

**South Puget Sound Community College
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday, September 9, 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 Hartmann, Board Chair, called the meeting to order at 2:37 p.m.

ROLL CALL

Trustee Judy Hartmann, Trustee Leonor Fuller, Trustee Judy Blinn, and Trustee Brian Vance were present. Trustee Barbara Clarkson was absent. Assistant Attorney General (AAG) Aileen Miller was present.

STUDY SESSION

Effective July 1, 2014, a new law, ESB 5964 – The Open Government Training Act, requires members of governing bodies to receive training on the Open Public Meetings Act. AAG Miller provided this training to the Board of Trustees on September 9, 2014 and covered the following:

- The training is required within 90 days of new appointment and refresher training every four years. The base year for training is 2014.
- Purpose of the Open Government Training Act
- Open Public Meetings Act (RCW 42.30)
- What is a Governing Body
- What Constitutes a Meeting
- What is Meant by Action
- An Exchange of Emails is Subject to the Open Public Meetings Act
- Giving Notice of Regular and Special Meetings
- Executive Sessions are Authorized for Limited, Specific Topics
- Penalties for Violating the Open Public Meetings Act
- Public Records (RCW 42.56) Definition
- Public Policy Strongly Favors Disclosure
- Records Retention (RCW 40.14) Basic Rules and Schedules

APPROVAL OF CONSENT AGENDA

It was moved and carried **THAT THE FOLLOWING CONSENT AGENDA ITEMS BE APPROVED AS PRESENTED:**

A. ADOPTION OF MINUTES

- June 10, 2014 regular board meeting
- June 30, 2014 special board meeting

B. MEETINGS AND CONFERENCES

C. ANNOUNCEMENT

- October 14, 2014, New Faculty Reception

D. DATE OF THE NEXT BOARD MEETING

Regular Meeting

October 14, 2014

3:00-4:30 p.m.

Boardroom - Building # 28

South Puget Sound Community College

2011 Mottman Road, S.W.

Olympia, WA 98512-6292

SPECIAL INTRODUCTIONS

- Al Brown, Vice President for Administrative Services, effective July 1, 2014.
- Dr. Dave Pelkey, Director of Facilities/Interim Dean of Student Life, effective June 16, 2014.

COMMENTS FROM THE AUDIENCE

The following people provided their comments about the Horticulture Program:

1. Amy Nagel, Horticulture student
2. Shana Burk, Horticulture student and Horticulture Club treasurer
3. Michelle Horkings-Brigham, Horticulture student, sent a letter addressed to the Board of Trustees, Dean of Applied Technology Andy Bird, and Faculty at SPSCC

The students voiced some concerns, shared information about potential jobs, and shared their ideas for preserving the Horticulture Program and recommendation for a certificate program.

The Board of Trustees listened to their comments and Chair Hartmann moved up policy agenda item 9.1 so they could have the second reading of the Discontinuation of the Horticulture Program and continue the discussion.

POLICY

Discontinuation of Program: Horticulture

The Board of Trustees retains the authority to discontinue academic and professional

and technical degree programs. Dean of Applied Technology Andy Bird reviewed the information they presented at the June 2014 meeting of the Board of Trustees that shaped the recommendation.

- They conducted a Program Review that lasted over seven months. The Horticulture faculty participated in the review process and were engaged in examining the data and criteria used:
 - Student enrollment, retention rates and completion trends
 - Numbers of academic transfers into baccalaureate programs
 - Employability and wages of graduates
 - Future industry employment demands for program graduates
 - Overall cost of the program
 - Programs at other colleges in the system
 - Faculty credentials, background and skills necessary to meet current and future teaching demands (which were not a concern)

Dr. Andreas said that they honor what the students have said and shared and acknowledge the emotional process. She noted that the college mission on the workforce education side is to get our students ready in two years into an industry that will provide them career pathway for livable wages, but in our region, it is just not there.

The data examined led them to conclude that as a high-cost program with decreasing student demand, little opportunity for meaningful employment in the field, and the program's lack of alignment with the college and statewide workforce mission, the Horticulture program is no longer viable.

Trustee Fuller said that the Board takes to heart the Strategic Plan, its mission and core themes, especially when they are presented data, and she noted that the report on the program review presented in TAB 3 ties back to the mission and particularly to the core theme on student retention and completion.

There is a teach-out of current students in the program to ensure they have the opportunity to complete the degree or certificate that they are pursuing. Instruction administrators are pursuing ideas and contributions from students to design and develop continuing education, self-support certificate or program.

It was moved by Trustee Blinn and seconded by Trustee Vance **THAT AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE ADMINISTRATION, THE BOARD OF TRUSTEES AUTHORIZES THE DISCONTINUATION OF THE HORTICULTURE PROGRAM AS PRESENTED IN TAB 3. THE MOTION CARRIES.**

BOARD SPECIAL COMMITTEE LIAISON REPORTS

- Board of Directors, SPSCC Foundation – Trustee Clarkson was absent.
- Budget and Finance – (Quarterly Reports: September, February, May). Trustee Vance reported that the Board Finance Committee reviewed the college financial

reports. Overall, there was a \$356,000 positive variance. The college continues to do well with all aspects of its finances.

- Policy Governance and Trends in Higher Education – Chair Hartmann had no report and noted that Trustee Blinn will be the Liaison for this board report beginning October.
- TACTC Legislative Action Committee (LAC) – Trustee Fuller reported the following:
 - At its September 10 meeting, the State Board will act on a resolution authorizing the 2015-17 operating budget request to the legislature. The request fuels the state's goal that 100% of Washington adults have a high school diploma or equivalent and 70% of all adults have a college credential. Their recommended investments include: performance-based funding, high-touch advising, opportunity grants for low-income students, compensation to attract and retain top-notch employees, rapid-response training for emerging workforce needs, and dedicated funding for adult basic education. The State Board will also take action on the method of assessing tuition for the system's competency-based business degree and discuss the system's mission and direction, funding model for adult basic education, reviewing the methods of allocating funding, and the role of the system in producing baccalaureate degrees.
 - The Supreme Court ordered the legislature to show why the Supreme Court should not hold the legislature in contempt or issue other sanctions for not taking significant steps in complying with the McCleary decision to fully fund K-12 education pursuant to their constitutional duty to do so. The legislature has until 2017-18 to comply with the McCleary decision. Budget considerations include cutting long-term care for vulnerable seniors and mentally-disabled or cutting corrections, or cutting higher education. Trustee Fuller stressed that this is a very real issue and we have to show the legislature that we are data-driven and astute financial stewards.

REPORT FROM THE COLLEGE PRESIDENT

- The ASB President will present a Student Senate report at the October Board meeting.
- They are working on formalizing the relationship and lines of communication around how the Faculty Senate is going to function around the new Strategic Plan and lines of communication with Dr. Andreas. They will likely have a report at the next board meeting.
- He called on Dr. Kevin Asman, Humanities Professor and Faculty Union President, who reported the following:
 - The Union and administration have come to terms over contract negotiations process and came up with a conceptual document that could be the basis for a better agreement. Formal negotiations will start in November.
 - The Union is also interested in the McCleary decision. They remind the legislature that community colleges and four-year institutions are part of

basic education as well. If they cut higher education in the process of meeting their McCleary obligations, they are taking from one part of education to give it to another part of education.

- The Commission on Dental Accreditation determined that the recommendations cited in the January 2014 site visit report have been met. The Dental Assisting Program has been granted the accreditation status of “approval without reporting requirements”. This accreditation classification indicates that the Dental Assisting Program achieves or exceeds the basic requirements for accreditation. The next site visit for the program is scheduled for 2020.
- The Nursing Care Quality Assurance Commission (NCQAC) Nursing Program Approval Panel met on July 17 and accepted the program’s response and monitoring visit report from the college. The panel noted that good progress has been made in developing the curriculum for fall quarter. The panel requested that commission staff conduct an on-site monitoring visit in winter quarter.
- He noted the Operating Revenue Projection for FY 2014-15 in TAB 2.
- He noted the following materials provided for Board information:
 - President’s Outreach and Advocacy Activities
 - College Personnel Update
 - Fall Kickoff Schedule of Activities for Sept. 15-19
 - College Press Clippings

INFORMATIVE REPORT

Marketing/Recruitment/Public Relations

Dean of College Relations Kellie Braseth introduced her staff: Nausheen Kasmani, Aaron Managhan, Rachel Martinez, David Lynn, and Summer Intern Nathan Peters. She said that College Relations’ role is to roll out the Strategic Plan and make it visible. The framework was envisioning a desired future for ourselves, our campus and our community, and staking a claim on the work that we can do that is important and good. The five core themes underpin all of that work and move it forward. The desired future focuses on building prosperity for our students and for our community, and they are mindful of the connection between the individual achievement and prosperity of our students and how that feeds into, and connects to, the vitality of the community. They packaged and entitled all this important work “Pathway to Prosperity”. It is also important to make this a shared journey for our campus and our community so that they know and understand the core themes and see that all of our work at every level moves our students, the campus and the community toward that shared and desired future. Their marketing and rollout plans include: Core theme posters with quotes; New street banners with the core themes; T-shirts with the core themes, college logo and tagline; Tote bags with core themes; One-pagers with the mission, vision, core themes; Brochures for the community; and *Advance* quarterly publication with each quarter’s cover story connected to a core theme.

Cecelia Loveless, Vice President for Planning and College Advancement, also recognized the College Relations team for the targeted fall enrollment marketing campaign.

Human Resources Policies

Chief Human Resources Officer Ken Harden reported that there are many personnel-related documents and policies throughout the college, such as faculty and classified contracts; policies that originate from the OFM/Personnel Department; personnel documents created by the Human Resources office; board policies; and legislative and State Board policies. As personnel policy changes occur over time everywhere, they get out of sync with one another. The college Human Resources office plans to gather all personnel-related documents and policies/procedures, organize relative information together, and maintain them systematically. This is very important in accreditation. As they move forward with this project, they will bring significant ones back to the Board. Distributed was a list showing the move of Personnel policies from Board policies to Human Resources administrative policies:

- Commitment to Diversity
- Affirmative Action
- Harassment Policy
- Ethics in Public Service
- Training and Development of Classified Personnel
- Administrative, Exempt Professional/Non-Administrative Personnel Policies
- Shared Leave
- Voluntary Employee Benefit Account

BUILDINGS AND GROUNDS

Lacey Campus

Dr. Dave Pelkey, Director of Facilities/Interim Dean of Student Life, provided a brief update on the Lacey Campus project. He noted that this fits into the college Strategic Plan as illustrated by the community partnership with the Thurston County Economic Development Council, City of Lacey, kpff Consulting Engineers, KMB, and KORSMO Construction. He reviewed the following:

Building 1

- Total Project Construction: \$8 M (\$2 M allocated to furnishings and technology; additional \$600,000 in project betterments)
- Timeline: Completion - summer 2015

Building 3

- Computerized Manufacturing (1st floor)
 - Estimated Cost: \$350,000
 - Timeline: Completion - late fall 2014
- Computer Networking (2nd floor)
 - Estimated Cost: currently being evaluated
 - Timeline: still undetermined

Building 2

- Currently leased. Building evaluation being conducted.

BUDGET AND FINANCE

Budget Closeout

Rochele Johnson, Director of Budgeting and Fiscal Services, reviewed the 2013-14 Operating Budget through June 30, 2014:

FY 13-14 End-of-Year Actual

- Sub-Total State Allocation: \$15,428,937
- Sub-Total Local Revenue: \$14,239,646
- Total Operating Resources: \$29,668,583
- Total Operating Expense: \$29,311,844
- Operating Income: \$ 356,739

FY 13-14 Adopted Budget

- Sub-Total State Allocation: \$14,659,576
- Sub-Total Local Revenue: \$12,820,000
- Total Operating Resources: \$27,479,576
- Total Operating Expense: \$27,479,576

Variance End-of-Year to Budget

- Sub-Total State Allocation: \$ 769,361
- Sub-Total Local Revenue: \$ 1,419,646
- Total Operating Resources: \$ 2,189,007
- Total Operating Expense: \$ (1,832,268)
- Operating Income: \$ 356,739

Capital Budget Status as of June 2014:

Allocations:	\$23,745,330
Expenditures through June 2014:	\$ 8,265,844
Uncommitted as of June 2014:	\$15,479,485

Mary An Schmidt, Chief Enterprise Services Officer, reviewed the Board of Trustees Reserve Report as of June 30, 2014 and noted that the college meets the Board policy of local operating reserves of no less than 15% of the annual operating revenue budget, with \$4,070,319 set aside for Reserve.

Special Revenue Funds: \$9,208,129

- Service & Auxiliary Enterprise Funds: \$3,323,426
- Total Funds: \$12,531,555
- Obligated Funds: \$11,017,764
- Unobligated Funds: \$1,513,791

It was moved by Trustee Vance and seconded by Trustee Blinn **THAT THE BOARD OF TRUSTEES ACCEPT THE BUDGET CLOSEOUT AS PRESENTED IN TAB 4 AND AUTHORIZE THE COLLEGE ADMINISTRATION TO MOVE \$356,739 OPERATING**

RESERVES TO THE LACEY CAMPUS DEVELOPMENT LINE IN THE FUND 570 CAPITAL HOLDING AND TO EXPEND THE FUNDS AS INVESTMENT IN THE DEVELOPMENT OF THE LACEY CAMPUS. MOTION CARRIES.

Grants and Contracts

Rochele Johnson reviewed the list of grants and contracts secured through the State Board for Community and Technical Colleges, state agencies, and local partnerships for fiscal year 2015. The total grants equal \$1,264,034, and last year's grants totaled \$1,378,358. The total contracts equal \$4,115,569, and last year's contracts totaled \$3,946,137.

COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES

- Trustees Vance, Blinn and Fuller expressed their thanks to Trustee Hartmann for accepting the Board Chairmanship for the 2014-15 year.
- Trustee Fuller noted the Memorial Service on August 11 to commemorate Dr. Nels Hanson, founding president of Centralia College and the district that now includes South Puget Sound Community College.
- Chair Hartmann announced that the college's AAG Aileen Miller has had a change in assignment, and replacing her starting with the October Board of Trustees meeting is AAG Jean Wilkinson. The trustees thanked AAG Miller for her calm demeanor and professionalism throughout the years she served as AAG for the college.

EXECUTIVE SESSION

At 5:13 p.m. Chair Hartmann 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 evaluate complaints or charges brought against a public officer or employee and to discuss litigation or potential litigation.

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

The executive session concluded at 5:50 p.m., and the regular board meeting resumed at 5:50 p.m.

ADJOURNMENT 5:50 p.m.



JUDY HARTMANN, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE