Wilson stated he enjoyed watching Ms. Hjaltalin describing each individual and the complexity in the work that she is doing with the team is noteworthy. Trustee Woodard stated that the teamwork is evident and thanked the fiscal team, he then asked when Davis Farr will complete their audit. Trustee Johnson asked how big the fiscal team is now compared to before ctclink was introduced, what is necessary, and what the requirements are. Trustee Thew asked how often CCS changes their auditor. Trustee Thew stated that she was of the understanding that it is good practice to change auditors every 5 years.

Trustee Wilson asked that if the policy change brought forth by Amy McCoy does not change the intent of the policy but changes the appellate language regarding the admin procedure. Trustee Thew asked what the alternative for a student that does not believe their grievance has been satisfied would be. Ms. McCoy stated that students still have their right to appeal. The motion to approve the consent agenda was so moved by the Board and seconded by Trustee Thew. The consent agenda was approved unanimously by the Board.

2023 Board Schedule

Trustee Johnson brought forth the proposed 2023 Board of Trustee meeting schedule and assignments. Trustee Johnson asked if there were any concerns or comments or if the Board is prepared to approve it. Trustee Johnson stated that the Board is working through the committee schedule and today only the calendar was before the Board. Trustee Wilson noted that one change that should be made to the schedule is that the meetings are listed that they will be at the Lodge each time and that they are trying to move around and meet in different areas of campuses and that should be modified. Trustee Thew stated that is important, especially for the new CEO, to move around the campuses. Trustee Woodard stated that he was struck when going into the standard building how incredibly well that it shows and that is something as a Trustee that they should see. The motion to accept the schedule with the amendment of locations to be posted ahead of time was so moved by Trustee Thew and seconded by Trustee Woodard. The 2023 Board schedule was unanimously approved by the Board.

Chancellor's Report

Dr. Christine Johnson, CCS Chancellor, Dr. Johnson reported that CCS is excited to have an opportunity to reach out to local tribes and members of CCS will be meeting with different tribes to strengthen relationships between the tribes and the colleges.

Dr. Johnson also noted that the Lodge will be moved to a Native American Culture Center and that Chairwoman Carol Evans is excited to work with CCS in the conversion of the Lodge. Senator Billig will be an honorary co-chair and CCS can use his name in any way needed to focus on recognizing the culture of the native peoples. Dr. Johnson stated that they are excited for the new academic year and that enrollment is getting more stable and CCS is off to a good start. Trustee Thew stated that she is excited about the Lodge transition and she hopes that in the transition the history of the Lodge will be captured and represented. Trustee Woodard asked if there will be a role for the MAC in the transition, not only in the tribal items, but also in the history of the Lodge and utilizing their collection.

Presidents Report

Dr. Kimberlee Messina, President of SFCC, Dr. Messina thanked the Trustees for attending the SFCC Convocation and that it was a chance to reflect on the progress that has been made in the last few years. Enrollment at SFCC is down 2.6% and not 5% which is great and SFCC is moving in the right direction. There are new trends that are being noticed but it is a progression. Dr. Messina stated that SFCC is very excited about the implementation of the strategic equity, diversion, and inclusion plan and that they are doing new things that have established holes in benchmarks on the campus. There will be a survey of students and a forum where students can give their opinions. The SFCC library has transformed and it is a beautiful space and would be a good place for a Board of Trustee meeting, followed by a tour of the planetarium. Trustee Yoshihara asked how far below on enrollment SFCC is from its pre-covid peak. Trustee Thew asked if any programs at SFCC are at risk. Dr. Messina stated that programs are doing much better than anticipated and that the programs are in great shape. SFCC is officially doing a phase out of the Business Technology program, students can complete the program but the issue is that the program did not develop with the technology. Dr. Messina reassured the Board that there are no layoffs and just a shift in the curriculum.

Dr. Kevin Brockbank, President of SCC, Dr. Brockbank reported that SCC enrollment is up by 2.6%. There is a strong support of ESL students and declines in other areas, so it looks good but there are some reductions as well. Dr. Brockbank noted that during a President's call last month the majority of the other Presidents reported enrollment being down 8-26% from last fall, so CCS is doing tremendous in comparison to colleges around Washington. Dr. Brockbank also noted that there are some programs this year that are starting at a lower enrollment and SCC needs to keep looking forward. Trustee Yoshihara asked if the influx of people moving into the area is causing the enrollment to be lower. Dr. Messina stated that in the areas where there is a surge those populations were disproportionately excluded during covid, so they were in the area but not represented and now they are coming back because they feel safe.

Dr. Brockbank noted that the massive increase has been from refugees, especially from Ukraine. Trustee Yoshihara commented that population in U.S. is growing from immigration, so there is a decrease in domestic population. Dr. Brockbank stated the challenge is to get the ESL students to transfer to the colleges as opposed to leaving the colleges for work, due to visa problems, etc. Trustee Thew stated it would be interesting to see how CCS is progressing students from the ABE and ESL programs to college classes. Trustee Wilson noted that it would be interesting to know how many students enrolled in ESL are already trained in a trade or vocation and are just in the ESL program to learn the language to utilize their training and professions. Trustee Wilson stated that it would be an interesting article to write on what the training of immigrants is and how they are capable of coming into the U.S. workforce. President Brockbank said he would present that at a later meeting. Trustee Woodard asked if CCS would see what the barriers are for the immigrants in that report.

Dr. Brockbank reported on the homeless shelter that is near the SCC campus and how that is affecting SCC. Trustee Johnson said that he would like for the fiscal team to document the extra expenses that CCS is acquiring to protect the students and staff and if the city can cover the expenses because CCS was not consulted in the location of the shelter. Greg Stevens addressed the Board in relation to the comment. Mr. Stevens stated he was surprised as they started the assessment and how the changes are impacting the campus. Mr. Stevens reviewed concerns of STA increasing from 8 departures an hour to 23 an hour and that having a center closer to the campus will affect those on the campus. It was noted that there is also a shelter that is serving homeless teens moving into the area and there is a methadone clinic near the campus as well. The corridor construction is set to conclude in 2024 but there will not be traffic until 2027 and the corridor is creating a shelter itself for the homeless. Mr. Stevens reported that there was funding provided by legislature this year that will allow for construction of a Millwood trail that will connect the SCC campus to the city of Millwood on the Spokane River as well as bringing all of the trails in that region together behind Building 50. Mr. Stevens office was asked to design a secure campus and he explained how the different tactics will be used and what areas are being looked at to create this. Dr. Brockbank reviewed items that have been brought up for a secure campus and what has been agreed to, such as locking the buildings at different times and added security to the campus, along with other strategies. SCC is trying to maintain a campus that has a welcome and open feeling but also says that if you are not a student you are not to walk around the campus. Trustee Wilson remarked that he liked that balance is being used and the protection of the campus is important as well as the campus being welcoming, he also stated that SCC offers an opportunity for the homeless to get out of their situation. Trustee Wilson noted the transit center and the account of the area under the freeway by Dr. Brockbank was accurate. Trustee Woodard asked who owns the responsibility to fence the area under the corridor. He

then asked if there was an opportunity to engage the Department of Commerce and Congress Structor Brown in terms of the cost recovery due to the homeless shelter being placed near campus. Trustee Woodard stated that he liked the idea of getting mirror back in 30 days and that is something the airport does in terms of welcoming groups to the communities. Trustee Johnson stated that other colleges in the state are dealing with the same issues and that Dr. Brockbank may be able to get some ideas of how the other campuses are addressing the homeless issues. Trustee Thew commented that she likes what Trustee Wilson said about balance and she hopes that the voices of the students and employees will be heard regarding if they feel welcome and safe on campus. Trustee Thew mentioned that the campus will be different in the winter as opposed to now as people will want a warm place. Ms. Naccarato-Sinclair mentioned it is the evening classes she is anticipating hearing the most about safety from students and employees. She also noted that SCC does currently have some students that are experiencing homelessness so they are familiar with the issue. Dr. Brockbank recognized that SCC has a lot to learn over the next year.

SCC Apprenticeship Center Design

Dr. Kevin Brockbank, President of SCC, Dr. Brockbank brought forth the pre-design of the apprenticeship center. There is a need for the apprentice students to feel connected to SCC and he is asking for approval for that change. Dr. Brockbank shared that the apprenticeship center was originally cast for all apprenticeship programs and SCC is now proposing to add architectural tech and mechanical engineering programs into the building. He stated that one of reasons to move the two programs is to remove them from the front part of Building 1 to prepare for Student Services to move into that spot. SCC is wanting to create some synergy and connection between the credit and apprenticeship programs, the goal is for the apprentice students to feel like SCC students while they are on campus. Trustee Thew moved to approve the architectural tech program to be included in the apprenticeship program. The motion was seconded by Trustee Johnson. The action was unanimously approved by the Board. Trustee Thew noted that the report from the Native American and land usage, as well as the report on the archaeology items, was very interesting and then asked how much is shared with the Spokane Tribe and any Native American clubs at SCC.

BREAK

Trustee Johnson recalled the Board of Trustee meeting at 10:48am.

Review of Workforce, Demographic and Utilization for January 1, 2021 through December 31, 2121

Greg Stevens, Chief Strategy and Administration Office, Greg Stevens noted to the Board that the report is usually given in June and that there was a delay due to recruitment activity. Mr. Stevens reported that this is a snapshot of the staffing at CCS as of December 31st, 2021. There are 1,254 full time employees currently at CCS

and that is a full time equivalent, so if there are part-time employees they are added together to equate to an FTE. The total people of color is a category that is tracked at the Governor's policy level. Mr. Stevens noted that the general employee at CCS is female, white, and over the age of 40, that is the dominant percentage of the workforce at CCS. Mr. Stevens reviewed the Board of Trustees Policy statement and then the population review. Mr. Stevens reviewed the employees of color and the Eastern Washington Public Agency Comparison and how CCS compares with other local agencies as well as CCS as a total agency and the percentage within each of the units. Trustee Yoshihara asked what the state requirement is for employees of color. Mr. Stevens then reviewed the 2013-22 employees of color decade trend, and that CCS has declined in numbers in the last decade. Trustee Thew asked why there was a problem with the recruitment of people of color and what the issue is. Mr. Stevens reviewed the decade trend analysis by race, as well as the employees of color by job group as compared to the total workforce and by institution. CCS person of disabilities decade long trend was reviewed, with Mr. Stevens noting that the disabilities number has gone up drastically with the vaccine exemption, being that a disability can be used as an exemption. Trustee Yoshihara asked if the 2% was more accurate as opposed to the current numbers for CCS persons with disabilities. Mr. Stevens then reviewed the faculty of color numbers and how CCS compared to regional institutions of higher education. He then reviewed the CCS workforce age demographics and that 35% of the workforce is either now eligible, or eligible in the next 5 years, to retire. Mr. Stevens reviewed turnover at CCS and that the rate is typically 9-10%, which is somewhat normal of the higher education industry, though 2020-2022 turnover had increased. Mr. Stevens reviewed recruitment activity at CCS and noted that vacancies have accelerated. Trustee Yoshihara asked if this trend has been seen in other institutions. Trustee Thew asked if the attitude of employees at state and education careers have changed. Trustee Yoshihara noted that it is interesting that there is turnover in this field as there is retirement whereas in private sectors there is not. Trustee Thew asked if CCS recruits from the local regions such as Idaho. Trustee Woodard asked if NeoGov was used at CCS. Carla Naccarato-Sinclair reviewed the distinction between exempt and classified employees as well as faculty. Mr. Stevens reviewed the 2021 analysis of administrator and exempt recruitment and the 2021 analysis of faculty recruitment. Trustee Thew thanked Mr. Stevens for his report. Trustee Johnson asked what kind of support group is offered to CCS for new employees of color.

Strategic Plan Update

Greg Stevens, Chief Strategy and Administration Office, Greg Stevens reviewed that there has been a strategic plan in place since 2021 and what was identified in the strategic plan. One of the projects was to develop a dashboard to track how CCS is doing in the different areas. Mr. Stevens navigated the Strategic Plan that is posted internally at CCS through the intranet with a highlight on the metrics page. All of the

surveys that have been used in the last year to help establish some of the baselines can be viewed in full on the site. Mr. Stevens reviewed the KPI dashboard, which includes the mission statement and the vision statement of CCS. Each of the pillars in the KPI dashboard are a priority and they are posted with details in the dashboard. Trustee Yoshihara asked how often the information is viewed. Trustee Woodard asked if the tactics that are being used are assessed, if they are achieving the goal, and if that was available. Mr. Stevens illustrated to the Board how to navigate to different arenas of the dashboard. Mr. Stevens reviewed the number of employees that are data-trained through the year and how to monitor progress of each of the groups. Trustee Thew asked if there is an idea of how many people visit the site.

Faculty Reports

Carla Naccarato-Sinclair, AHE President, Ms. Naccarato-Sinclair informed the Board that while she is scaling down her work she is still involved in the legislative committees and groups. Ms. Naccarato-Sinclair reported that the state board is asking for the first year of the next year's biennium that there will be a 7.8 COLA that is driven by outside numbers and a 6.5 pay increase with the following year a 3.5 COLA and a 6.5, overall the whole biennium should be anywhere from a 22-20% increase. That is going to be asked for all employee groups even though CCS is automatic in the COLA. Ms. Naccarato-Sinclair noted that this is going to be a big portion of the annual budget and many groups are working on this together. Trustee Yoshihara asked if CCS would have to absorb all of the 6.5%.

Faculty Report

Katie Satake, SCC, Katie Satake reported that John Spatz, who is a Physical Education instructor at SCC, spoke about Bradley Fillis. Mr. Fillis is a member of the SCC track and field team from Central Valley High School in Spokane Valley and was named the Northwest Athletic Conference (NWAC) athlete of the meet at the conclusion of the conference championships May 23-24, 2022. The meet was held at Mt. Hood Community College in Gresham, Oregon. Mr. Fillis won all three of his throwing events – discus, shot put, and hammer. He scored 10 points in each event for a total of 30 points for the team, the most of any student-athlete in the championships. It was only the second time in conference history that an individual won three throwing events at the championships. Mr. Fillis's efforts earned him NWAC JC All-American honors in each event, as well as being named the Conference Track and Field Athlete of the Year for 2022. Fillis completed his AA in Pre-Nursing/Science degree in June and will attend EWU this fall studying exercise science and competing in track and field for the Eagles.

WFSE/Classified Staff Report

Christine Burge, SCC Classified Representative, Christine Burge wanted to take a moment to acknowledge the classified staff that are working with the ESL students. The instructional techs are doing great intake work with the ESL students that SCC

has been seeing. They have been seeing record numbers over the last several months, but just in the recent weeks they have continued to see about 20-30 students per week, with over 60 seen last week. The classified staff is doing amazing work to meet the unique student population and their unique needs.

Student Report

Daniel Yeromenko, SCC ASG President, Daniel Yeromenko reported that everyone is getting back to classes and understanding what they need to do. Currently the ASG team is small and there are vacancies but everyone that is working with ASG is returning so they have experience and are able to jump back in. Mr. Yeromenko likes to call the ASG team a small but mighty team. Mr. Yeromenko reported that the executive staff has only 1 director, she is the director of academic and student affairs and has been doing a great job. There are 2 senators and they are both working together, doing a great job, and they already have some projects in the works. There are quite a few vacancies but they are heavily pushing out applications and they want to grow the student experience. Trustee Johnson stated that is a normal start for every quarter but the students will come around.

LeAnna Stallcop, SFCC ASG President, LeAnna Stallcop reported that the SFCC ASG has been hard at work for the last 3 weeks preparing for the start of the new school year. This fall quarter the executive team has been helping train the new ASG members and making sure that they are all well equipped for their individual jobs as well as working as a creative team. The SFCC ASG team is almost full, they are only missing 2 positions. Ms. Stallcop noted that in the leadership training they were asked to partner with the new faculty academy, as well as Kettle Moore, to help faculty to be better instructors using student perspective. The ASG team is passionate about helping their peers and there are some great events that are being planned.

Board Report

Trustee Johnson stated that there will be an ACT Board meeting in Seattle on November 17th. Trustee Thew mentioned that it is a statewide organization and that CCS is one of the largest colleges and that it is important for CCS to have a presence with the ACT Board. Trustee Wilson reported that regarding the Chancellor search committee and timeline they are working with ACCT as a consultant, October 12th and October 13th there will be a facilitated open public forum, October 17th is the first committee meeting, and October 26th the profile for the chancellor position will be completed and available at the meeting in New York. January 3rd is the target date to receive all applications, the applications will be open from October 26th to January 3rd. Between January 4th and February 17th, the committee will meet to go through the applications, March 10th through March 17th will be the final candidate interview dates. The committee is anticipating that the week of March 27th will be the announcement of

the new chancellor, with the new Chancellor to come onboard July 1st. Trustee Yoshihara wanted to thank everyone for the convocation yesterday. Trustee Thew noted that the speakers at the summer retreat and convocation had a positive and forward looking view and that both speakers were outstanding. Trustee Woodard noted that the speaker at the retreat spoke of being present and that really resonated with him.

Executive Session

Trustee Johnson announced that the Board will convene an executive session for the following purposes: to evaluate the review of performance of a public employee, also to discuss with Counsel representing the agency matters regarding the potential litigation, also to evaluate the process of hiring an applicant for public employment. The executive session will be 30 minutes in length and if it goes any longer than that it will be announced and the Board will take no final action following the executive session. The executive session will begin at 12:00pm.

Potential Action Generated from Executive Session

No decisions made in executive session.

Adjournment

Being no further business, the meeting adjourned at 1:00pm.