

**South Puget Sound Community College  
BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
Tuesday, June 10, 2014  
Boardroom, Student and Administrative Services Building # 25  
South Puget Sound Community College  
2011 Mottman Road, S.W.  
Olympia, WA 98512-6292**

**REGULAR MEETING – 2:00-4:30 P.M.**

**CALL TO ORDER**

Trustee Judy Blinn, Board Chair, called the meeting to order at 2:05 p.m.

**ROLL CALL**

Trustee Judy Blinn, Trustee Leonor Fuller, Trustee Judy Hartmann, Trustee Barbara Clarkson and Trustee Brian Vance were present. Justin Kjolseth, Assistant Attorney General, was present on behalf of AAG Aileen Miller.

**EXECUTIVE SESSION**

At 2:05 p.m. Chair Blinn announced that under RCW 42.30.110, an executive session would be held for the purpose of considering matters affecting national security; to consider selection of a site or the acquisition of real estate; to review negotiations on the performance of publicly bid contracts; to receive and evaluate complaints or charges brought against a public officer or employee; to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee; to discuss with legal counsel agency enforcement actions or litigation or potential litigation.

The executive session was expected to last until 3:00 p.m. to review the performance of a public employee.

The executive session was extended to 3:20 p.m.

No action was taken by the Board during the executive session.

The executive session concluded at 3:20 p.m., and the regular board meeting resumed at 3:20 p.m.

**RECONVENE REGULAR MEETING – 3:20 P.M.**

**APPROVAL OF CONSENT AGENDA**

It was moved by Trustee Fuller, seconded by Trustee Hartmann and carried **THAT THE FOLLOWING CONSENT AGENDA ITEMS BE APPROVED AS PRESENTED:**

**A. ADOPTION OF MINUTES**

- May 13, 2014 regular board meeting
- May 21, 2014 special board meeting

**B. MEETINGS AND CONFERENCES****C. ANNOUNCEMENTS**

- Graduation, June 20, 2014

**D. DATE OF THE NEXT BOARD MEETING**

Regular Meeting  
September 2014 (TBD)  
3:00-4:30 p.m.

Boardroom, Student and Administrative Services Building # 25  
South Puget Sound Community College  
2011 Mottman Road, S.W.  
Olympia, WA 98512-6292

**SPECIAL INTRODUCTIONS**

- Justin Kjolseth, Assistant Attorney General, attending on behalf of AAG Aileen Miller.
- Rochele Johnson, Director of Budgeting and Fiscal Services effective March 17, 2014.
- Tanya Mote, Development Director of the College Foundation effective June 1, 2014.

**COMMENTS FROM THE AUDIENCE**

The following people provided their comments about the Horticulture Program:

1. Amy Nagel, Horticulture student
2. Richard Casey, serves on the Horticulture Advisory Board and past president of the Washington Association of Landscape Professionals
3. Rick Longnecker, Olympia landscaping business owner and past president of the Washington Association of Landscape Professionals
4. Shana Burk, Horticulture student and Horticulture Club treasurer
5. Michelle Horkings-Brigham, Horticulture student

They voiced their concerns about the Board's impending decision on the discontinuation of the Horticulture Program; talked about the national certification test; shared their idea of shifting Horticulture to community education/self-supporting; and urged the Board of Trustees to defer its decision on discontinuing the program until the Board's next meeting in September so they can reach out to the community and find private donors that can help with funding.

The Board of Trustees listened to their comments, encouraged them to submit their ideas/plan on how to shift Horticulture programming into community education/self-supporting option, and decided to defer its decision to the next regular Board meeting in September after weighing all the related information.



Dr. Stokes noted that the college has approximately 18 months of teach-out time and asked if the college should leave the program at a no-new admittance state or take students in the fall.

Trustee Fuller responded that the Board does not have enough information to open enrollment again. She noted that she has read the report on the program review which takes a very big picture of the considerations that the Board and Administration have to make, and the criteria and measures to which the Board has to be accountable to the Legislature that funds the college. Higher education institutions have seen a huge reduction in funding and are asked to be even more accountable and data-driven, and focused on student completion and student success. Students are the number one priority, and their success is paramount to the Board. She noted that it is good to hear the voices of the people affected and the Advisory Board. She noted that the presentation scheduled later on the agenda will address concerns that were brought up.

As a point of order, Chair Blinn asked to move up agenda item 9.2 Discontinuation of Horticulture Program, so they may continue the discussion, and she encouraged the audience to stay to hear the presentation.

### **BOARD SPECIAL COMMITTEE LIAISON REPORTS**

- Board of Directors, SPSCC Foundation – Trustee Clarkson reported the following:
  - The 2013 Annual Report is completed and published.
  - The Foundation Assets as of December 31, 2013:
    - Cash on Hand: \$853,132.57
    - Invested in Endowments: \$5,707,476.48
    - Invested in CDs: \$390,000.00
    - Total All Unrestricted Funds: \$1,415,300.21
  - The Board of Directors is looking at ways to have sustainable money for students and these resources are there to grow over time.
- Budget and Finance – (Quarterly Reports: September, February, May) Trustee Vance had no report. He noted that Kathy Garrett, long-time Foundation Board member and tremendous friend of the college, passed away on June 9.
- Policy Governance and Trends in Higher Education – Trustee Hartmann had no report.
- TACTC Legislative Action Committee (LAC) – Trustee Fuller had no report.

### **REPORT FROM THE COLLEGE PRESIDENT**

- Dr. Stokes called on the following people for their updates:
  - Ms. Lorraine Guzman, ASB President, provided the following student government report:
    - Activities completed: Evening Coffee-May 21-22; Visit from Secretary of State Kim Wyman-May 23 as part of May Civics Month; May 31-Pacific Islanders' annual Luau with over 250 attendees.

- Student-hosted annual Spring BBQ-June 13.
- The 2014-15 ASB Student Senate has been selected: Saud Hussain, ASB President; Ana Antunez, Vice President for Administration & Finance; Qianru Cai, Vice President for Clubs & Organizations; Camila Davila-Alvarez, Senator for Diversity & Equity Affairs; Kyla Tran, Senator for Public Relations; Dominique Thompson, Senator for Legislative Affairs; and Yasmine Arbob, Senator for Administrative Affairs.

Dr. Stokes announced that the Board will carry out its tradition of having a Percival Plaza brick engraved and installed in the Percival Plaza to recognize Lorraine Guzman as the 2013-14 ASB President.

- On behalf of Chris Dutton, Mathematics Professor and Faculty Senate President, Professor Karen Halpern reported the following:
  - The Faculty Senate will elect new officers the week of June 9.
  - There continues to be much interest in the issues that Faculty Senate has been working on; there has been increasing number of faculty attendees at Senate meetings.
  - Faculty Senate sponsored the workshop, "Whose Got My Back?" Dr. Coats, Dr. Andreas, and Lonnie Hatman spoke about what to do when presented with problematic situations.
- Dr. Kevin Asman, Humanities Professor and Faculty Union President, reported the following:
  - The Union and administration have come to terms over contract negotiations process to start this summer. The first phase is to look at the documents to give it a better structure.
  - Some AFT WA members attended a convention in Seattle, which focused on Community Building—reaching out to the community to show them that educational professionals care deeply about learning in a broader level.
  - AFT WA sponsored an event at the Seattle Center with an organization called First Book. The goal of First Book is to help students that qualify as Title I to start reading. Members of their Local volunteered and gave away 1500 books with Mayor Ed Murray and Charles Johnson.
  - He sits on the AFT WA Legislative Affairs Committee. They are committed for the next nine months to work with all stakeholders to address salary stagnation.
- Dr. Stokes noted that the Nursing Care Quality Assurance was on campus on June 5-6 and was impressed with the Nursing re-design and gave the college permission to move forward with the enrollment of a new cohort.
- The college will receive 15 of the 1,000 Aerospace FTEs for a total of \$118,000 to help us move into our new center for Advanced Manufacturing.



- He recognized Dr. David Rector, Dean of Student Life and Nancy McKinney, Vice President for Planning, Effectiveness, and Operations, for their service to the college.
- He recognized Trustee Judy Blinn for a job well done in serving as Board Chair for four years. She was honored with a gift from the college.
- He noted the following materials provided for Board information:
  - President's Outreach and Advocacy Activities
  - College Personnel Update
  - College Press Clippings

## INFORMATIVE REPORT

### Foundation Annual Report

Cecelia Loveless, Executive Director of College Advancement/Foundation, presented the Foundation's 2013 Annual Report. She also announced that Vicky Tobin, spouse of Retired Lt. Col., is the newest member of the Foundation Board of Directors. The Foundation shot over \$7 million in assets and unrestricted funds with their strategy of focusing on Major Gifts.

## POLICY

### Discontinuation of Program: Horticulture

The Board of Trustees retains the authority to discontinue academic and professional and technical degree programs.

Vice President for Instruction Dr. Michelle Andreas outlined the year-long program review process for the Horticulture Program and Dean of Applied Technology Andy Bird reviewed the data that shaped the recommendation.

Dr. Andreas reported there is a changing nature of the requirements and expectations for professional and technical programs at community and technical colleges. As state funding is reduced, the burden of student tuition gets larger, the capacity of colleges begins to shrink and there is an expectation to be constantly reviewing our programs so that they are meeting the ever-changing needs of the economy within our region. The primary focus for professional and technical programs at SPSCC is to prepare people for livable wage jobs that are in a growth demand over at least the next five years. That often does not speak to the history of a program like Horticulture. This has been a year-long process with the Horticulture faculty engaged from the beginning of the review process in examining a tremendous amount of data from independent entities. When we are looking at diminished and limited resources, this is a program that does not seem to fulfill the mission of the college. She clarified that what is being considered for discontinuation is the 4-credit, state-supported, two-year Horticulture Program. That does not mean the college cannot do a self-support certificate or program.

Dean of Applied Technology Andy Bird presented the report and data on the Horticulture program review that shaped their recommendation to the Board for the

discontinuation of the Horticulture Program. He reported that they reviewed five years of data on the Horticulture program, including enrollment numbers and trends, program completion and retention rates, numbers of academic transfers into baccalaureate programs, student employment history, employability, future industry employment demands, wages for potential program graduates, cost to operate the program, credentials and skills of the faculty, and they also investigated programs at other community and technical colleges in the system. In addition, they considered whether the program was contributing to the college's mission.

Dr. Andreas noted that there were no concerns with the credentials, skills and abilities of the faculty members.

Their data sources included the Pacific Mountain Workforce Development Council's Industry Cluster Analysis; CareerBridge; Washington State Employment Security Department Labor Exchange; College completion and student count; and many other sources.

Some of the conclusions derived from the program review include:

- The jobs available for horticulture graduates in our region were few, were low salaried and were often being filled by applicants with only high school diplomas. Therefore our students were incurring debt for the degree and were not being met with living-wage jobs when they complete.
- There has been a significant shift in enrollment toward part-time students that are not necessarily intending to complete the degree.

In summary, the data reveals that as a high-cost program with decreasing student demand and little opportunity for meaningful employment in the field, the Horticulture program is no longer viable, and is no longer aligned with the college's workforce mission.

Andy Bird reported there was healthy conversation around the criteria they have laid out in the memorandum and that they reviewed at the two Advisory Board meetings prior to the recommendations. There were no discussions with the Advisory Board about program closure, but they had discussions on the health of the program and the health of the industry in general, the difficulty in finding jobs, and the economic situation around the low wage that was being offered. There were no discussions at that time with the Advisory Board because they wanted the President to review the recommendation first before making that known to the Advisory Board.

Dr. Stokes noted that because of contractual obligations to faculty in the program, there was a very sequenced way that they have to go about a program discontinuation. It is very important that they engage with the faculty and that conversation because of the timeline and process they have to follow. They could not have released this information to the Advisory Board without having spoken with the faculty and the Union representative.



### Faculty – Award or Denial of Contract Renewal

Chair Blinn noted that the Probationary Review Committee (PRC) for Professor Beth Cumberland completed its activities and prepared evaluation and progress reports that were reviewed by the Board prior to the June meeting. This was the Board's second reading and was ready to consider her contract.

It was moved by Trustee Hartmann and seconded by Trustee Fuller **THAT AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE, THE BOARD OF TRUSTEES DIRECTS THE PRESIDENT TO GIVE NOTIFICATION OF CONTRACT RENEWAL TO BETH CUMBERLAND EFFECTIVE WITH THE 2014-2015 CONTRACT YEAR. THE MOTION CARRIES.**

### Election of 2014-2015 Board of Trustees Officers

Chair Blinn and Trustee Clarkson worked together as the nominating committee to submit the following recommendations for the 2014-2015 Board officers for election. They recommended the following: Trustee Judy Hartmann as Board Chair and Trustee Leonor Fuller as Vice Chair.

It was moved by Trustee Clarkson and seconded by Chair Blinn **THAT THE BOARD OF TRUSTEES APPROVES THE BOARD NOMINATING COMMITTEE'S RECOMMENDATION FOR THE 2014-2015 OFFICERS AS FOLLOWS: TRUSTEE JUDY HARTMANN AS CHAIR AND TRUSTEE LEONOR FULLER AS VICE CHAIR. THE MOTION CARRIES.**

### Board of Trustees Meeting Schedule

The trustees reviewed the proposed meeting schedule for the 2014-2015 year.

It was moved by Trustee Clarkson and seconded by Trustee Fuller **TO ADOPT THE 2014-2015 BOARD OF TRUSTEES MEETING SCHEDULE AS PRESENTED IN TAB 4. MOTION CARRIES.**

### 2014-2017 Strategic Plan

The Board of Trustees endorses the development of a new strategic plan to guide the College's development during 2014-2017. A draft of the Strategic Plan was presented for Board adoption by Cecelia Loveless, Executive Director of College Advancement/Foundation and Jennifer Tuia, Director of Institutional Research.

Cecelia Loveless noted that they have incorporated the Board's input and updated the Indicators of Achievement and have made progress since the Board retreat. The three-year Strategic Plan, along with the core themes and indicators, reflect the direction of the college leading to mission fulfillment. She indicated that the Mission Fulfillment Scorecard is a new piece that will help with data and evidence in decision making. The core indicators need to be very well thought out and data is very important to show that

the college has reached mission fulfillment. It is their goal to have our mission fulfillment defined before the Year 3 accreditation visit in the fall. Mission fulfillment is meeting our targets, so the college has to be thoughtful in setting them accurately.

Jennifer Tuia added that the targets are based on verifiable and historical data. Also included for review was the Framework for the Institutional Effectiveness Plan, which matches the Strategic Core indicators. It gives the numbers, graphs, and historical reference points for state and national levels, which will give a good base in setting targets. The college has a new Institutional Effectiveness Committee that will drive the strategic plan for the accreditation process.

Dr. Stokes noted that the college will take a deeper review of each of the five Core Themes that will be presented at five Board meetings.

It was moved by Trustee Clarkson and seconded by Trustee Fuller **THAT THE BOARD OF TRUSTEES ADOPTS THE 2014-2017 COLLEGE STRATEGIC PLAN AS PRESENTED IN TAB 5. MOTION CARRIES.**

#### Delegation of the President's Authority

Board Policy, BORD 111 - Delegation of the President's Authority to a Designee, has been updated and was presented for Board consideration and action.

It was moved by Trustee Fuller and seconded by Trustee Clarkson **THAT THE BOARD OF TRUSTEES APPROVES THE REVISIONS TO THE BOARD POLICY, BOARD 111-DELEGATION OF THE PRESIDENT'S AUTHORITY TO A DESIGNEE, AS PRESENTED IN TAB 6. MOTION CARRIES.**

#### President's Contract

Trustee Fuller noted that the Board had an Executive Session regarding the President's evaluation. Following the annual presidential assessment process, the Board was ready to take action on the extension of the college president's employment contract.

It was moved by Trustee Fuller and seconded by Trustee Hartmann **THAT THE BOARD OF TRUSTEES OF SOUTH PUGET SOUND COMMUNITY COLLEGE, AFTER HAVING COMPLETED AN ANNUAL AND THOROUGH ASSESSMENT OF THE COLLEGE PRESIDENT'S PERFORMANCE AND REVIEW OF HIS EMPLOYMENT CONTRACT, OFFER DR. TIMOTHY STOKES, AN EXTENSION OF HIS CONTRACT AS PRESIDENT OF THE COLLEGE FOR THE PERIOD OF JULY 1, 2016 THROUGH AND INCLUDING JUNE 30, 2017, WITH THE TERMS AND CONDITIONS AS SPECIFIED, AND AN EXTENSION OF THE RESET OF ANNUAL LEAVE TO DATE OF HIRE. MOTION CARRIES.**

Chair Blinn thanked Dr. Stokes for all his work during an arduous year.

**BUILDINGS AND GROUNDS** No report.



**BUDGET AND FINANCE**

## 2014-2015 Services &amp; Activities Fee Budget

Student Ana Antunez Flores, Vice President for Administration and Finance and S&A Fee Committee Chair, presented the 2014-2015 S&A Fee Budget for first reading in May. The committee worked with a budget of \$1,100,000. Original requests made by clubs, organizations, and programs totaled \$1,316,044.73, resulting in \$216,044.73 of necessary cuts. This was the Board's second reading and the Board was ready to take action.

It was moved by Trustee Fuller and seconded by Trustee Hartmann **THAT THE BOARD OF TRUSTEES APPROVES THE 2014-2015 SERVICES AND ACTIVITIES FEE BUDGET AS RECOMMENDED AND PRESENTED BY THE STUDENT SENATE IN TAB 7.**

## 2014-2015 Operating Budget

At the May Board meeting, Nancy McKinney reviewed the estimated 2014-2015 Revenue Projection report, which projects what the state allocation might be, compares that to where the college was at the end of last year, and where they forecast to be at the end of this year in terms of the budget. For the Board's second reading, she provided an updated report since May. The report, specifically the last column, reflects the work the college is doing to project what its revenue will be to establish and develop the operating budget for fiscal year 2014-2015. The college seeks approval for the following: Operating Revenue \$14,117,619; Tuition Operating Fees \$10,250,000; Running Start Program 2,600,000 with projected 500 FTE; Community Education \$20,000, for a Total Local Revenue \$12,870,000; Total Operating Revenue Budget \$26,987,619.

## FY 14-15

Sub-Total State Allocation: **\$14,117,619**

## Local Revenue:

Tuition Operating Fees: \$10,250,000

Running Start: \$ 2,600,000

Community Education: \$ 20,000

Sub-Total Local Revenue: **\$12,870,000**Total Operating Budget: **\$26,987,619**

FTE: 3,965

It was moved by Trustee Clarkson and seconded by Trustee Hartmann, **THAT THE BOARD OF TRUSTEES APPROVES THE COLLEGE OPERATING BUDGET FOR FISCAL YEAR 2014-2015 AS PRESENTED IN TAB 8.**

**COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES**

- Trustee Fuller expressed the Board's heartfelt thanks to Trustee Blinn for

Chairing the Board of Trustees from 2010-2014 and for her leadership style. She also congratulated the College for hosting an event to remember--Brown vs. Board of Education and the function afterwards.

- Trustee Clarkson also expressed gratitude to Chair Blinn for her leadership, time, and service. She also mentioned that they have recently returned from a trip to Poland where Mayor Virgil Clarkson was proclaimed Honorary Citizen of Mińsk Mazowiecki, Poland.
- Trustee Hartmann expressed that reviewing the Strategic Plan made her feel proud as a Board member to be working with the college faculty, staff, and the Board members to produce that work. She expressed thanks and gave kudos to everyone on- and off-campus for their participation.
- Chair Blinn noted that it was her pleasure and honor to have served as the Chair of the Board of Trustees.

### EXECUTIVE SESSION

At 5:20 p.m. Chair Blinn announced that under RCW 42.30.110, an executive session would be held for the purpose of considering matters affecting national security; to consider selection of a site or the acquisition of real estate; to review negotiations on the performance of publicly bid contracts; to receive and evaluate complaints or charges brought against a public officer or employee; to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee; to discuss with legal counsel agency enforcement actions or litigation or potential litigation.

The executive session was expected to last until 6:00 p.m. to review the performance of a public employee.

No action was taken by the Board during the executive session.

The executive session concluded at 5:55 p.m., and the regular board meeting resumed at 5:55 p.m.

**ADJOURNMENT** 5:55 p.m.

  
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JUDY BLINN, BOARD CHAIR  
SOUTH PUGET SOUND COMMUNITY COLLEGE

  
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TIMOTHY STOKES, SECRETARY  
SOUTH PUGET SOUND COMMUNITY COLLEGE