

Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
March 14, 2023 8:30am
In Person and Zoom Option

Present: Trustee Mike Wilson, Trustee Todd Woodard, Trustee Glenn Johnson, Trustee Beth Thew, Trustee Steve Yoshihara. Also present: Greg Stevens, Kevin Brockbank, Kimberlee Messina, Amy McCoy, Lori Hunt, Lisa Hjaltalin, Bobbi Woodral, Jessica Retter, John Gillette, Carolyn Casey, Beverly Daily, Carla Naccarato-Sinclair, Katie Satake, Christine Burge, Clinton Brown, Christina Momono, Daniel Yeremenko, Sarah Martin, Michelle Moore, John Whitmer, Charlie Hollen, Ken DeMello, Breanne Riley (recording secretary).

Excused: Trustee Glenn Johnson, Katella DeBolt, Grace Leaf, LeAnna Stallcop

Celebrating Student Success

Sarah Martin, Michelle Moore, and John Whitmer of SFCC guided the Board of Trustees and meeting participants on a tour of the astronomy walkway at SFCC. The parties left at 8:15am for a full walking tour and returned at 8:57am.

Call to Order

The Board of Trustees of Washington State Community College District 17 held a regular meeting on Tuesday, March 14, 2023. Trustee Wilson called the meeting to order at 9:01am. This was followed by the Pledge of Allegiance and roll call, Trustee Mike Wilson reported that Trustee Glenn Johnson was excused from the meeting. 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 noted that in the recent chancellor candidate forums there had been questions asked to each candidate addressing how meaningful the Land Acknowledgement was to them as a potential chancellor. Trustee Wilson then added that he was impressed that the Land Acknowledgement was important to staff and faculty and that it is very important to the Board as well. Trustee Wilson had asked the Board meeting to be shortened today due to a chancellor candidate forum being held at 10:00am so that meeting attendees could participate in the forum if desired. In an effort to allow the time constraint Trustee Wilson had suggested that everybody give their reports written rather than orally, also noting that process will not be made a habit.

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 February 21, 2023, Regular Meeting
- b. Capital Projects Status – Mr. John Gillette
- c. Budget and Expenditures – Ms. Lisa Hjaltalin
- d. Head Start Updates – Ms. Bobbi Woodral

Trustee Wilson asked if there were any questions or comments regarding the consent agenda, to which there were none. Trustee Woodard moved to approve the consent agenda and the motion was seconded by Trustee Thew. Trustee Wilson noted that the complete audit from 2022 in the consent agenda would be typically approved, but the finance committee members of the Board had not been able to review the report in depth and they will ask to meet with Ms. Hjaltalin to do so. Trustee Wilson stated that the audit will be withdrawn from the consent agenda as an amendment to the motion. Trustee Woodard moved on the friendly amendment to the motion, which was seconded by Trustee Thew, and approved unanimously by the Board.

Chancellor's Report

Mr. Greg Stevens, Acting Chancellor, noted that the Chancellor's report had been submitted in writing and he had nothing more to add.

Presidents Report

Dr. Kimberlee Messina, President of SFCC, noted that there was nothing to add to her report and it too had been submitted in writing.

Dr. Kevin Brockbank, President of SCC, noted that there was nothing to add to his report and it too had been submitted in writing.

Trustee Wilson noted there were excellent activities occurring at both campuses and it was great to see.

Facilities Space Utilization

Mr. John Gillette shared that the report given today was based off a study that had been conducted in 2018. Mr. Gillette had commissioned the study of space for two reasons, the first being that the North Spokane Corridor was being built on the west side of the SCC campus and he wanted to understand the utilization of the current

space when 37,000 square feet would be eliminated due to transferring that area to Washington State Department of Transportation. The second reason for the study was for the Fine and Applied Arts Center at SFCC and the attempt to incorporate the functions of Building 5 into the Fine and Applied Arts building so that three buildings could be demolished rather than two. Mr. Gillette noted that the presentation was looking at the utilization at a macro-level environment and did not look at the efficiency of use for teaching spaces. Mr. Gillette also noted that the study was five years old and it excluded off-site locations and rooms that were under renovation. The Magnuson building and Adult Basic Education Center were analyzed but excluded because if inefficiencies were found in that space, it would be unactionable. Mr. Gillette shared that when Sightlines conducted the study, they focused on data integrity and the intentional use of teaching spaces. The data integrity portion included over 25,000 classes being evaluated, with approximately 5,000 spaces excluded, resulting in almost 12,000 classes being used for the study. Sightlines found that there were inconsistencies and errors in the data, which led to approximately 20% of the data being excluded. The reason Sightlines excluded the 5,000 classes was to ensure that the information given was accurate. Mr. Gillette reported that it was determined that CCS was not putting students in the best spaces. In 2018 SCC utilization rate overall from 7:30am until 10:00pm was at 22% and in 2023 the utilization dropped to 18%. SFCC room utilization in 2018 was 19.5% and currently is at approximately 15%. Sightlines conducted stakeholder groups and found opinions on class scheduling, it was shared that it was difficult to schedule classes in the morning due to the high utilization rate and that a decline in the utilization rates began at approximately 1:00pm. Mr. Gillette reviewed the study on Building 27 at the SCC campus in regard to utilization rate. The SFCC room utilization in each building was reported and Mr. Gillette wanted to specifically highlight Building 5 because it is more of a classroom building. Trustee Yoshihara asked if utilization in the past was higher due to students attending school in person rather than online. SCC utilization rates per building were reported highlighting both poor and great condition, noting that Building 27 was seen as a great learning space and Building 1 was seen as a poor learning space. Trustee Thew asked if the apprenticeship space was not on the report because it was not on campus and asked for clarification that the new building would be on campus. Mr. Gillette reported that SCC had a 52% fill rate in the classroom and was now believed to be at 37%, the decreased being based on the decline in enrollment. At SFCC there was a 42% fill rate in 2018 and they believe it is now at 30%. Ms. Beverly Daily asked if the report took into account other reasons why there could be fewer students in the room than the number of seats offered, for instance if there is a class size cap there would be far more seats available than what is actually being used. Trustee Thew noted that in a previous slide there was a low utilization rate in the afternoon and she asked if there was a demand from the students to have classes offered in the afternoon. Trustee

Wilson asked if a survey had been given to students asking what their preferred class times were. Trustee Woodard asked if there was a structural issue and if there was a contract that faculty will only teach between certain hours. Trustee Woodard noted that the information was interesting and the report was very well done. Mr. Gillette then reviewed setting utilization targets and the opportunity for increased utilization at CCS. Mr. Gillette noted that the key findings from Sightline was that data inconsistency created challenges in understanding how CCS used their building. Dr. Messina commented that classes could be reallocated to other buildings but there is a lot of retrofitting to do that. Mr. Gillette then reviewed key takeaways from the survey, namely that position utilization is at a historic low and the underutilized space is expensive to maintain. Trustee Wilson commented that the report reveals how capital requests should be looked at in the future and it needs to be certain that the space is needed rather than going after a capital request simply because they can. Dr. Messina noted that she agreed with Trustee Wilson and the colleges need to think more efficiently about using space as opposed to asking for a new building. Trustee Wilson explained that the capital budget review is at the state level and the issues around remodeling spaces are not approved within that capital budget but within the local budget. Trustee Thew asked if the decision to have retrofitting, remodel, and the like was at the state Board level and how do they get more into retrofitting and remodeling into the capital budget as opposed to it being separate. Mr. Gillette noted that WACTC has developed criteria for capital projects and once the cost is over 5 million dollars it is considered a major capital project. Trustee Yoshihara asked how CCS utilization rates compared to other colleges, to which Mr. Gillette noted that SCC scored 4th and SFCC scored 8th out of a 34-college system. Trustee Yoshihara asked if a guideline was given to CCS as to what is optimal for utilization, how CCS falls within that guideline, and if CCS has a specific target in that guideline. Mr. Stevens noted that from a facilities standpoint the goal is 100% utilization but the best institutions usually run at 60% due to various factors. Trustee Yoshihara asked if there are other colleges that have addressed the issues and if they can be used as a guide, to which Mr. Stevens noted that Mr. Gillette is currently the state leader in the system. Trustee Wilson thanked Mr. Gillette for his presentation and noted that it was very helpful. Trustee Thew asked if a similar report like this had been done in the past so that they may see trends. Trustee Woodard asked if strategies to increase afternoon occupancy in the classrooms had been developed. Trustee Woodard clarified that he was looking at certifications for different degree programs for students and if that is something that could be utilized for classroom use. Trustee Thew asked if the spaces can be utilized from outside companies and the effect that would have from an entrepreneurial standpoint.

Clery Act and Drug-Free Schools and Community Act Compliance at Community Colleges of Spokane

Ms. Amy McCoy reviewed that the Clery Act and Drug-Free Schools and Community

Act are consumer information regulations, meaning that CCS needs to provide information to prospective students and employees about the safety of the community and the resources that are available to them. CCS has signed a program participation agreement so that they may receive financial aid for students and they can apply for federal grants to support the CCS mission. Ms. McCoy reported that every six years CCS certifies that they follow the disclosure requirements, which includes a report of campus crime statistics, a drug and alcohol abuse program that is accessible to all, and a biennial review of the drug and alcohol abuse program. Ms. McCoy explained that an institution is considered to have administrative capability if it has an adequate number of qualified personnel to administer the title four programs, ensuring that CCS has written procedures for how they are going to respond to emergencies and how to collect crime data, and also to ensure that CCS has a checks and balances that allows for self-correction before there is a crisis situation. Ms. McCoy noted that impaired administrative capability was one of the top five violations from the Department of Education in the Clery Program. Ms. McCoy then reviewed the consequences that face an institution if they are not in compliance. Trustee Yoshihara asked if CCS had been fined for violations in the past, to which Ms. McCoy reported that they had not. Ms. McCoy reviewed the roles in the internal control system and the roles of employees within that system. Ms. McCoy reviewed the checklist of what Clery compliance programs should include and then noted that CCS is doing well. Trustee Thew asked if SCC could be impacted compliance wise by some of issues that have arisen in the neighborhood close to the SCC campus. Ms. McCoy reviewed the internal control system of CCS and the policies and procedures that are required to be in place and communicated in annual reports. Ms. McCoy then reviewed the training programs that are offered to the community by CCS. Ms. McCoy reviewed the CCS security officers' limited commission designation and shared that in 2021 the Spokane Police Department rescinded the limited commission designation of the security officers for CCS – to which Dr. Brockbank noted that he will be meeting with the Spokane Police Department in the month of May in hopes of regaining the limited commissioner office training. Ms. McCoy reviewed the groups that have been identified as campus security authorities. Monitoring of the system was then reviewed and the ways that the system was monitored. Ms. McCoy reviewed the implementation of systems and processes as well as the available resources that are offered. Ms. McCoy then addressed the Drug-Free School and Communities Act and the regulation and requirements of CCS in order to ensure compliance. Ms. McCoy shared that there are resources that are distributed to employees and students that include standards of conduct that prohibit unlawful possession, use and distribution of illegal drugs on campus or at school activities, legal sanctions, health risks associated with drug/alcohol abuse, counseling and treatment available, and disciplinary sanctions for both students and employees. Ms. McCoy noted that CCS is following all local requirements to ensure success in the program.

Charlie Hollen and Ken DeMello were asked to field any questions that anyone may have. Trustee Wilson asked if CCS had an adequate number of security officers and if the college was in compliance. Ms. McCoy noted it was her impression that more security is needed at both campuses due to recent changes in the community. Dr. Brockbank noted that there are considerations at both campuses and that the long term needs of the campuses need to be addressed due to the changes. Trustee Wilson requested a follow up report on security staffing at both campuses for a sense of the new level of compliance that is potentially needed.

Tenure Consideration for Fall Quarter

Mr. Greg Stevens, reviewed the Winter Quarter 2023 tenure consideration and noted that the files have been made available to the Board and the motion is before the Board today for tenure consideration. Trustee Woodard stated that the Board of Trustees was duly authorized and vested by laws as the appointing authority for the Community Colleges of Spokane and has reviewed and given reasonable consideration to the Tenure Review Committee recommendations for these probationary faculty members. Trustee Woodard moved that the appointing authority hereby grant tenure to the following probationary academic employees and hereby directs the chancellor to take all appropriate actions in carrying out the decision. The employees to include are Ian Bailey, Jacob Butcher, Janelle Cordero, Kristin Draxton, Megan Fadeley, Anna Gamble, Michelle Grover, Catherina Jamison-Satake, Melinda Martin, Michael O'Sullivan, Benjamin Sabori, Michelle Samuels, Cassandra Stein, Susan Williams, Kate Wilson, Diamond Wilson, Michael Gaul, Amy Gray, Kenneth Mandler, Jared Ozaki, and Alex Pelham.

The motion to grant tenure was seconded by Trustee Yoshihara. Trustee Wilson noted this was an exceptional group of faculty and the Board was pleased to award tenure. The motion to grant tenure was moved unanimously by the Board of Trustees.

Alert of Tenure Consideration

Mr. Greg Stevens report was submitted in written form prior to the meeting.

AHE Report

Ms. Carla Naccarato-Sinclair thanked the Board of Trustees for the flowers and plaque that she received at her last Joint AHE meeting. Ms. Naccarato-Sinclair noted that this would be her final report as her final day is April 5th. Ms. Naccarato-Sinclair shared that when she first began her position 25 years ago she had great teachers in faculty and administration. Ms. Naccarato-Sinclair noted that one of the great things about leadership is that one should always be learning, changing, and listening. One of her mentors, Mr. Gary Livingston, taught her about problem solving, collaborating, and identifying that all employees have the common goal of education and no matter what the problem is a solution can be found and to treat others with respect. Mr. Greg

Stevens has been a great mentor to her and she has enjoyed working with him with the Human Resources department. Ms. Naccarato-Sinclair noted that if there is no faculty there is no college and she had worked to ensure that they are recognized and appreciated in many ways. Ms. Naccarato-Sinclair looks forward to working with CCS in the future and she appreciates all of the years that she has been with CCS. Trustee Wilson shared his appreciation and the valuable relationship that they have had with AHE and that she had represented the faculty exceptionally well.

Trustee Wilson informed the parties that there will be no other reports today.

Faculty Reports

Ms. Christina Momono, SCC

Ms. Momono's report was submitted in written form prior to the meeting.

Ms. Katie Satake, SCC

Ms. Satake's report was submitted in written form prior to the meeting.

Ms. Katella DeBolt, SFCC

Ms. DeBolt's report was submitted in written form prior to the meeting.

Christine Burge, SCC

Ms. Burge's report was submitted in written form prior to the meeting.

Student Report

Daniel Yeromenko, SCC ASG President, report was submitted in written form prior to the meeting.

Board Report

There will be no Board report.

Executive Session

There will be no executive session.

Potential Action Generated from Executive Session

No action was taken.

Trustee Wilson stated that there will be an executive session and Board meeting on Friday and the use of the meeting will be for the selection of the Chancellor of CCS. Trustee Wilson shared that this was the last meeting for Ms. Emily Yates, AG representative for CCS. Ms. Yates shared that she has resigned after five years with CCS and she will be joining the office of the General Council at Gonzaga University. Ms. Yates noted that she has enjoyed her time working with CCS and how much she

had learned and the incredible work that CCS had as a team. Ms. Yates thanked the Board.

Adjournment

Being no further business, the meeting adjourned at 10:18am.