

Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
May 9, 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: Kevin Brockbank, Brandy Browning, Jenni Martin, Lisa Hjaltalin, Amy McCoy, Kimberlee Messina, Lori Hunt, Greg Stevens, Carolyn Casey, Grace Leaf, Rob Deyo, Christine Burge, Christina Momono, Katie Satake, Katella DeBolt, Jessica Retter, Jeff Brown, Julie Litzenberger, Jim Brady, Patrick McEachern, Connan Campbell, John Gillette, Daniel Yeremenko, Lu Stallcop, Breanne Riley (recording secretary).

Excused: Bobbi Woodral, Beverly Daily

Celebrating Student Success

Jeff Brown and Julie Litzenberger presented to the Board of Trustees a report on the Culinary program at SCC. Mr. Brown shared that part of the Guided Pathways mandate was to reduce student time of completion and cost of attendance. Mr. Brown explained that the mandate was being used as an opportunity to recreate the curriculum for the Culinary program. Mr. Brown then reviewed the new 90 credit curriculum that has been implemented for the program. Ms. Litzenberger shared that the initiative in the Culinary program was to teach about the industry post-pandemic, describing some of the challenges and changes within the restaurant industry due to the pandemic. Ms. Litzenberger reviewed the departmental/college experience within the Culinary program at SCC and how each student has played a part in the food preparation and service at Orlando's from start to finish. Ms. Litzenberger reviewed the changes in consistent schedules and the benefits students gain from having a consistent schedule. Ms. Litzenberger reviewed the program-wide changes within the Culinary program, including hospitality writing, menu planning, and hospitality math. The program has been expanded with the addition of a grab-n-go bakery/deli, an increase in co-teaching opportunities, and a focus on bringing students together in a family atmosphere and increasing interaction between faculty. Ms. Litzenberger reviewed the management focused curriculum that has been implemented in the Culinary program as well as newly introduced concepts. Ms. Litzenberger reviewed the outcomes for students from their studies at the Culinary program, including students having more value to employers and better preparation for entrepreneurial opportunities. The student response to the new program was then reviewed, with the

main change being that students are able to begin cooking on the first day of class as opposed to having lectures for the first course.

Ms. Litzenberger introduced culinary students Deante Johnson, Ina Coca, and B Springer, who presented their culinary creations to the Board and all attendees.

Trustee Woodard commented how phenomenal the food and presentation was at the Sasquatch Soiree and asked if food safety and health was taught as part of the curriculum. He then asked what the percentage of students who became chefs, own restaurants, or choose to partake in entrepreneurial opportunities is. Trustee Woodard thanked Ms. Litzenberger for her work. Trustee Thew noted that she was really impressed with the new curriculum and asked how enrollment has been for the program. Trustee Thew commented that there seemed to be some hesitancy for people to go into the restaurant industry post-pandemic. Trustee Thew then noted that the skills that are now being taught are very helpful for the students entering into the restaurant industry. She then asked what the aspirations for the students presenting at the meeting were in the next five years. Mr. Johnson shared that he wanted to travel the world for ten years, spending time in different restaurants, and then open his own restaurant. Ms. Springer aspires to own her own food truck and make healthier foods more readily available for all community members. Ms. Coca moved to the USA five years ago, has always wanted to obtain an industry degree, and is currently working at Osprey in Spokane and consulting for a local bakery. Trustee Wilson stated that it was great to hear from the students about their future plans in life. He then noted that Ms. Litzenberger did a fantastic job in her presentation, and she has created a curriculum that reflects the mission statement for CCS. Trustee Wilson asked if the Culinary Program will be selling their food products at SFCC. Trustee Wilson thanked Ms. Litzenberger, Mr. Brown, and the students for their presentation.

Call to Order

The Board of Trustees of Washington State Community College District 17 held a regular meeting on Tuesday, March 9, 2023. Trustee Wilson called the meeting to order at 9:01am. 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 Wilson.

PUBLIC COMMENT

There were no public comments.

CONSENT AGENDA

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

- a. Minutes of March and April Board Meetings:
 - 03.03.23 – Special Meeting
 - 03.10.23 – Special Meeting
 - 03.13.23 – Special Meeting
 - 03.14.23 – Special Meeting
 - 03.14.23 – Regular Meeting
 - 03.17.23 – Special Meeting
 - 04.18.23 – Work Session
- b. Capital Projects Status – Mr. John Gillette
- c. Budget and Expenditures – Ms. Lisa Hjaltalin
- d. Head Start Updates – Ms. Amy McCoy
- e. Admin Procedure – Ms. Lisa Hjaltalin

Trustee Wilson noted the diligence that Ms. Bobbi Woodral displays with each report that is given and that she has been running the department successfully. The motion to approve the consent agenda was brought forth by Trustee Johnson, seconded by Trustee Thew, and approved unanimously by the Board.

Chancellor's Report

Dr. Kevin Brockbank, Chancellor, stated his gratitude to the Board of Trustees, the Chancellor Search Committee, and the district for their support in his new role as Chancellor of CCS. Dr. Brockbank shared his proposed first year priorities with the Board of Trustees. Dr. Brockbank highlighted the Guided Pathways program and the goal of creating a dashboard for the public that will show what has been accomplished and what needs to be accomplished moving forward. Dr. Brockbank then reviewed his priority plan on budgeting. Dr. Brockbank reviewed sustainability and space utilization and shared his reasoning behind why it would be best to move out of the RP1 building, including generated revenue due to reduced lease costs and employee morale. Dr. Brockbank stated that the focus on employee retention was a top priority. Trustee Yoshihara asked where the office would be if RP1 was relocated and how much more income would be generated if the space was leased out. Trustee Wilson noted that since the Foundation is the owner of RP1 and they benefit the students, CCS needs to be certain that the timing of the departure goes along with occupancy. Trustee Woodard asked what the remaining term on the RP1 lease was. Trustee Wilson asked if Guided Pathways is consistent between both the SCC and SFCC campuses. Dr. Kimberlee Messina explained that the framework and support services are very consistent across

both campuses, but it is important to note that the Pathways programs are unique to each campus. Ms. Jenni Martin noted that as the campuses have been looking at the pathways that are shared and that they are asking both campuses to work together in the development of the programs. Dr. Brockbank then reviewed that CCS was awarded 100% for the COLAS. There was an additional \$6 million given to the entire system for continuing EDI work, to which Trustee Thew asked if the \$6 million was for the entire system and how much was awarded to CCS. Dr. Brockbank then noted that Workforce Training did not receive any additional funds. Dr. Brockbank reported that there is a Dual Credit Bill that has been proposed and went over some of the aspects of the bill and the potential effect that it would have on CCS. Trustee Wilson then asked who makes the decision on the Dual Credit Bill. Trustee Woodard asked if there was a plan for off session engagement with legislators. Trustee Thew noted that she hoped the plan includes not just legislators, but local elected officials as well.

Presidents Report

Jenni Martin, Acting President of SCC, wanted to take a moment to thank Dr. Brockbank for the opportunity to take on the acting role of president at SCC. Ms. Martin noted that she was pleased to have the Board at the SCC campus for the meeting and that the focus of her presentation would be about workforce. Ms. Martin shared that she and Dr. Brockbank had a chance to go on a tour at Selkirk Pharma and she was impressed by the technology and facilities. The tour resulted in having a connection with a local emerging industry and they were able to invite Selkirk Pharma to the SCC campus for a tour, which will take place in the first week of June. The Foundation has reported that they have found a donor for the students in the Machining program. The donor will provide twenty-two students with tools for their first day of classes, and on their last day of classes they will be presented with tools to take with them upon their entry into the industry. Ms. Martin reviewed that she was very excited that SCC was able to purchase a helicopter for the aviation students to work on and the helicopter will be transported to Spokane prior to June 30th. Trustee Yoshihara asked for clarification on the tool donation that will be given to students and if it is anticipated that CCS will receive the donation yearly. Trustee Wilson commented that if there was a way to alleviate the costs of tools and books for students, that would be very helpful. Trustee Woodard asked what the make and model of the helicopter was and noted there are different instructional programs offered for different helicopters. Trustee Yoshihara asked what the salary of an employee of Selkirk Pharma was. Trustee Thew asked for an update on the advisory committees. Trustee Wilson commented on the exciting new innovations being brought forth to SCC by the faculty, namely the helicopter, cloud computing, and electrical vehicles being introduced in the Automotive program. Trustee Thew asked if CCS was working with distributors for the electrical vehicles and if they have sent any corporate training to

the campus or if it is being held internally. Trustee Wilson thanked Ms. Martin for her presentation and congratulated her on her new role.

Dr. Kimberlee Messina, President of SFCC, reported that there was a lot of excitement happening on the SFCC Pullman campus. Dr. Messina shared that enrollment, particularly Head Start enrollment, has been increasing at the Pullman campus. Dr. Messina reviewed the work that has been happening with WSU in trying to provide a STEM track for the students in Pullman to transfer to WSU. Schweitzer Engineering has met with SFCC and they were very impressed with the MESA Program at SFCC and would like to work with students through internships at Schweitzer Engineering. Dr. Messina also reminded the Board that the Pow Wow was taking place on Saturday at SFCC and that this was going to be the first Pow Wow since the pandemic. Trustee Wilson commented that there are great events that are happening at SFCC and encouraged the events be shared with students at both campuses.

BREAK

Trustee Wilson reconvened the meeting at 10:06 am.

2024 Board Operating Allocation Budget First Reading

Ms. Lisa Hjaltalin presented the first reading of the 2024 Board Operating Allocation Budget. Ms. Hjaltalin noted that CCS allocates the budget internally in the same way that the State Board allocates it. Ms. Hjaltalin reviewed the Board budget values and principles that were approved at the April work session meeting. The SBCTC and CCS allocation models were reviewed by Ms. Hjaltalin, as well as the proposed 2024 state operating allocation and tuition forecast budget. Tuition revenue forecast and district costs were then reviewed. Trustee Yoshihara asked if the \$115 million of the state operating allocation budget, tuition revenue forecast, and operating support budget included the blue highlighted items. He also asked for an approximation of how much was anticipated to be included in the present year and if the funds were less or more than last year. Trustee Wilson asked if the new dollars from the wage and insurance increase will flow automatically into the adjusted allocation for next year. Trustee Thew asked if the Safe Harbor funds will expire. Trustee Yoshihara asked if a surplus was anticipated in the coming budget. Trustee Yoshihara then asked if CCS was short \$9 million since they are transferring \$9 million, noted that the number being included causes confusion, and asked if it needed to be included in the budget presentation. Dr. Brockbank explained that the annual budget presentation will be different next year and that the points brought forth by Trustee Yoshihara had been well taken. Ms. Hjaltalin then covered tuition for the FY 2024. It was explained that tuition was made up of four components: operating fee, building fee, S&A fee, and student financial aid fee. Legislature approved tuition increase and it is estimated the increase will be 2.5% for the 2024 FY. Students voted to increase the S&A fee portion of tuition to what is

allowable by State law. Ms. Hjaltalin reviewed the 2024 tuition revenue projection. It was reported that international tuition was forecasted to increase 8% yearly based on recruiting by GlobalEd. Dr. Brockbank noted that enrollment has increased and that the tuition enrollment remaining flat is a conservative estimate. Trustee Thew then asked what the difference in tuition would be between this year and next year. Ms. Hjaltalin reviewed tuition components and district managed costs. Quarterly full-time tuition fees and rates for the FY 2024 were reviewed by Ms. Hjaltalin. Trustee Yoshihara asked what the average cost of books and fees were for students. Trustee Thew remarked that it is not just fees and books that students pay for, but also supplies needed for each program. Waivers were reviewed with a highlight on the mandatory waivers that CCS is required to give under state law. S&A fees were reviewed by Ms. Hjaltalin. Trustee Thew asked what guided the annual committee and wanted to ensure that the values of DEI were being implemented. The S&A athletic budget was reviewed by Ms. Hjaltalin. The technology fee was reviewed as well as administrative fees. Trustee Johnson asked if the price of a bus pass for Spokane students and Pullman students were the same. Ms. Hjaltalin, Dr. Messina, and Ms. Martin reviewed lab and course fees for each campus. The athletic budget was reviewed and as well as the Board designated and operating reserves. Trustee Yoshihara asked what the 5% of funds governed by district procedure equals in dollars, to which Dr. Brockbank noted that it was \$3.7 million. Trustee Yoshihara asked what the price of tuition for the lower degrees was and how that compared to Eastern Washington University. Trustee Woodard asked if fees were set on material cost or if there was discretion for those fees. Trustee Thew asked what the amount was collected in fees annually by CCS. Trustee Woodard commented that he was surprised that Life Sciences were not listed as high demand jobs, to which Dr. Brockbank explained the definition of high demand jobs in the Spokane area. Trustee Yoshihara asked what the cost of tuition at Washington State University was.

Tenure Consideration for Spring Quarter 2023

Greg Stevens, presented the two faculty members that were before the Board for Spring 2023 tenure: Shawn Denny at SCC and Devika Gates from SFCC. The motion to approve the tenure recommendation was made by Trustee Woodard, seconded by Trustee Thew, and approved unanimously by the Board.

AHE Report

Rob Deyo presented for President Beverly Daily. Mr. Deyo reported that faculty was working hard in the present quarter and that legislatively they are very excited about the COLA funding. Mr. Deyo shared that Dr. Brockbank will be attending the senate session at AHE and they are very excited for his attendance and a Q&A session. Mr. Deyo congratulated the faculty members that were awarded tenure at the meeting today. Trustee Thew asked that AHE meet the newly potential tenured faculty in the

future. Trustee Wilson noted that it was the end of another school year and he wanted to convey to all of the faculty and staff the Board's appreciation for graduating another class of students at CCS.

Faculty Reports

Christina Momono, SCC reported that Ms. Linda Keys was able to obtain a mini grant from the Washington State Library Division of the Secretary of the State to get more ESL graded readers for the ESL department. Ms. Robin Ross in ABE/ESL has been working with Sacred Heart and Providence ESL classes and have expanded into more classrooms offering lower levels. ABE/ESL has also partnered with Providence in Alaska to work on an Alaska Literacy program, as well as working towards opening programs through Providence in Montana. Mr. Kelly Robertson and Mr. Kevin Lemberger received a book donation from La Tall Books by author Dr. Paul Lu, which was followed by a zoom meeting between the author and the students that were able to read his book. ESL/ABE instructor Ms. Beata Arciszewska-Russo shared written statements from her student's expressing gratitude and success for assisting them in their English abilities.

Katie Satake, SCC reported for the SCC faculty. Ms. Christina Momono and Mr. Mark Ramos have worked with the Native American Association President and they hosted a Missing and Murdered Indigenous Women forum. In addition, they took the same organization of students to the 54th annual Kyiyo Pow Wow where the students enjoyed being present and were also able to volunteer at the event. Ms. Diamond Wilson reported that one of her students was accepted into a 2-week service-learning program in France through the French Embassy and she received a \$1400 scholarship. The program is focused specifically on extending service-learning projects revolving around sustainability and sustainable campuses with community college students. Ms. Amy Anderson from SpeakOut! presented at the Partners in Campus and Community Engagement Conference at Whitworth University on April 20th to share about the SCC poetry slam that was hosted at SCC by the SpeakOut! Club. Ms. Cathy Frechette reported that there have been newly graduated students from the Firefighters Science program recently hired by the Spokane Fire Department, as well as students from the previous year that have been hired throughout various parts of the county. Ms. Kammi Whitmire reported that the graduates of the Expanded Function Dental Assistant program all passed their clinal board exams and that she was proud of all of their hard work. Ms. Marty Sells from SCC Nursing reported that the Nursing program put on a welcome brunch for the new nursing students and that the faculty believed the event was important for new students. Trustee Wilson asked if a special ceremony for the nursing pinning had been scheduled.

Katella DeBolt, SFCC reported that the interpreter training program is having their 11th annual interview day for graduates in their program, where each student will

receive five interviews and it has proven to be very successful in the past. Ms. Ashley DeMerville shared that the Kennedy Center American College Festival released their awards and SFCC students Blythe DeWitt and Charles Ladd were recipients of the Distinguished Achievement in State Management award. Ms. Linda Cook from the Pullman campus shared that the lab portion of the Environmental Sciences 101 course worked with the police conservation district to collect samples from the Palouse River and they plan to repeat the exercise once a month so the students can compare the ongoing data. Ms. DeBolt shared with the Board that she will be participating in an amateur boxing competition in British Columbia. Ms. DeBolt's boxing coach was honored in April as one of the most influential people in the Northwest and she would like to contact the Foundation and bring community members to the SFCC campus for future boxing matches that would involve members of the SFCC community. Trustee Woodard wished Ms. DeBolt the best in her upcoming competition.

WFSE/Classified Staff Report

Jessica Retter, Washington State Federation of State Employees

Representative, shared that in March WFSE marched in the St. Patrick's Day parade and that it was a beautiful day. Ms. Retter then shared that beginning in May, local union representatives will be hosting local office hours in the hope to engage existing employees and show new classified staffs the benefits of WFSE. Trustee Thew remarked that she hoped the office hours would help new employees feel that they are part of the family at CCS. Trustee Wilson noted the demands for childcare workers is unbelievably tough and every agency is short on childcare workers.

Christine Burge, SCC reported that Ms. Veronica Lawrence at the Newport center has been working hard with outreach efforts to students. Ms. Corinne Langford recently received an acknowledgment from a Colville student thanking her for her service to the county and the knowledge and support that she has offered. Trustee Thew asked if there were many students that come to the Newport center from Priest River.

Carrie Kirby-Dietrich, SFCC introduced herself as the new classified staff representative for SFCC. Ms. Kirby-Dietrich reviewed her professional history for the Board. She then reported that the Fine Arts building will be open for classes in the Fall Quarter and that was very exciting. The library remodel was toured and it is a beautiful space that can be utilized by all departments for meetings. There was an art silent auction in April and all proceeds were given to support the student art scholarship in honor of former instructor Cyndy Wilson. Ms. Kirby-Dietrich stated that she looks forward to serving on the Board and thanked everyone for the opportunity. Trustee Wilson commented that the first face often seen by students is in the admissions office and that sets the tone for the student experience. Trustee Wilson thanked Ms. Kirby-Dietrich for her work.

Student Report

Daniel Yeromenko, SCC ASG President, shared that this will be his last report given to the Board before he graduates from SCC. Mr. Yeremenko reported that this month had been exciting prior to graduation and ASG has been working hard on completing agenda items prior to graduation. Mr. Yeromenko introduced Pham (Tammy) Phutsady, who will be the next ASG President for SCC. Mr. Yeremenko shared that Mr. Holden Adams from the ASG senate has been incredible and a great part of the ASG team. Mr. Yeremenko also shared that he enjoyed seeing Ms. Jenni Martin and Mr. Connan Campbell in the Pack the Pantry event. Overall, the team has been growing and there are new members that will be joining the ASG team. Trustee Wilson thanked Mr. Yeremenko for his leadership with the school. Trustee Woodard asked what Mr. Yeremenko had planned after his graduation from SCC.

Lu Stallcop, SFCC ASG President, announced the ASG executive team at SFCC for next year has been selected. The new ASG president, Vishal Pathirana, was introduced to the Board and shared that he is excited for the opportunity to serve as ASG President. Mx. Stallcop shared that ASG will be hosting the club awards banquet at the end of May, the Spring Fling Event week, and the Spring drive-in movie as just a few of the upcoming events. Mx. Stallcop took a moment to promote the upcoming SFCC Pride Celebration event that will be held on June 1st. Mx. Stallcop shared with the Board that they are graduating, planning to take a gap year, and then hope to obtain employment at Whitworth University. Trustee Wilson thanked Mx. Stallcop for their leadership and that the school appreciates all that they have done.

Board Report

Trustee Wilson commented that the Board has been conducting scholarship reviews and that students have commented on daycare being an issue and he has encouraged the Foundation to send the students to Head Start so that they may get enrolled in the program. Trustee Wilson thanked Mr. Stevens for his leadership as the Interim Chancellor and that the Board was very appreciative for him stepping into the role of Chancellor. Trustee Wilson shared that next month John Gillette and Jim Brady will be retiring and they will be celebrated at the next Board meeting. The Board will be attending the 2023 ACT Spring Conference in Walla Walla where Trustee Beth Thew will be honored with the Trustee of the Year award. Trustee Thew thanked the Board of Trustees for the nomination and their support as fellow Trustees. Trustee Thew noted that the Board, like all staff at CCS, works well together and work hard to build a sense of community at CCS. Trustee Thew commented on the recent graduation ceremonies that she had attended and how much she enjoyed the keynote speakers. Trustee Wilson noted the Board is looking forward to the speeches from both Lu

Stallcop and Mr. Yeremenko at the graduation ceremonies. Trustee Yoshihara commented on his excitement for the upcoming ceremonies. Trustee Woodard noted that he was able to attend the Hispanic Ceremony and the Asian American and Native Hawaiian/Pacific Islander graduation ceremony and it was incredibly enjoyable to see the cultural celebrations.

Executive Session

Trustee Wilson announced that the Board will convene an executive session under RCW42.30.1109(1) for the following purpose: to evaluate the performance of a public employee. The executive session will last for approximately 10 minutes and no final action will be taken at the executive session.

At 12:25pm Trustee Wilson announced that the executive session would be extended by 5 minutes and is schedule to end at 12:30pm.

At 12:30pm Trustee Wilson announced that the executive session had ended. No action was taken.

Potential Action Generated from Executive Session

There was no action taken.

Adjournment

Being no further business, the meeting adjourned at 12:30pm.

