

**Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
September 12, 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, Kimberlee Messina, Jenni Martin, Lisa Hjaltalin, Jaclyn Jacot, Lori Hunt, Jenni Martin, Bobbi Woodral, Jessica Retter, Abigail Affholter, Connan Campbell, Bonnie Glantz, Amy McCoy, Carolyn Casey, Chris Pelchat, Carrie Culver, Nichole Hanna, Patrick McEachern, Alison Cooley, Breanne Riley (recording secretary).

Excused: Christina Momono, Katie Satake, Katella DeBolt, Beverly Daily, Tammy Pham

Guests: Jess Carter and John Drake

Celebrating Student Success

Mr. Chris Pelchat shared with the Board of Trustees that the Student Success presentation would be a walking tour of Building 2. Mr. Pelchat reported on some of the most recent changes to Building 2 at SFCC. Mr. Pelchat noted that the team has been very excited about the recent changes and that faculty and students have been using the space more often. The Board and attendees left for a walking tour of Building 2 at 8:34am. The Board and attendees returned from the walking tour of Building 2 at 9:00am.

Call to Order

The Board of Trustees of Washington State Community College District 17 held a regular meeting on Tuesday, September 12, 2023. Trustee Wilson called the meeting to order at 9:02am. Trustee Wilson shared that the Board really enjoyed the tour of Building 2 and they are looking forward to seeing more programs from both colleges in the future. 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.

Ms. Jenni Martin introduced Ms. Abigail Affholter as the new classified staff representative for SCC. Dr. Kimberlee Messina introduced Ms. Alison Cooley as the new classified staff representative for SFCC. Trustee Wilson welcomed the new representatives to the Board of Trustee meeting.

CONSENT AGENDA

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

- a. Minutes of June and July Board Meetings:
 - 06.20.23 – Regular Meeting
 - 07.18.23 – Work Session
- b. Capital Projects Status – Ms. Nichole Hanna
- c. Budget and Expenditures – Ms. Lisa Hjaltalin
- d. Head Start Updates – Ms. Bobbi Woodral

It was noted that Trustee Johnson and Trustee Woodard were listed as both present and excused for the June meeting. The minutes will be amended to reflect that both Trustees were excused and not present at the June meeting. Trustee Wilson shared that the Head Start review was very good and that enrollment was increasing, to which Ms. Bobbi Woodral confirmed. Trustee Johnson asked about security cameras being installed on campus and the status of the cameras. Ms. Nichole Hanna and Dr. Brockbank reviewed the current status of the project. Trustee Johnson asked for an update in security at SCC and if the shelter located near the campus has made an impact on the activity at SCC. Trustee Thew asked where on campus SCC has seen the biggest threat and if there was more activity on the north or south side of the campus. Dr. Messina shared the challenges that SFCC have faced recently as far as security issues. Dr. Messina shared that recently there was a lockdown at SFCC due to suspects who fled police on foot near the campus. Dr. Messina said that she was very excited for cameras to be installed at the SFCC campus. Ms. Amy McCoy reviewed that the CCS website has added instructions on how to update Rave alerts on cell phones. The motion to approve the consent agenda was so made by Trustee Johnson, seconded by Trustee Thew, and approved unanimously by the Board.

Chancellor's Report

Dr. Kevin Brockbank, Chancellor, shared that Fall Convocation was approaching and he wanted to recognize the hard work that happened by CCS employees during the summer. Dr. Brockbank reviewed changes that have happened within cabinet and that there is an investment for a new way to problem solve. Dr. Brockbank stated that he believes cabinet has established a system for collaborative problem-solving processes and setting priorities together. Dr. Brockbank shared that he will be participating in a

panel with the Greater Spokane Valley Chamber of Commerce with local superintendents on emerging changes in education and updates in partnership. He then reported that on October 23rd local legislators will be visiting the SCC campus in order to see the recent changes at SCC, hear from student speakers, and tour various parts of the campus. Dr. Brockbank said that there will be a similar event in the Spring at SFCC for local legislators as well. There was an update from the Governor's office regarding the search for the replacement for Trustee Thew and the new trustee has not been chosen and finalized as of yet.

Presidents Report

Jenni Martin, Acting President of SCC, shared that SCC's 60th anniversary is September 16th and will be highlighted at the SCC Fall Convocation. Ms. Martin highlighted the PACE program and the program being on hiatus over the summer. The SEER program has been separated from the PACE program and is now part of the greater campus environment at SCC. Ms. Martin shared that enrollment is up at SCC and is 5% lower than pre-pandemic, and that is promising. The technical programs are at higher numbers than have been seen in years and SCC is very happy with that trajectory. Trustee Thew shared that she was excited to hear about the transition with the PACE program and asked if the changes were similar to the changes of PACE in Colville. Trustee Thew asked about the transition from special education in high school to higher education. Trustee Yoshihara asked if the Guided Pathways program was going well. Trustee Wilson noted that some of the PACE faculty members made comments at the graduation ceremonies about the reticent changes and he was pleased to hear that they were included in the planning.

Dr. Kimberlee Messina, President of SFCC, shared that enrollment at SFCC is down 8% from pre-pandemic and that is an improvement. Dr. Messina shared the Guided Pathways report and that SFCC is above the state average in numerous areas. Dr. Messina reported that math has been gaining success and English is consistently above the state averages. Trustee Yoshihara asked if Guided Pathways was given to each student and if it was optional or mandatory. Dr. Messina thanked facilities, security, and Ms. Hanna in their work with facilitating the Red Cross evacuation site at the SFCC campus during the fire evacuation of Medical Lake. Trustee Wilson thanked Dr. Messina for acknowledging the parties that assisted in the evacuation site. Trustee Wilson thanked both President's for their reports.

Rebranding Project

Ms. Carolyn Casey, introduced Ms. Jess Carter and Mr. John Drake from Drake Cooper as the consultants that are working with CCS on the rebranding project. Ms. Casey reviewed the purpose of the rebranding project, which will include a new brand image for CCS, improvements to the athletic logo, and refinements to the mascot image. Ms. Casey reviewed the project scope of the rebranding project. Trustee Johnson asked

if an estimate will be given on the cost of the project. Ms. Carter introduced herself and her role as the liaison between the CCS team and the Drake Cooper team. Mr. Drake introduced his role as the president of Drake Cooper and stated that he was very excited to work with CCS on the new rebranding project. Mr. Cooper shared the rebranding project that was created called Buck the Quo from Drake Cooper and how it highlighted higher education. Ms. Carter shared the logistics of the Buck the Quo project. Ms. Casey reviewed the process of hiring a consulting company for the rebranding project and what made Drake Cooper stand out to CCS. Trustee Johnson noted that he was impressed by Drake Cooper.

Dr. Brockbank shared that it was very clear that Drake Cooper matched the energy and enthusiasm of CCS and he was very excited. Ms. Casey reviewed the steps of the rebranding project. Trustee Thew asked which items are going before the full Board, what items are going before the executive Board, and who delegated the items to which team. CCS is currently in step one, the discovery phase, which consists of existing material review, competitive review, internal stakeholders focus groups, external focus groups, surveys, and the presentation #1. Trustee Johnson said that he would like to see high school coaches included in the survey group along with the high school advisors. Trustee Thew noted that she did not see Gonzaga as part of the competitive review amongst the local higher education groups. Trustee Wilson asked if the Board volunteers will be interviewed as part of the data that will be collected. Ms. Casey explained that in the rebranding effort the most valuable input will not be from within CCS, but from outside of CCS. Ms. Casey then shared that the next phase of the project will be the strategy development and brand planning, which consists of collaboration with work session #1, work session takeaways, presentation #2a, creative brief development, presentation #2b, and creative brief. Trustee Johnson asked when the Board will know the financial impact of the rebranding project. Trustee Johnson asked if there was a student target within the rebranding executive group. Step three of the rebranding project is the creative design, which consists of a creative brief deployed, review #1, creative concept refinement, review #2, creative concept refinement, review #3, final review presentation, and delivery of work project. Ms. Casey then shared that the final steps will be all usage standards, brand launch plan, and creative campaign. Ms. Casey reviewed the timing estimates of the rebranding project. Trustee Wilson noted that the issue of finance has been brought up by the Board and asked if the Board was comfortable with spending money for the rebranding project. Trustee Yoshihara asked what the number was that was presented, to which Dr. Brockbank noted that there has not been a set number yet. Trustee Yoshihara asked when the Board will know the number of the rebranding project. Trustee Thew noted that the expected value of the rebranding is important and the purpose and outcome of the rebranding project to be illustrated is important in that it helps to weigh in the investment. Trustee Wilson thanked Ms. Casey for her presentation.

Alert of Tenure Consideration

Dr. Kevin Brockbank, brought forth the alert of tenure consideration for faculty members Justine Morgan and Stacey Slaughter. Dr. Brockbank explained that the timeline for Board review and all other information were included in the tenure packet. Trustee Wilson noted that they will discuss tenure at the October Board meeting and act upon the tenure consideration at the November Board meeting.

Exempt Employee Retention Increases for FY2023/24

Dr. Kevin Brockbank, reviewed the process of salary negotiations for each group of employees. The recommendation brought before the Board today was a salary increase of 4% for the professional exempt and administrative staff for the 2023-2024 fiscal year. Dr. Brockbank shared the salary increase comparison from 2012/13 to 2024/25 between faculty and exempt/administrators. Dr. Brockbank then shared the cumulative comparison from 2012/13 to 2024/25 between faculty and exempt/administrators. Dr. Brockbank reviewed the dean/faculty salary comparison for the Board of Trustees and the strategic plan key performance indication for purposeful recruitment, development, and retention. The rate of separations from 2/9/22 thru 4/30/23 was then reviewed. Dr. Brockbank asked that the Board approve the 4% raise for exempt and administrative employees, excluding the Chancellor's salary, and to acknowledge the plan for both short and long term. The motion to approve was brought forth by Trustee Yoshihara, seconded by Trustee Thew, and approved unanimously by the Board.

WFSE/Classified Staff Report

Jessica Retter, Washington State Federation of State Employees

Representative, shared with the Board of Trustees that the new contracts for classified staff took effect in July. There will be a training for supervisors next month regarding the changes that were made in the new contracts. Ms. Retter noted that the local fires illustrated how the union came together to help those that were affected by the fires. Ms. Retter shared that she will be at the Fall Convocation and will have a table with new swag for all attendees.

Board Report

Trustee Wilson reported that the Board and Chancellor goals were distributed to the Board members, comments have been received, and final documents have been sent to the Board and the Chancellor. Trustee Thew moved to approve the Board and Chancellor goals, which was seconded by Trustee Johnson, and approved unanimously by the Board. Trustee Wilson shared that he will be at the Fall Convocation to represent the Board of Trustees and he will speak with the participants about the goals. Trustee Wilson acknowledged that this will be Ms. Lisa Hjaltalin's last Board meeting as the Chief Financial Officer. Trustee Wilson thanked Ms. Hjaltalin's for her work as the Chief Financial Officer of CCS and that the Board will look forward to working with her in her new role before her retirement. Trustee Wilson thanked and

acknowledged Trustee Thew for her terms that she served on the Board of Trustees for CCS. It was reported that Trustee Thew will continue to serve for the Board through October until her replacement has been appointed. Trustee Thew shared that it had been an honor to work with each person at CCS.

Executive Session

The Board will convene into executive session under RCW42.30.110(1) for the following purpose: under RCW42.31.44(a) to adopt a strategy for a position to be taken by the governing body during the course of any collective bargaining, professional negotiation or grievance, mediation proceedings, and review proposals made. The executive session will last for approximately 10 minutes.

Trustee Wilson announced that the executive session had ended at 11:20 am, no action was taken.

Potential Action Generated from Executive Session

There was no action taken.

Adjournment

Being no further business, the meeting adjourned at 11:20pm.