

Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
December 19, 2023 8:30am
Spokane Community College
In Person and Zoom Option

Present: Trustee Mike Wilson, Trustee Todd Woodard, Trustee Anna Franklin, Trustee Glenn Johnson, Trustee Steve Yoshihara. Also present: Kevin Brockbank, Jenni Martin, Kimberlee Messina, Jaclyn Jacot, Patrick McEachern, Ashley Purdin, Patrick McEachern, Bonnie Glantz, Connan Campbell, Bobbi Woodral, Amy McCoy, Greg Stevens, Abigail Affholter, Alison Cooley, Paula Anselmo, Deanna Pixley, Grace Leaf, Lori Hunt, Linda McDermott, Carrie Culver, Beverly Daily, Nichole Hanna, Carolyn Casey, Christina Momono, Brandy Browning, Heather Beebe-Stevens, Tammy Pham, Joshua Martin, Amy Anderson, Kim Mitchell, Kacie Jones, Andrea Cons-Diller, Zachary Christman, Angela Smith, Corinna Donnerberg, Vishal Pathirana, Peyton Fox, Katella DeBolt, Guillermo Espinosa, Piper McCarthy, Tammy Zibell, Chantel Black, Jim Fitzgerald, Breanne Riley (recording secretary).

Guests: Jadey Scalise

Excused: Katie Satake

Fall 2023 Tenure Faculty Introduction

Ms. Kacie Jones, Computer Information systems faculty member, gave a brief introduction of her role at CCS and her employment background. **Ms. Andrea Cons-Diller**, English Instructor, gave a brief introduction of her educational and employment background. **Ms. Kim Mitchell**, Nursing Faculty member, gave a brief introduction of her educational and employment background. **Mr. Zachary Christman**, ESL Instructor, gave a brief introduction of his educational and employment background. **Mr. Joshua Martin**, Culinary Arts Instructor, gave a brief introduction of his educational and employment background. **Ms. Angela Smith**, Communications Studies Instructor, gave a brief introduction of her educational and employment background. **Ms. Corinna Donnerberg** gave a brief introduction of her educational and employment background. **Ms. Christina Momono**, ESL Instructor, gave a brief introduction of her educational and employment background. **Ms. Amy Anderson**, Communications Studies Instructor, gave a brief introduction of her educational and employment background. Trustee Wilson expressed his thanks for the faculty members that were present today and for serving the students of CCS.

Celebrating Student Success

Dr. Ashley Purdin, Ms. Paula Anselmo, Ms. Deanna Pixley gave a brief introduction of the Cosmetology program at SCC. Dr. Purdin explained the goals and progress of the Cosmetology program. Ms. Anselmo reviewed the mission statement of the Cosmetology program and the goal of being the best department in the state of Washington. Ms. Pixley reviewed how the program and the students have given back to the community, with two of the partnerships being Homeless Connect and Together Drive. Ms. Pixley then reviewed the partnerships that the program is currently working with. Ms. Jadie Scalise, former student of the Cosmetology program, recapped her experience while being enrolled in the program and her professional experiences following the completion of the program. Trustee Wilson asked about the makeup of the advisory board and how it is used. Trustee Johnson asked about the relationship with Redken and SCC as the program uses Redken products. Trustee Woodard asked how many students graduated per year and what the recruitment process was for graduating students. Trustee Yoshihara asked what the top-level salaries for stylists were as well as the average salary for stylists. Trustee Johnson asked what the average length for employees that entered the cosmetology field was.

Call to Order

The Board of Trustees of Washington State Community College District 17 held a regular meeting on Tuesday, December 19, 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 Johnson.

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 the November 14, 2023 Regular Meeting
- b. Capital Projects Status – Ms. Nichole Hanna
- c. Budget and Expenditures – Dr. Linda McDermott
- d. Head Start Updates – Ms. Bobbi Woodral

Ms. Bobbi Woodral reviewed the enrollment levels and new targets for the Head Start program. Ms. Woodral noted that the ECAP program has expanded at both CCS and in the state of Washington. She then shared that a change of scope will be implemented

in the Head Start program and the reasons for the upcoming changes. Ms. Woodral asked the Board for their approval of the proposal to decrease the number of children in each of the preschool's classrooms from an average of 18-20 children in each classroom to 15 children in each room, which would be giving 253 slots back to the office of Head Start. Trustee Woodard asked for clarification of the decrease in class size and if the decrease would be implemented immediately. Ms. Woodral reviewed the timeline for the decrease and reiterated that no child would be removed from the program and there would be no staff layoffs. Trustee Yoshihara asked how many students would be in the program after the decrease. Trustee Wilson asked if enrollment could be increased in the future if there was a demand from the community. Trustee Wilson stated that he would like to take the item out of the consent agenda and act on the motion from Head Start separately. Trustee Woodard noted that it was a significant decision to remove the number of openings that would be available. Trustee Wilson asked if families would be affected as far as costs if the motion was to be approved. Trustee Johnson noted that childcare for students and those trying to reenter the workforce has been a focus for CCS. Trustee Johnson asked if there would be a review period and if there was any flexibility if the change was implemented. Trustee Wilson asked for clarification of the effects on funding should the motion be approved. Trustee Wilson noted that he would like to see a detailed budget report from Head Start in relation to the new motion. Trustee Johnson asked that if there were less slots and less students with the same amount of funding could salaries for Head Start staff be increased. Trustee Wilson asked for a motion to approve the consent agenda with the Head Start portion omitted, the motion was so moved by Trustee Woodard, seconded by Trustee Johnson, and approved unanimously by the Board. The motion to approve the Head Start proposal was so moved by Trustee Yoshihara, seconded by Trustee Woodard, and approved unanimously by the Board.

Chancellor's Report

Dr. Kevin Brockbank, Chancellor, reviewed the new format of the tabs in the Board packets to reflect the Board objective that they are related to. Dr. Brockbank then reviewed the proposed CCS reorganization that is in current discussion. Dr. Brockbank reviewed the timeline of the reorganization to include feedback, a formal presentation to labor union groups, and the implementation to begin February 1st, 2024. Dr. Brockbank noted that the model has been based on the retirement of Mr. Greg Stevens and that the changes should not affect the budget for any of the departments. Dr. Brockbank reviewed the details of the reorganization and the executives and departments that will have changes implemented. Trustee Yoshihara asked if any staff would be added with the reorganization.

Budget Planning and Timeline 2024-25

Dr. Linda McDermott, Chief Financial Officer, reviewed the budget development timeline for the 2024-25 fiscal year. Dr. McDermott reviewed the budget planning goals for the 2025 fiscal year, which included establishing trust and transparency, ensuring resource allocations align with priorities and values, reviewing budget models, practices and terminology, considering options for a strategic investment pool, and enhancing visibility, forecasting and planning to promote a culture of evidence, fiscal responsibility, and accountability. Dr. McDermott then reviewed the continuum of engagement and trust building, budget governance, and the draft governance committees. Dr. McDermott reviewed the tentative timelines and tasks for the 2025 fiscal year as well as the annual budget planning cycle. Trustee Yoshihara asked if there was a monthly breakout for the year and if there will a balance sheet that would be provided. Trustee Wilson noted that he liked the transparency that was being presented in the report as well as the focus and accountability. Dr. McDermott noted there was no action needed for this report. Trustee Franklin shared that presentation was wonderful and that she was interested in learning more about the strategic investment pool.

Tuition Rate Proposal 2024-25

Dr. Linda McDermott, Chief Financial Officer, shared the new policy that was adopted by the legislature implementing that the office of financial management must provide the authority to increase tuition in October to allow colleges and universities an earlier opportunity to begin planning for tuition and key changes. It is anticipated that the tuition schedules will be approved in February of 2024 with an increase of tuition up to 3% in the academic year 2024-25. Dr. McDermott reviewed the three primary elements of tuition – operating fees, technology fees, and SNA fees. Dr. McDermott noted that the colleges need to be mindful of the effects that tuition being raised will have on the students and enrollment. Trustee Yoshihara asked if there was a demographic report for both campuses.

BREAK

Trustee Wilson reconvened the meeting at 10:55am.

Presidents Report

Ms. Jenni Martin, Acting President of SCC, reviewed that SCC will bring back the LPN program to SCC and the reasons why. Ms. Martin also shared that SCC has received funding through the Aerospace fund to expand the machining program and the program will be once again operating at night. Ms. Martin also shared that SCC has received \$100,000.00 of refugee funding to the ESL programs. The VAS and DevOps degrees have been recently approved by the State board and the programs will be moving forward. HS+ and Dual Enrollment has 13 students enrolled in the pilot

program that will begin in the Winter quarter. Trustee Yoshihara asked the difference in salaries between an RN and an LPN. Trustee Woodard asked if any placement was made with ESL students into the workforce or if that was mainly handled by the workforce program. Trustee Franklin asked if there was an opportunity for SCC's LPN program to connect with the Earn While You Learn program at Providence to form a stronger pipeline and connection with students. Trustee Johnson asked if the CNA students were aware of the pathway to the LPN program.

Dr. Kimberlee Messina, President of SFCC, reported that enrollment for the Winter quarter is up 6% at SFCC and there has also been a slight increase in state funding. Dr. Messina commented that the grant for Guided Pathways has ended statewide and SFCC is being interviewed as one of the best examples of the program in the state. Trustee Yoshihara asked for clarification on state funding for the Guided Pathways, to which Dr. Messina confirmed that there is still funding from the state though the grant has ended.

CCS and CCS Foundation Partnership

Ms. Heather Beebe-Stevens, Director of the Office of the Foundation, reviewed CCS Foundation fast facts as well as the CCS Foundation organization chart. Ms. Beebe-Stevens reviewed the mission statement that had been changed to “we make potential possible”. Trustee Woodard noted that the Foundation Board participated in the new mission statement and that it is not just a mission statement, but an engagement statement as well. Ms. Beebe-Stevens then reviewed the values of the Foundation. It was shared that a goal of the Foundation is that by 2025 they will transform 7,500 student lives every year. Ms. Beebe-Stevens then reviewed the goals of the new campaign. Trustee Yoshihara asked how the Foundation defined the transformation of 7,500 students lives. Ms. Beebe-Stevens then reviewed the CCS Foundation Scholarship overview, which included a breakdown of the demographics of awardees of scholarships. Ms. Beebe-Stevens reviewed the 2022-23 fiscal year scholarships, emergency support, programs, and non-cash values. The facts and history of the Trustees scholarship was then shared with the Board. Ms. Beebe-Stevens then reviewed the relationship between the CCS Trustees and the Foundation Board. Trustee Yoshihara asked what the amount of the average scholarship was. Trustee Johnson asked if the amounts of the different scholarships could be viewed in the dashboard. Trustee Yoshihara asked what the total monetary number of scholarships that were granted was. Trustee Wilson thanked Ms. Beebe-Stevens for her presentation and stated that he will be looking for strong support from the CCS Board of Trustees for the Foundation.

SCC/SFCC Alignment and Transfer Barriers

Mr. Connan Campbell and Mr. Patrick McEachern, introduced Mr. Guillermo Espinosa, Ms. Piper McCarthy, Ms. Chantel Black, and Ms. Tammy Zibell to the Board

of Trustees and elaborated on the partnerships that the colleges have with each other. Mr. McEachern reported that there are approximately 115 students that are concurrently enrolled at both SCC and SFCC. Ms. Peyton Fox is a student that is currently dually enrolled at both campuses and was present at the meeting. Mr. Campbell and Mr. McEachern then reviewed the application, orientation, registration, pathways, funding, student records, and transferring processes for students that are seeking dual enrollment. Trustee Yoshihara asked if students who were commuting via the public bus could face potential issues traveling between the campuses. Trustee Woodard asked if there was a differentiation between a part-time and full-time student in terms of fees. Trustee Yoshihara asked how enrollment was determined between each campus for the students that are dually enrolled. Trustee Woodard asked if there was a way to automate credits being transferred between the colleges. Mr. Jim Fitzgerald introduced Ms. Peyton Fox, who is a dually enrolled student athlete. Ms. Fox introduced herself as a sophomore and she is playing soccer and running track for CCS. Ms. Fox noted that the dual enrollment process was made simple with the assistance of Mr. Fitzgerald and Ms. Wendy Irish. She noted that she does enjoy being able to enroll in classes at both campuses, but SCC classes are covered by her athletic scholarship and grant whereas SFCC classes were not. Trustee Wilson asked Ms. Fox if there was anything that could be made simpler for the dual enrollment process. Trustee Johnson asked why there is not an option to have auto-population for the application for enrollment at both campuses. Ms. Chantel Black reviewed the online application process and how the state portal effects dual enrollment. Mr. McEachern then highlighted the similarities and notable differences between the campus processes. Trustee Johnson asked if there was a success rate difference in Math and English between SCC and SFCC.

At 12:08pm Trustee Yoshihara departed the meeting.

Trustee Wilson then asked if there was a program that was better at one campus and what opportunities were available for making improvements for dual enrollment. Ms. Tammy Pham, SCC ASG President, shared that she was also dually enrolled at SCC and SFCC and her enrollment process experience.

At 12:17pm Trustee Woodard departed the meeting.

AHE/Faculty Report:

Ms. Beverly Daily, noted that she appreciated the tenured faculty that introduced themselves at the beginning of the Board meeting. Ms. Daily then asked if there would be a conversation with the Board about the historical focus of each campus and what that process would be moving forward. Ms. Daily then noted that there was a need for a conversation to establish a boundary between the east and west side in terms of

which area was more likely the focus of SCC and SFCC and if the process will be continued.

Ms. Christina Momono, shared that Ms. Elise Beattie is a faculty teacher who teaches ACT classes. She was currently honored by being accepted into a very prestigious exhibit: "The Adirondack National Exhibition of American Watercolors". Ms. Beattie shared that "In my SCC classes, no matter what mediums that I may be using or teaching, my goal, with my students, is to encourage them to be fearless. In other words, to be able to jump into any project, ask themselves "What if I...?" and then to have enough knowledge that they are able to answer the question and utilize their own definition of personal creative thought." She is also an award winning, exhibiting member of the National Association of Women Artist, which is the oldest "honorary" organization for professional women artists in America and is located in NYC. Ms. Momono noted that she was very encouraged by Ms. Beattie.

Ms. Katella DeBolt, shared that Ms. Laura Woods took 14 SFCC students to Seattle to the Black College Expo where there was on the spot registration and admittance and that was very exciting. Ms. DeBolt then shared that she had been working with Ms. Jennifer Barson and there are display cases with fossils and exhibits and the walks have now been installed. Mr. Jerrod Anthony presented at Olympic College as part of the Advanced Instructor Boot Camp. Mr. Bradly Bleck has had many articles published, the current publication is titled *Sublime in Nature* with another addressing bike commuting. Ms. DeBolt shared that the Lunar Express will be departing soon and Ms. Nicole Montgomery reported her book *Incursion* will be going to the moon. Ms. DeBolt then shared the Ghosts of Drama Past event that was held at the Spartan Theater on November 27th and on November 29th there were over 80 students from the Community School that visited the campus to participate in a variety of theatre activities.

WFSE/Classified Staff Report

Ms. Abigail Affholter, shared that the executive assistant for the Vice Presidents at SCC have started a series of monthly meeting for classified staff called the Keys to Success. The meetings are focused on providing training and information for classified staff to succeed in their duties. Ms. Affholter shared that the attendees ranged from office managers to administrative staff members. Each meeting has different speakers from different departments and they have provided support for classified staff members as well as support through the system of the first quarter.

Ms. Alison Cooley, reviewed the financial aid processes for dual enrollment students and credit adjustments that are made for students with athletic scholarships. Ms. Cooley shared that classified staff is ready for Winter quarter to start and there were

still 300 FASFA applications to be processed for Winter quarter starting students. There were 475 individuals engaged in tours at SFCC and there are new Bigfoot guidepost in front of the admission office, where 300 students had interaction with the table.

Student Government Report

Ms. Tammy Pham, SCC ASG President, shared that SCC student government is now fully staffed. One of the projects the ASG is working on is finalizing and rewriting the constitution. There has been training with the CID and ASG has been pushing for more diversity and inclusion. ASG has also been working with Mr. Connan Campbell in the S&A Fee Process for the next fiscal year. The BHIT Senator has helped students to have a longer laptop checkout from 24 hours to 1 week. There was a Thanksgiving event that was very successful and that was great for the campus. There was a pizza with the Presidents where pizza was given to students during finals week and it was very fun to see the students.

Mr. Vishal Pathirana, SFCC ASG President, shared that SFCC had a great quarter. The SFCC Thanksgiving dinner and Thanksgiving baskets were a success. There were events both on and off the campus that were successful as well. The Elf movie was played for the Christmas event and there was another Farmers Market that went very well. The programing team visited NACA in California where they were able to learn from other colleges and bring back different talents and events. The Tree of Sharing had gifts that were shared with approximately 70 children who attended Head Start. The team met together at the end of the quarter and were able to debrief about the quarter and what went well and what could be improved. ASG is also working on having more conversations with the new Faculty Academy. The focus on next quarter is to create more student engagement.

Board Report

Trustee Wilson shared that the committee assignments for the 2024 Board needs to be followed up on as well as the retreat that will be provided by ACT.

Executive Session

There will be no executive session.

Potential Action Generated from Executive Session

There was no action taken.

Adjournment

Being no further business, the meeting adjourned at 12:40pm.