

Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
June 20, 2023 8:30 a.m.
In Person and Zoom Option

Present: Trustee Mike Wilson, Trustee Beth Thew, Trustee Steve Yoshihara. Also present: Kevin Brockbank, Amy McCoy, Carolyn Casey, Lori Hunt, Grace Leaf, Greg Stevens, Carrie Kirby-Dietrich, Lisa Hjaltalin, Brandy Browning, Jim Brady, Jaclyn Jacot, Patrick McEachern, Jim Mohr, Connan Campbell, John Gillette, Kimberlee Messina, Jenni Martin, Beverly Daily, Katie Satake, Heather Beebe-Stevens, Brandon Stallings, Samantha Shelton, Breanne Riley (recording secretary).

Excused: Trustee Glenn Johnson, Trustee Todd Woodard, Katella DeBolt, Jessica Retter, Christine Burge, Christina Momono

Call to Order

The Board of Trustees of Washington State Community College District 17 held a regular meeting on Tuesday, June 20, 2023. Trustee Wilson called the meeting to order at 8:32 a.m. This was followed by the Pledge of Allegiance and roll call. Trustee Wilson noted that there was not currently a quorum so the Board would begin with all non-action items until the quorum had arrived. 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 congratulated Mr. Connan Campbell and the President's on successful graduation ceremonies. Trustee Wilson congratulated Jim Brady on a fantastic career as he will be retiring at the end of the month. Trustee Wilson congratulated John Gillette on his upcoming retirement and stated the Board has greatly appreciated his leadership and thanked him for all his work with his colleges.

PUBLIC COMMENT

There were no public comments.

Chancellor's Report

Dr. Kevin Brockbank, Chancellor, commented on the successful graduation week that was just completed and the efforts made from all parties involved in the planning. Dr. Brockbank also thanked the Board of Trustees for their participation in the ceremonies. Dr. Brockbank shared he had spoken with the SCC and SFCC presidents about the idea of presenting an end of year enrollment report at the end of July and

that it was important to talk about what had happened at both colleges for the academic year. He then mentioned that there have been recent efforts to find a replacement for Trustee Thew on the Board and there are four strong candidates that have all applied with the state. Dr. Brockbank reviewed the backgrounds of the candidates and shared that they have been versed on what is important for each Board member to uphold. Dr. Brockbank then shared the summary of action from the lockdown that recently occurred at SCC on June 8th and the timeline of events that happened prior, during and after the lockdown. Dr. Brockbank commented that he thought the lockdown and response to the event were both very successful. He then reviewed the summary of training that had been offered at CCS through the academic year and the spring lockdown drill that was conducted at CCS. Dr. Brockbank then reviewed some of the concerns regarding the Rave alert notification system, which included hearing impaired faculty and students not being able to hear the Rave alerts, concerns with an open campus, and ways to send the alert other than on a cell phone as some students are not able to have their phones on while in class. Ms. Jenni Martin noted that last week her office and the security and communications office did debrief on how to improve security on the SCC campus. She then reported that over the summer a tabletop exercise with the leadership team will be conducted and a training program has been created for the upcoming academic year. Dr. Messina mentioned the focus on the institution and ensuring accessibility and safety across the campuses. Trustee Thew asked what CCS was doing for students as far as after a security event has taken place. Trustee Wilson noted that while employed at Providence there were a variety of exercises done on a regular basis when new employees were hired. He also noted that they learned from each tabletop, event, and drill that happened at Providence and encouraged there to be an annual review and exercise completed at CCS.

Trustee Yoshihara arrived at the meeting at 8:53 a.m. Trustee Wilson stated that the consent agenda would now be addressed and that the budget and expenditure items would be addressed separately as there were seven motions to be voted on.

CONSENT AGENDA

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

- a. Minutes of the May 9, 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 commented that enrollment and employee retention had increased with Head Start and that was terrific. Trustee Wilson also commented that he was always impressed with how complex the Early Head Start program was.

Mr. John Gillette noted that the Fine and Applied Arts Building was roughly 41 days behind schedule and a modified schedule has been presented by the contractor. DES is fully engaged with the project and possible legal actions and they are looking at notifying the contractor on the monetary consequences of the delayed projects. He then shared that all biennium capital funds are on track and tentatively \$511,000.00 will be received from the State Board. Mr. Gillette noted that Ms. Nichole Giffin would be the new District Director of Facilities. The motion to approve the consent agenda was so moved by Trustee Yoshihara, seconded by Trustee Thew, and approved unanimously by the Board.

Ms. Brandy Browning presented the FY 2024 items for approval by the Board of Trustees. The first item was to request the approval of the proposed fiscal year 2023-24 state operating allocation and tuition revenue budget. Ms. Browning reviewed all items on the request for approval for the Board. Trustee Wilson noted that he appreciated all the information that was presented. The motion to approve the proposed operating allocation and tuition revenue budget was so moved by Trustee Thew, seconded by Trustee Yoshihara, and approved unanimously by the Board.

Ms. Browning then reviewed the request for approval of the proposed tuition schedule and waiver summary for FY 2023-24. Trustee Yoshihara asked if CCS was subsidizing the 9% inflationary increase and what the 3% increase in enrollment amounted to in dollars for the students. Trustee Yoshihara asked what the cost of books and other materials would amount to as well as the amount of the final tuition cost. Ms. Hjaltalin noted that students can go to the financial aid page on the CCS website where there is a tool that will calculate the total of enrollment for the student. Trustee Thew noted on the fees that were added and that the average cost for attendance is approximately \$6000.00 for three quarters, to which Trustee Yoshihara noted that it was \$8000.00 sans the cost of books. The motion to approve the proposed tuition schedule was so moved by Trustee Yoshihara, seconded by Trustee Thew, and approved unanimously by the Board. Trustee Wilson noted that in the future he would like the Board to address the issue of how to reduce the cost of books for students. Ms. Beverly Daily shared that options to reduce costs of books have been previously looked at, such as book rentals and purchasing books from the same publisher for a lower price.

Ms. Browning reviewed the request of approval of proposed FY 2023-24 student service and activities fees. Trustee Wilson noted that the budget for fees is voted on by the students and they had already done so. Trustee Yoshihara asked if the fees were a part of the tuition that had already been reviewed. The motion to approve the proposal for

the student services and activities fees budget was so moved by Trustee Thew, seconded by Trustee Yoshihara, and approved unanimously by the Board.

Ms. Browning then reviewed the request for approval for FY 2023-24 student tech fees. Trustee Wilson asked what the source of funds for these fees were. The motion to approve the student tech fees was so moved by Trustee Yoshihara, seconded by Trustee Thew, and approved unanimously by the Board.

Ms. Browning then reviewed the request for approval of student administrative fees and lab and course fees for the FY 2023-24. Trustee Thew asked what the discussion with ASG had been regarding the fees. Trustee Wilson asked if it was a reasonable expectation for the Board to set a goal that with tuition increases there can be a reduction in other costs to keep the next years budget for students at a consistent level. The motion to approve the student administrative fees and lab and course fees was so moved by Trustee Thew, seconded by Trustee Yoshihara, and approved unanimously by the Board.

Ms. Browning reviewed the request for approval of the proposed FY2023-24 athletic operating budget. The motion to approve the proposed athletic budget was so moved by Trustee Thew, seconded by Trustee Yoshihara, and approved unanimously by the Board.

Ms. Lisa Hjaltalin reviewed the request for approval of the Board operating reserve. Ms. Hjaltalin reviewed the Board reserve report. Trustee Thew asked how many months CCS currently had in reserves for operations. Ms. Hjaltalin asked that the Board approve to keep the operating funds at 5%, to which the motion was made by Trustee Yoshihara, seconded by Trustee Thew, and approved unanimously by the Board. Trustee Wilson noted that in the future he would like the CCS finance committee to evaluate the report in more detail.

President's Report

Dr. Kimberlee Messina, President of SFCC, shared that McCall Fadeley did an amazing job organizing the SFCC graduation ceremony. Dr. Messina reported that both colleges had a significant increase in enrollment and then reviewed the newest trends in enrollment increases. Mr. Jim Brady shared which programs were doing well with enrollment, including Allied Health and STEM. Dr. Messina noted that the last academic year was very positive for students, and she wanted to thank Dean Salinas in his efforts with equity and diversity. Trustee Yoshihara asked if the Board would receive a report on the impact of Guided Pathways. Trustee Thew asked if the publicity regarding students not needing to go to college has made a difference in the dynamics of the students that are currently enrolling. Trustee Yoshihara noted that knowledge was power and that Guided Pathways encourages that knowledge, to which Trustee Thew

said that part of that is knowing how to get there. Trustee Wilson noted that he liked the idea of students enrolling once for the academic year as opposed to enrolling separately for each quarter.

Ms. Jenni Martin, Acting President of SCC, shared that summer enrollment is up from 2019 and above pre-pandemic numbers. Ms. Martin announced that the Interim Vice President of Instruction, Ms. Jaclyn Jacot, was present at the meeting today and welcomed her. Ms. Martin shared that SCC was very pleased with the graduations and the number of participants in each graduation. She then noted that she and Ms. Jaclyn Jacot had participated with four faculty members in a tribal stewards retreat where a few of the outcomes were identifying courses with Native or tribal content and identifying field sites for studies with tribal leaders. Trustee Wilson stated the outreach that has happened on both campuses with the Native tribal communities has been very noteworthy. Trustee Yoshihara asked if the students paid for regalia and if instructors encouraged students to attend the graduation ceremonies. Trustee Thew noted it was very exciting what CCS was doing with the Native American communities and that at the Colville graduation the number of students from the Inchelium campus was very noteworthy.

Trustee Wilson thanked both Presidents for their reports and stated that they had done a great job.

Consideration of agreement implementing a CCS faculty generated salary increase effective Academic Year 2023/24

Mr. Greg Stevens, reviewed Chapter 26 and that an 8.9% salary increase had been proposed for the faculty. The parties recently met and reached an agreement on how to use the increase and the request is that the salary schedule be approved for the 2023-2024 academic year. Ms. Beverley Daily noted that the faculty overwhelmingly agreed with the salary schedule negotiation. The motion to approve was so moved by Trustee Thew, seconded by Trustee Yoshihara, and approved unanimously by the Board. Mr. Stevens noted that in July he will bring forward a proposal for the exempt and classified staff.

Saling Awards and Exceptional Faculty Awards

Ms. Heather Beebe-Stevens, shared that three people have been chosen to receive the Saling Award: Linda Beane-Boose, Nick Taylor, and JL Henriksen. Ms. Beebe-Stevens shared that the action request brought forth was to approve exceptional faculty recipients Amy Anderson, Angela Smith, Betsy Lawrence, Cathy Shaffer, Eddy Cuisinier, Laura Read, Pete Wildman, and Roshan Khattry. Trustee Yoshihara asked if the recipients received monetary compensation as part of the award. The motion to approve the Exceptional Faculty awards was brought forth by Trustee Yoshihara, seconded by Trustee Thew, and approved unanimously by the Board. Trustee Wilson

asked if the goal was for each college to have the same number of recipients, to which Trustee Thew asked if there has been discussion on if one college should have more than the other based on the size of the institution. Ms. Beebe-Stevens shared that the Foundation would reach out to the retiring faculty members, but the goal was for the recipients to find out at the CCS Fall Convocation. Trustee Wilson shared that he appreciated all that the Foundation does to help alleviate the costs of college for students.

Program Termination

Dr. Kevin Brockbank, clarified to the Board that the program termination item that was brought forward was an informational item and not an action item. Dr. Brockbank shared that after extensive review it was decided that the criminal justice program at SCC would be eliminated. The elimination of the criminal justice program was based on the fact that the credential is no longer a requirement to enter the primary field of law enforcement. Dr. Brockbank noted that the continuation of the program would add extra costs and time to the student's journey when they do not need the degree to enter the career force. There were two faculty members that were tenured in that program and they have been re-assigned to different programs and will remain gainfully employed. All the students currently enrolled in the criminal justice program will have a teach-out option. Trustee Yoshihara asked how many students were affected by the program termination and if they would receive credit for the courses that they have already completed.

High School (HS+) to College Transitions

Ms. Jenni Martin, shared details about the HS+ program with the Board of Trustees. Ms. Martin reviewed the headcount of HS21+ students per year as well as the headcount of all BEdA students by year. Ms. Martin then reviewed the demographics of HS+ students by race and academic year. Ms. Martin reviewed the basic skills to college transition rates and noted that it is an area of concern for SCC. Ms. Martin then reviewed the number of HS+ students who transitioned into college-level coursework within six quarter disaggregated by the SCC and SFCC campuses. Ms. Martin proposed considerations to the Board today, including all HS+ students being eligible for a waiver of tuition and fees for two classes that would result in the accumulation of at least six credits but not to exceed ten credits. SCC and SFCC would be working together to develop course options that would have a clear transition pathway for students while completing their high school diploma. Ms. Martin then reviewed RCW 28B.15.100(1) and the Board's ability to waive fees for students. Ms. Martin noted that the goal was to bring this as an action item to the Board at the July meeting. Trustee Yoshihara asked what the dollar impact to the budget would be should this be approved. Trustee Thew noted that CCS could learn from Pierce College and the impact that the waiver could have on CCS. Trustee Thew shared that in the

program she would like to see assistance offered to the students with FAFSA. Trustee Yoshihara asked what the difference between Running Start and this program was. Trustee Wilson asked why this was not being voted on today and Trustee Thew asked if it would make a difference if it was voted on this month as opposed to next month as far as impact on students. Ms. Daily noted that if the Board was going to vote on this today that she wanted to speak on behalf of the faculty and shared some of the concerns that the faculty has, one of which is students feeling that they are being forced to take college classes. Trustee Wilson noted that students should not be pressured, but if there is a chance to potentially help a student, that it would be worthwhile. Trustee Yoshihara moved to approve the motion, Trustee Thew seconded the motion, and the motion was approved unanimously by the Board. Trustee Thew noted that if the program proves to be successful, the legislature should be made aware of the program and that it should be added to the Trustees agenda at ACT.

BREAK

Trustee Wilson reconvened the meeting at 10:37 a.m. and shared that there is no longer a quorum.

AHE Report

Ms. Beverly Daily, thanked Dr. Brockbank for attending the Senate meeting with AHE in June. Ms. Daily noted that she hopes that the hearing and visually impaired students and faculty would be considered in light of the active shooter event recently at SCC. Ms. Daily also noted that the reliance on cell phones for the Rave alerts have left some faculty feeling vulnerable that they will not receive the alerts as some of the buildings do not have cell service. Trustee Wilson asked if there could be an alarm at the entire campus. Trustee Thew noted that the alert came through as potential scam on her cell phone. Ms. Daily noted that it was a concern with the email alerts being reported as spam, as well. She then thanked Kevin for his consideration in moving the criminal justice employees to a different program so that they may retain their employment.

Faculty Reports

Ms. Katie Satake, SCC, shared that Mr. Andy Buddington, SCC Geology instructor, reported that on April 27th, SCC Geology student Ms. Marilyn Smith was one of four SCC Phi Theta Kappa students honored in Olympia by Governor Inslee as part of the All-Washington Academic Team. Ms. Smith and her fellow SCC students were part of an elite group of 50 from across the state that were recognized for their academic achievements. Ms. Diamond Wilson, SCC English and Foreign Languages instructor, reported that thanks to the Welty Grant, SSC will have \$50,000 over the course of three years to work on accessibility in courses using OERs. This will also fund three Communities of Practices open to SCC and SFCC faculty to explore best practices with

OER, UDI, and accessibility. Ms. Julie Litzenberger, SCC Culinary Arts instructor, reported that the Inland NW Culinary Academy chef instructor, Chef Laurent Zirotti found himself with a large class, so he came up with a solution. As a part of his International Cuisine module, he divided the group into rotations. Each week, one group would go to Feast World Kitchen to assist refugee guest chef the group would market, prepare, and serve the native food. Some students created social media platforms for their chef, organized and cleaned storerooms, and filled goodie bags for children observing Ramadan. Some of the refugee menus they assisted in included Sudanese, Ethiopian, Indian, Egyptian, Iraqi, Columbia, Sudanese and Jordanian. Ms. Amy Anderson, SCC Communications instructor, reported that students in her Introduction to Communication class just finished up service-learning projects. One group volunteered for and took part in a donation drive for Family Promise, an organization that helps families out of homelessness. One student group put together Mother's Day baskets for moms at the Early Head Start Center. Another group did a book drive and read to children at a local preschool. Ms. Anderson spoke this month at an international conference facilitated by Unis Brazil about the benefits of Collaborative Online International Learning. Ms. Anderson's manuscript entitled, "Reflecting on Facilitating Collaborative Online International Learning: Connecting Classrooms in the United States and Brazil" will be published in the June issue of the Journal of Scholarly Engagement. Also, Ms. Anderson's manuscript entitled, "Fostering Intercultural Effectiveness and Cultural Humility in Adult Learners through Collaborative Online International Learning" was just accepted for publication at Adult Learning. Mr. Jonathan Schmidt, SCC Anatomy and Physiology instructor, reported that during finals week of winter quarter, Ms. Nina Rector and SCC instructors Ms. Sarah Ianelli, Ms. Jaye Hopkins, and Ms. Suzanne Bassett facilitated tours of various science labs for K-12 students visiting campus. Additionally, Ms. Ianelli and Ms. Hopkins participated in the Audubon Elementary Stem Night on May 4. Mr. Andy Buddington, SCC Geology instructor, participated in the SCC Peace Institute podcast series as a guest panelist for a discussion on the Turkey-Syria earthquake. Mr. Buddington also led a Missoula Floods field trip for faculty and science scholars on the SCC Professional Development Day.

WFSE/Classified Staff Report

Ms. Carrie Kirby-Dietrich, SFCC shared that Anna from the DEGA committee sent out its first newsletter to classified staff introducing themselves and providing news from other committees with classified representation. In the newsletter, there was a quick tip guide on using the classified website and the guidelines to use the website. There were approximately 158 members added to the website and information from all the governance committees are available on the website. There is also an area from the Union that has the contract and representative information. Ms. Kirby-Dietrich then shared that SFCC admissions has had an increase in student traffic both via phone and walk-ins and she found that encouraging.

Board Report

Trustee Thew commented on the fantastic work at the graduation ceremonies and the work done throughout the year. Trustee Wilson noted that July will be a work session meeting and not a regular meeting.

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 10:49 a.m.