

**Minutes of the Board of Trustees Meeting**  
**Washington State Community College District 17**  
**Regular Meeting**  
**June 18, 2024 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, Kimberlee Messina, Jenni Martin, Linda McDermott, Brandy Browning, Patrick McEachern, Bobbi Woodral, Greg Stevens, Clinton Brown, Amy McCoy, Christine DeGeare, Andrew Norman, Tina Meland, Connan Campbell, Clinton Brown, Abigail Affholter, Amanda Carlson, Carolyn Casey, Katie Satake, Beverly Daily, Katie Satake, Anna Gamble, Sherri Fujita, Sarah Stiffler, Piper McCarthy, Jessica Cross, Bordeaux Milette, Carrie Culver, Breanne Riley (recording secretary).

**Excused:** Lori Hunt, Jaclyn Jacot, Ward Kaplan, Alison Cooley, Katella DeBolt, Christina MitmaMomono, Nichole Hanna

**SCC Celebrating Student Success**

Ms. Sherri Fujita gave an introduction and history of the HS+ program at SCC. Ms. Sara Stiffler gave a background of HS+ at SCC and the various components of the program. Ms. Piper McCarthy introduced herself and gave a brief background of working with the program at SCC. Ms. Anna Gamble gave a brief overview of the program. Ms. Jessica Cross explained the first cohort of the HS+ program and Ms. Gamble explained the second cohort. Ms. Gamble shared that the program asks for input at the time of completion from students and then shared examples from students. Ms. Gamble then played a student testimonial for the Board. Ms. Beverly Daily asked what the outcome was for the students that were not successful in the program. Trustee Wilson asked how the program is advertised to recruit perspective students and what the capacity was. Trustee Franklin then asked if there was a plan in the future so that there is a more robust front facing program connected to the community while offering easier pathways for individuals entering the program. Trustee Woodard asked if there were any plans to follow the students that have graduated from the program for the next 12/36/60 months. Dr. Brockbank thanked the Trustees for approving the tuition waiver last year for HS+ and that the goal for the program is to be transformational. Trustee Wilson thanked the presenters for their work at the college and for the great presentation.

## **Call to Order**

The Board of Trustees of Washington State Community College District 17 held a regular meeting on Tuesday, June 18, 2024. Trustee Wilson called the meeting to order at 9:17am. 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 Yoshihara.

## **PUBLIC COMMENT**

There was no public comment.

## **CONSENT AGENDA**

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

- a. Minutes of the May 21, 2024, Regular Meeting
- b. Capital Projects Status – Ms. Nichole Hanna
- c. Budget and Expenditures – Dr. Linda McDermott
- d. Head Start Updates – Ms. Bobbi Woodral

There were no questions or comments about the consent agenda. The motion to approve the consent agenda was so moved by Trustee Woodard, seconded by Trustee Yoshihara, and approved unanimously by the Board. Trustee Wilson acknowledged that he had signed and authorized the resolution to open an investment account with DA Davidson.

## **Exceptional Faculty Awards and Saling Awards**

**Ms. Christine DeGeare** announced the three recipients for the Saling awards and that the recipients would be approved by the Foundation Board. Ms. DeGeare then shared that there are ten awards that will be dispersed for the Exceptional Faculty Awards and asked for approval from the Board. Trustee Wilson asked about the voting process and what the award for the Exceptional Faculty and Saling recipients were. Trustee Yoshihara asked if the monetary awards for the recipients were considered a gift or taxable income. The motion to accept the recommendation was so moved by Trustee Woodard, seconded by Trustee Franklin, and approved unanimously by the Board.

## **Exempt Employee Retention Increases and Faculty Salary Schedule for FY2024/25**

**Mr. Greg Stevens** reviewed the proposed faculty schedule for FY24/25. Mr. Stevens reviewed that the faculty general salary increase to be applied is 5.834% and that AHE

is in agreement. Dr. Linda McDermott reviewed the funding that will be provided by the State Legislature. Trustee Franklin asked if pay equity reviews were conducted within CCS. The motion to approve the salary schedule for faculty was so moved by Trustee Yoshihara, seconded by Trustee Franklin, and approved unanimously by the Board. Mr. Stevens then reviewed the proposed salary schedule for professional exempt employees at CCS. The proposal schedule will be to add a 3% retention salary increase to the 3% general salary increase (COLA). Trustee Wilson noted that turnover has improved at CCS and that was promising. The motion to approve the salary schedule was so moved by Trustee Woodard, seconded by Trustee Yoshihara, and approved unanimously by the Board.

### **Approval of Fiscal Year 2024-25 Operating Budget**

**Dr. Linda McDermott** introduced the budget team from CCS, SCC, and SFCC and thanked them for their hard work. Dr. McDermott reviewed the recommendations for the operating Budget, S&A budgets, and the Athletics budget. Dr. McDermott reviewed the FY25 initial operating budget and its importance. Dr. McDermott then reviewed the recommended FY25 operating budget to the Board. The CCS budget overview summary by college and departments/operating units and the summary of expenditures by type were then presented. Dr. McDermott presented the budget overview for SCC summary by division. The SFCC budget overview by division was then shared with the Board. Dr. McDermott reviewed the central administrative units budget overview summary and district managed costs. Trustee Franklin asked for clarification of institutional effectiveness and why it was not included in the SFCC budget. The general support services budget overview summary of expenditure by type was then reviewed as well as the district managed costs. Dr. McDermott then reviewed the student fees overview and summary of revenue charges. Trustee Yoshihara asked if the estimates were annualized. The summary of the CCS capital projects budget overview by project was then presented. Trustee Yoshihara asked if there was a depreciation in the budget.

### **Approval of Fiscal Year 2024-25 Service & Activities (S&A) Funded Budgets and Athletics Budgets**

**Dr. Linda McDermott** reviewed the FY25 Services and Activities budgets. The FY25 Athletics budget was then reviewed. It was recommended that the Board of Trustees approve the operating budget, S&A budgets, and the Athletics budget. Discussion ensued. The motion to approve was so moved by Trustee Franklin, seconded by Trustee Woodard, and approved unanimously by the Board.

## **BREAK**

Trustee Wilson reconvened the meeting at 10:35am

### **Chancellor's Report**

**Dr. Kevin Brockbank, Chancellor,** reported that Ms. Amy McCoy will be retiring in the coming months and has served CCS for 25 years. Dr. Brockbank reviewed the duties that are currently being held by Ms. McCoy and which departments will be assigned her duties after her retirement. Dr. Brockbank gave an update on financial aid and the financial aid offices. The \$1500.00 that was approved to disperse to students has not been implemented and it is the hope that FAFSA applications will be processed and the funds will not need to be dispersed. The position of the Vice President of Workforce Development has been filled by Ms. Julie Parks and she will move into her new role in August 2024. Dr. Brockbank then thanked the employees at the institutions and the district for their commitment to making CCS a strong district.

**Dr. Kimberlee Messina, President of SFCC,** thanked the Trustees for their participation during the graduation ceremonies. Dr. Messina reported on the strategic equity plan that was implemented at both SCC and SFCC and that it is time to renew the plan. Dean Francisco Salinas is leading the renewal of the equity plan at SFCC and there is much work that is being done.

### **Presidents Report**

**Dr. Kevin Brockbank on behalf of Dr. Jenni Martin, President of SCC,** Dr. Brockbank gave an overview of Dr. Martin's report as she was attending a summit in Olympia. It was reported that enrollment trends have increased in the summer and fall quarters. Trustee Yoshihara asked how enrollment compared to pre-pandemic enrollment and how long it is anticipated to return to pre-pandemic enrollment rates. SCC was awarded a grant in an effort to collaborate community colleges and tribal nations and they are now 1 of 6 colleges working with tribes in the state.

### **Workforce Demographic Utilization Effective 20/31/2023**

**Mr. Greg Stevens** reviewed the population comparisons, employees of color and the Eastern Washington Public Agency comparison. The comparison of employees of color by CCS organization unit was then discussed as well as the 2014-23 employees of color decade trend. Employees of color by employee job group was then reviewed by Mr. Stevens. CCS persons with disabilities was reviewed and it was explained that the vaccine mandate had impacted the rise in the rate of employees reporting disabilities. Faculty of color compared by institutions and CCS workforce age demographics were then reported. Number of separations each fiscal year was reported to the Board as well as the CY2023 analysis of administrator and exempt recruitment. Trustee

Franklin asked if there was a graph that reflected total turnover by diversity. CY2023 analysis of faculty recruitment was discussed. The 2021-25 strategic plan related objectives and projects was discussed as well as the key performance indicator. Trustee Woodard asked if the objectives for the 2025 strategic plan had been discussed and if a workshop would be offered. Trustee Wilson asked how the data was determined to see if there was any evidence of discrimination or bias that might exist in various pockets that help to drive the data. Trustee Franklin asked if unconscious bias was discussed in the hiring committee debrief sessions.

### **AHE Report**

**Ms. Beverly Daily** reported that faculty is excited for the end of the year and the graduations were inspiring. It was also reported that AHE will be offering a lunch to the financial aid offices at both campuses as a thank you for their hard work.

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

**Ms. Abigail Affholter** reported that SCC is looking forward to hosting the annual STTACC Conference on August 7-8. Ms. Affholter thanked the classified staff in the registration and admissions office for their work during the May 22<sup>nd</sup> event where 310 potential students were facilitated and 70 of those students registered for fall classes.

### **Faculty Report**

**Ms. Katie Satake** shared that Mr. David Edwards, SCC Architecture faculty, reported that he has been presenting to a variety of ages of students about the architecture program and building and engineering. Ms. Christina MitmaMomono was a visionary for the SCC Central Art Project and a number of students from different colleges in the area painted images on the cement in the SCC Central Plaza. Mr. Jonathan Smith, SCC Anatomy and Physiology faculty, reported that Mr. Andy Buddington and Mr. Andy Schmidt presented at an HIP Conference. The conference was coordinated by Ms. Angela Rasmussen and had 515 attendees.

### **Board Report**

Trustee Yoshihara noted that he had a great time at the commencement ceremonies and that they were very well done. Trustee Wilson noted that he enjoyed the ceremonies being held at The Podium.

### **Executive Session**

The Board will convene in executive session under RCW 42.30.110(1) for the purpose of an executive evaluation.

The executive session will last for approximately 10 minutes.

**Potel Action Generated from Executive Session**

No action was taken.

**Adjournment**

Being no further business, the meeting adjourned at 11:45am.