

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

**Present:** Trustee Mike Wilson, Trustee Todd Woodard, Trustee Glenn Johnson, Trustee Anna Franklin, Trustee Steve Yoshihara. Also present: Kevin Brockbank, Jenni Martin, Grace Leaf, Linda McDermott, Connan Campbell, Jaelyn Jacot, Bobbi Woodral, Erin Schultheis, Carolyn Casey, Amy McCoy, Greg Stevens, Tim Sullivan, Patrick McEachern, Nichole Hanna, Beverly Daily, Abigail Affholter, Alison Cooney, Jim Fitzgerald, Carrie Culver, Katie Satake, Bonnie Glantz, Christina Momono, Tammy Pham, Vishal Pathirana, Breanne Riley (recording secretary).

**Excused:** Lori Hunt, Kimberlee Messina, Katella DeBolt

**Guests:** Dustin King, Breydon Doubet, Brady Brady, Joe LaRoque

**Fall 2023 Tenure Faculty Introduction**

**Mr. Tim Sullivan**, Instructor of Microbiology at SCC, introduced himself to the Board and gave a brief description of his education and career history. Mr. Sullivan shared his goals with the Board, which were to increase student support, expand the SCC prison program, and to work directly with the Board of Trustees to advance SCC. Trustee Wilson thanked Mr. Sullivan for presenting at the meeting and introducing himself.

**Celebrating Student Success**

**Ms. Ursula Heflick**, shared details of the Bachelor of Applied Science in Integrated Behavioral Health at SFCC. Ms. Heflick shared that the program is very flexible and directed towards adult students who are working while enrolled in the program. SFCC student Mr. Dustin King introduced himself and shared that he is currently working in the health care field and that he joined the program because he feels it is the future of the field. Mr. Joe LaRoque joined the program as he aspires to be a clinical supervisor. He noted that he appreciates the flexibility in the program and that it helps with his work schedule. Mr. Breydon Doubet shared that he joined the program after he found a passion for caregiving. Mr. Doubet stated that he has been very pleased with the program and the amount of information that he has retained. Ms. Brady Brady has worked in the field for 8 months and she noted that this is a great degree and very applicable. Trustee Woodard thanked the students for their presentation and

commitment. Trustee Johnson noted that many times those who work with mental health have worked with police officers and asked if the program offers field training with police. Trustee Franklin thanked the students and shared that she loved the holistic approach of the program. Trustee Wilson congratulated the students and stated that their work was greatly needed.

### **Call to Order**

The Board of Trustees of Washington State Community College District 17 held a regular meeting on Tuesday, November 13, 2023. Trustee Wilson called the meeting to order at 8:48am. 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 Woodard. Trustee Wilson introduced new Trustee Anna Franklin and gave a brief description of her background. Trustee Franklin introduced herself and shared that she has a passion for community college as she is a graduate from SCC.

### **PUBLIC COMMENT**

Mr. Greg Stevens shared that there is a member of the public that does have comments that are related to the tenure consideration, to which Trustee Wilson noted that the comments will be addressed at the time of the tenure presentation.

### **CONSENT AGENDA**

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

- a. Minutes of the October 17, 2023 Regular Meeting
- b. Capital Projects Status – Ms. Nichole Hanna
- c. Budget and Expenditures – Dr. Linda McDermott
- d. Head Start Updates – Ms. Bobbi Woodral
- e. NWAC Interlocal Agreement – Ms. Amy McCoy
- f. Admin Procedures – Mr. Greg Stevens

Ms. Breanne Riley noted that the minutes from the October 17<sup>th</sup> meeting have been amended to reflect that Ms. Amy McCoy was present. Trustee Johnson suggested that moving forward the Board minutes should reflect the location of the meetings at the head of the document. Trustee Wilson asked Mr. Stevens for clarification of the admin procedure changes. Trustee Wilson asked if there was a restriction for athletics amongst approving the changes regarding the NWAC Interlocal Agreement. Ms. Amy McCoy explained the assets and liabilities of joining the NWAC Local Agreement. Ms. McCoy shared that there is the ability for CCS to leave NWAC as that has been

demonstrated by North Idaho College. Mr. Jim Fitzgerald shared that there is no concern in joining NWAC and that the program has been very good to CCS. Trustee Woodard asked if the NWAC agreement will affect CCS competing against NIC in the future. The motion to approve the consent agenda was so moved by Trustee Woodard, seconded by Trustee Johnson, and approved unanimously by the Board.

### **Chancellor's Report**

**Dr. Kevin Brockbank, Chancellor,** shared that the women's soccer team competed in a championship game and he wanted to take a moment to celebrate the team. Dr. Brockbank shared that there are many student events happening at both colleges and that aids in student success. Dr. Brockbank wanted to recognize Mr. Fitzgerald, Ms. McCoy, and the athletics program and the culture that they have created for students and student athletes. Dr. Brockbank noted that there were recent legislative tours at both SCC and SFCC campuses and they were very successful. There was a tour of SCC on October 23<sup>rd</sup> for local legislators to highlight the successes that have been made due to their funding. Dr. Brockbank thanked the executive assistants from CCS, SCC, and SFCC and Ms. Carolyn Casey and her team for their assistance with the tours. Dr. Brockbank then shared that there will be a reorganization at the district cabinet level due to the retirement of Mr. Greg Stevens and that he is taking comments from anyone who would like to talk to him about the structure of the reorganization. Dr. Brockbank plans to share the reorganization plan on December 1<sup>st</sup>. Dr. Brockbank noted that at the January Board meeting there will be a presentation from Drake Cooper. He then shared that in either December or January there will be an update on the airport property that is owned by CCS. Retention has been a continuous focus and he thanked Ms. Bobbi Woodral for her work with the potential project of aiding employees with childcare at no cost. Trustee Woodard asked if daycare and housing has been addressed by other colleges so that CCS can use their outcomes as a model. Trustee Woodard stated that the legislative tours were very well done and part of the success is that they were led by faculty and the students were able to share their stories.

### **Presidents Report**

**Jenni Martin, Acting President of SCC,** shared that the women's soccer team played wonderful matches and competed valiantly in the championship game. Ms. Martin shared that the student athletes are very involved on campus and that enhances the vibrant campus environment at SCC. Ms. Martin thanked those from the chancellor's office, marketing office, Trustee Woodard, and Trustee Johnson for their participation in the legislative tours that took place at SCC. Ms. Martin shared that there was an accreditation visit recently and it was a valuable visit for the campus. Ms. Martin noted that the budget process was addressed during the accreditation visit and she is looking forward to working with Dr. Linda McDermott and her team to add more transparency to the budget. There were recently 500 high school students who visited

SCC and that resulted in an immediate raise in enrollment, which was very positive. Ms. Martin shared there will be a special speaker at SCC for Native American Heritage month and there will also be an open mic for all attendees immediately following the presentation. Trustee Johnson asked when SCC would find out if the Culinary program was accredited. Trustee Johnson asked for details regarding the Spokane Chiefs and their recent involvement with CCS. Trustee Johnson then asked if the technical work with Fairchild Airforce Base will be continuing.

**Patrick McEachern, Vice President of Student Affairs of SFCC**, shared the SFCC President's report on behalf of Dr. Kimberlee Messina. Mr. McEachern reported that Guided Pathways was highlighted during the recent legislative tour at SFCC. Mr. McEachern noted that the faculty counselors have developed a short curriculum for introducing mandatory advising through 45 credits. Mr. McEachern shared that the FAFSA simplification process that is approaching this year will result in a lot of positives for students and he wanted to recognize the hard work that the financial aid office has been doing to stay current with the changes. The STEM department was highlighted by Mr. McEachern as it has become a very successful program at SFCC. Trustee Johnson inquired about the mandatory 45 credits at SFCC. Trustee Franklin shared that she loved the easing of the student's way in having them go into the English 101 classes and asked if there was an opportunity to cascade that success. Trustee Wilson noted the importance and impact of the connections that students have with staff and faculty and the aid that has in graduation completion rates.

### **CRM Update**

**Ms. Erin Schultheis**, shared an update on the CRM project at CCS. Ms. Schultheis shared the purpose of the CRM, which is to improve enrollment and retention. Ms. Schultheis shared that students, frontline staff, and executives benefit from the CRM. Ms. Schultheis then shared the key priorities from stakeholders and the deep dive that was done prior to RFP. Ms. Schultheis explained why TargetX + Salesforce was the best fit for CCS. Ms. Schultheis reviewed the scope of the CRM for the strategic plan and the focus on recruitment, insights, and retention. Ms. Schultheis shared the key groups that are working on the CRM and the decisions that are made by each group. Governance structure and the monthly executive leadership dashboard were then reviewed. The CRM leads at SCC and SFCC were shared with the Board and their work has greatly impacted the CRM usage and impact. The key accomplishments from SCC and SFCC were then reported to the Board. Ms. Schultheis then reported on the work that has been done with selective/competitive entry program applications, insights suite, and communication planning and execution. Trustee Franklin asked if there was a process to identify any potential unconscious biases that may be embedded into the algorithms. Trustee Franklin then asked for clarification on languages that are available with the CRM. Ms. Carolyn Casey noted that Ms. Schultheis was

presented with an award from TargetX for her many accomplishments with working with the program. Trustee Yoshihara asked what the original cost of the CRM program was and if there is an annual fee. He then asked if there was a possibility for a discount if a statewide CRM program with other colleges was implemented. Trustee Wilson noted that Ms. Schultheis' enthusiasm is evident and then asked where she was with the adoption of the program. Trustee Johnson noted that Ms. Schultheis has done an exceptional job.

Trustee Wilson asked if there was a member of the public that wanted to speak to the Board, to which Mr. Stevens noted that Ms. Beverly Daily would like to address the Board in relation to the tenure consideration. Ms. Daily shared that she would like to address the Board in the executive session as opposed to the public session. Trustee Wilson called for a 5-minute break to be immediately followed by the executive session with the regular meeting to reconvene at 10:40a.

Trustee Wilson reconvened the meeting at 10:43a

### **Executive Session**

Trustee Wilson announced that the Board had convened in executive session under RCW 42.30.110(1) for the purpose of reviewing the performance of a public employee and other matters in scope with 42.30.10.

### **Potential Action Generated from Executive Session**

There was no action taken.

### **Tenure Considerations**

**Mr. Greg Stevens**, reviewed the authority of the Board under RCW and the responsibility of granting or denying tenure to probationary faculty members. There were two faculty that were reported for action and Mr. Stevens asked that the Board take the appropriate action and direct the chancellor to implement that decision. Trustee Johnson moved to grant the motion for Ms. Justine Morgan of Spokane Community College to be granted tenure, the motion was seconded by Trustee Woodard, and approved by the Board. Trustee Franklin announced that she would abstain from this action. Trustee Johnson so moved to deny tenure to faculty member Mr. Stacey Slaughter of Spokane Community College, the motion was seconded by Trustee Woodard, and approved by the Board. Trustee Anna Franklin announced that she would abstain from the action.

### **AHE/Faculty Report**

**Ms. Beverly Daily**, shared that faculty has enjoyed returning to campus and they are looking forward to a post-pandemic environment. Ms. Daily noted that faculty is looking forward to working with the Guided Pathways programs. There is an adjunct

faculty at SFCC who will most likely be part of the SBCTC's committee for looking at the parody for adjuncts and that was exciting. Ms. Daily shared that the focus of AHE has been to help understand faculty requirements for legality pieces and making more practical applications, to which Trustee Wilson asked for an example.

**Ms. Katie Satake**, Ms. Amy Anderson, SCC Communications faculty, reported that her Introduction to Communication students have been working on a community service project. They are collecting donations for the Union Gospel Mission and putting together care packages for unhoused people in the Spokane community. Ms. Anderson received the "HerStory Award" from the Women's Federation for World Peace-USA. Mr. David Edwards, SCC Architecture faculty, reported that in October he took his first-year architecture students on a field trip to the University of Idaho and Washington State University to visit the architecture programs. They met with faculty at each institution, and the students met with four SCC Architecture graduates to talk about the transition from the community college to a university. Mr. Edwards shared that there was an inspiring moment when the head of the architecture program at U of I told the students that an SCC Architecture graduate has been the only person to have earned two years' worth of credit from her portfolio. He also went on to say that SCC's architecture program is the best in the whole Pacific Northwest and the nearest community college of any comparison is in San Francisco. Mr. Andy Buddington, SCC Geology faculty, reported that SCC Geology students visited the WSU Geoanalytical Laboratory in June and again in October to prepare samples for undergraduate research projects. As part of their visit to WSU, students toured the geochemistry facilities including: XRF (X-Ray Fluorescence) spectrometer lab, the ICP-MS (Inductively coupled plasma mass spectrometer) lab, and the field emission electron microprobe lab. Mr. Buddington has also started a series of weekly seminars exploring the study of igneous rocks and igneous geochemistry.

**Ms. Christina Momono**, reported that the 2023 WAESOL Annual Conference was held in October and Ms. Intissar Yahia from the Pullman campus and herself attended. At the WAESOL Conference Ms. Yahia won a professional development grant. The ABE department helped her with travel to attend the conference and she was very dedicated to attend and participate in the event.

**Ms. Katella DeBolt**, was not present at the meeting, but her report was submitted to the Board.

### **WFSE/Classified Staff Report**

**Ms. Alison Cooley**, reported that there have been fun activities in the last month with the classified staff. Student Affairs had a development day where there were activities

and they had a chance to learn about each other and the area.

### **Student Government Report**

**Ms. Tammy Pham, SCC ASG President,** was attending class, but her report has been submitted to the Board.

**Mr. Vishal Pathirana, SFCC ASG President,** Mr. Pathirana shared that Fall quarter at SFCC has been great with 20 events and there was a high attendance at each of the events. The turnout for the Farmers Markets have been phenomenal and the food bank has also been very successful for students. The senate team visited Washington DC for the ASGA conference and they brought back a lot of information on collaboration and running an efficient student government. Mr. Pathirana and SCC ASG President Ms. Tammy Pham have been working together to get their teams together and having multiples members trained to administer Narcan, as well as having Narcan on campus and in the buildings. The team will be going to California to attend the NACA Convention. ASG will be hosting a Thanksgiving dinner on November 20<sup>th</sup> as well as creating Thanksgiving baskets for students. ASG is also hosting a Cold for Coats Drive and working on the Tree of Sharing where students, staff, and faculty get gifts for children that attend the daycare at SFCC. Trustee Wilson asked if Mr. Pathirana was able to attend the conference in Washington DC and then asked if he will be traveling to Olympia to visit state legislatures. Trustee Franklin asked if Mr. Pathirana was in association with the Washington State Department of Health as they provide free Narcan to individuals. Trustee Wilson asked how the food bank was accessed by students on the weekends should they need food on the weekends and not just the weekdays. Trustee Wilson asked where coats can be donated on the SFCC campus.

### **Adjournment**

Being no further business, the meeting adjourned at 11:05am.