



BOARD OF TRUSTEES

September 19, 2023
REGULAR MEETING MINUTES

REGULAR SESSION - JACKSON CONFERENCE CENTER & VIRTUAL

5:00 p.m. PRELIMINARY MATTERS

A. Call to Order

Chair Jerry Martin called the regular meeting to order at 5:00 p.m.

Land and Labor Acknowledgements, read by Dr. John Hudson, VP of Diversity, Equity & Inclusion.

TRUSTEE ATTENDANCE

Jerry Martin, <i>Chair</i>	Present
Kelly Shepherd, <i>Vice Chair</i>	Present
Toraya Miller	Present
Bob Bolerjack	Present
Dr. Betty Cobbs	Present
Dr. Chemene Crawford, President	Present

B. President's Update:

- Dr. Crawford provided highlights from Opening Week. She expressed gratitude to all the executive and administrative assistants managing the logistics for all the events. She also thanked the Facilities, Maintenance, and IT departments.
- The week began with the President's Breakfast and introduction of the Land and Labor acknowledgments.
- New staff and student leaders were introduced and welcomed by the Vice Presidents, Associate Dean of Student Life, Staff Senate representative, and collective bargaining partners.
- Dr. Crawford stated the college received an update on the strategic plan for diversity, equity, and inclusion from Dr. John Hudson.
- The remainder of the day consisted of departmental meetings.
- College leadership did a Panel Palooza that provided updates on:

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|-------------------|-----------------------|
| Accreditation | Facilities |
| Budget | Master Planning |
| Shared Governance | Enrollment Management |
| Campus Council | Security |

- Labor partners held their breakfast and luncheons to receive updates and training.
- Dr. Crawford stated there were departmental professional development opportunities.
- Friday was Spirit Day, and everyone was asked to wear college spirit gear.

- The week was closed with an open house in the President's Office with refreshments and good conversation.

PUBLIC COMMENTS

No individuals present or online at the time of the Board Chair's request wished to make a public comment.

C. Reports from the Board:

- Trustee Dr. Betty Cobbs said she is glad to hear of a wonderful Opening Week. She said it is exciting to have students of all ages on campus who are excited to be learning. She also commented she liked the new format of the board packets. She stated she wanted to hear about events with the new amphitheater. She stated she will attend the ACCT Congress Conference with Dr. Crawford in October.
- Trustee Toraya Miller stated the board retreat in August was very productive and well-received. She said she enjoyed spending time with and getting to know our new president.
- Board Chair Jerry Martin stated Dr. Cobbs will carry the vote at the ACCT conference for representation of our college.
- Trustee Bob Bolerjack stated the board retreat had great team-building exercises. He also stated he enjoyed getting to know Dr. Crawford and for her to know the trustees. He said the facilitator, Doug Mah, did a really good job.

ACTION ITEMS

A. Approval of Minutes: July 18, 2023, Regular Meeting
August 19, 2023, Board Retreat Meeting

Motion 1: Dr. Betty Cobbs moved to approve; Bob Bolerjack seconded.
The motion was approved unanimously.

B. Approval: Final Financial Report July 1, 2020 - June 30, 2021

Shelby Burke, VP of Finance, presented the Final Financial Report July 1, 2020 - June 30, 2021

Presentation Highlights:

- *Finished audit for fiscal year 2021.*
- *The Washington State Auditor's Office final report has been issued.*
- *Inclusions: management discussion analysis, auditor's reports, financial statements, accompanying notes, and supplemental information for financial statements.*
- *Received a clean audit.*

Motion 2: Toraya Miller moved to approve; Bob Bolerjack seconded.
The motion was approved unanimously.

C. Approval: Extension Temporary 3-Month Operating Budget

Shelby Burke, VP of Finance, presented the Extension Temporary 3-Month Operating Budget.

Presentation Highlights:

- *FY 2024 Operating Budget approval - October Board of Trustees Meeting.*
- *Extend the temporary budget beyond two weeks.*

Motion 3: Bob Bolererjack moved to approve; Toraya Miller seconded.
The motion was approved unanimously.

D. Review and Take Action: Student Housing increase/uniformity of rental rates and fees.

Amanda Campbell, Director of Housing, and Jenn Rhodes, Dean of Student Development, presented the Student Housing increase/uniformity of rental rates and fees.

Presentation Highlights:

- *Request approval to create uniformity in rental rates.*
- *Increase application fees and a priority deadline for applications.*
- *New additional housing fees: damage /cleaning fee\$100.00, returning resident fee, \$100.00, room change fee, \$100.00, student activity fee, \$30.00 per quarter, increase of lost key card, 1st instance - \$20.00, additional instances \$50.00.*
- *Allows for reduction in the amount of cost and billing adjustments when students switch rooms.*
- *In the process of implementing eRezLife management software.*

Motion 4: Dr. Betty Cobbs moved to approve; Kelly Shepherd seconded.
The motion was approved unanimously.

E. Approval: Academic Calendars 2024/25, 2025/26, 2026/2027

Josh Ernst, VP of Human Resources and Compliance, presented the Academic Calendars for 2024/25, 2025/26, and 2026/27.

Motion 5: Toraya Miller moved to approve; Jerry Martin seconded.
The motion was approved unanimously.

REPORTS TO THE BOARD

I. Kelsey Lindstrom, Exempt Union Representative:
Not present for the meeting.

- II. Anne Brackett, Faculty Senate Representative:
- The Faculty Senate will be meeting in the middle of October.
 - Over the summer, the Faculty Senate partnered with the American Federation of Teachers (AFT) for lunch with Dr. Crawford.
 - Dr. Crawford met 25 faculty members and generously spent extra time with the group.

Discussion topics:

- Enrollment management
- Associate Faculty job security
- Faculty questions regarding Dr. Crawford's vision for a renewed sense of unity.

- Class modalities: online, hybrid, high flex, and face-to-face challenges and opportunities.
- Systemically surveying students on dropping classes.

III. Stephanie Doyle, Classified Union Representative:

- Classified Staff Breakfast held during Opening Week.
- The theme was “We Are Better Together”.
- 114 staff members attended.
- 11 new members signed up.
- The Supporting Employee Engagement (SEE) Committee promotes staff belonging.

IV. Azrael Howell, Staff Senate Representative

- Staff Senate will be meeting in October 5th.
- Gathering information from staff poll for a resource repository.
- Creating a policy to bring to Campus Council.

V. Nina Benedetti, Faculty Union Representative

- The Youth Re-Engagement U3 program is waitlisted.
- Finalizing the Nurse Educators MOU (Memo of Understanding).
- Stated there has been a strain in workload over the past 3 ½ years.
- Encouraged individuals to seek support.

VI. Narjis Alshatee, ASB President

- Introduced ASB Executive Council members:
 - Amber Kelly, VP of Administration
 - Asia Nguyen, VP of Clubs & Organizations
 - Kai McGinnis, VP of Student Engagement
 - Hannah Kramer, VP of Budget
- Hosted the first movie event in the amphitheater on the lawn.
- More than 50+ people turned out for popcorn and soda.
- Hoping to host our first meeting on Friday, September 29th.
- Student Life and Diversity & Equity Center collaboration kickoff to highlight Hispanic Heritage Month.
- Guests will enjoy live music from Latino Twist.
- Survey students to see what events and activities they would like.
- Provided an Executive Council table and a prize wheel.
- Trojan Activities Board (TAB) teamed up with Bartell Drugs for flu and COVID vaccination clinic in Jackson 106 from 10:00 - 3:00 pm.
- Shared information for upcoming women's and men's sporting events.

INFORMATION HIGHLIGHTS

A. Budget Update: Shelby Burke, VP of Finance

- On track with overall 3-month budget.
- We will receive the September reports at the end of September.
- Revenue is coming in as anticipated for tuition fees and self-support.

B. Policies, Regulations, and Financial Review (PRFR) Update: Dr. Cathy Leaker, VP of Instruction

- The PRFR report was submitted to the Northwest Commission on Colleges and Universities (NWCCU) on September 1, 2023.
- The last report was in October 2017.
- June 2024, EvCC will have a year seven evaluation of institutional effectiveness.
- Fall 2024 will have a site visit.
- NWCC Standards: governance, academic freedom, policies and procedures, institutional integrity, financial resources, human resources, student support resources, library resources, and physical and technology infrastructure.

C. Strategic Enrollment Management Update: Laurie Franklin, VP of Student Services, and Lori Greenwood, Executive Director of Strategic Enrollment and Public Relations.

- Strategic Enrollment Management looks at enrollment comprehensively.
- We want to make sure we are serving our community.
- Held a SEM retreat in August.
- Discussed enrollment strategies for the Fall quarter.
- Evaluated long-term development of SEM Environmental Scan
- Discussed tactics and 3-year completion and transfer rates.

Adjournment: Chair Jerry Martin adjourned the meeting at 7:02 p.m.

The next Board of Trustees meeting will be a Study Session held on October 17, 2023, at 5:00 p.m. in the Jackson Conference Center and on Zoom.

Jerry Martin
Jerry Martin (Nov 30, 2023 17:23 PST)

Jerry Martin, Chair
 Board of Trustees

Chemene Crawford

Dr. Chemene Crawford, Secretary
 Board of Trustees