

**South Puget Sound Community College
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES**

Tuesday, October 14, 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 2:03 p.m.

ROLL CALL

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

EXECUTIVE SESSION

At 2:05 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 2:45 p.m. to receive and evaluate complaints or charges brought against a public officer or employee and to consider the acquisition of real estate.

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

The executive session concluded at 2:45 p.m., and the regular board meeting resumed at 3:00 p.m.

BREAK – 2:45-3:00 P.M.

RECONVENE REGULAR MEETING – 3:00 P.M.

Trustee Judy Hartmann, Board Chair, reconvened the regular meeting and noted that there was no action taken during the Executive Session.

SPECIAL INTRODUCTION

- Assistant Attorney General Jean Wilkinson, replacing AAG Aileen Miller.

APPROVAL OF CONSENT AGENDA

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

A. ADOPTION OF MINUTES

- September 9, 2014
- October 4, 2014

B. MEETINGS AND CONFERENCES

- TACTC Legislative Action Committee Retreat, November 13, 2014, Seattle
- TACTC Fall Conference, November 14, 2014, Seattle

C. ANNOUNCEMENT

- Board-Hosted New Faculty Reception, October 14, 4:30 p.m.

D. DATE OF THE NEXT BOARD MEETING

Regular Meeting
November 12, 2014
3:00-4:30 p.m.
Building # 28 - Boardroom
South Puget Sound Community College
2011 Mottman Road, S.W.
Olympia, WA 98512-6292

COMMENTS FROM THE AUDIENCE None.

BOARD SPECIAL COMMITTEE LIAISON REPORTS

- Board of Directors, SPSCC Foundation – Trustee Clarkson reported the following:
 - The Experience on October 4, 2014 was a huge success, with over a hundred more attendees than last year.
 - Over \$145,000 was raised in fund-a-need, and with sponsorships, naming gifts, and the Title III match, \$475,000 was raised.
 - The annual Scholarship Reception is on November 17, 2014.
- Budget and Finance – (Quarterly Reports: September, February, May). Trustee Vance was absent.
- Policy Governance and Trends in Higher Education – Trustee Blinn reported on the following article from the Trustee Quarterly Fall 2014 edition, “Model Standards of Good Practice for Trustee Boards,” adopted by the ACCT Board of Directors in 2000. She noted that since the Board of Trustees is the governing board of the college and deals with policy development, it is helpful to be

reminded of the following: "In support of effective community college governance, the Board believes:

- That it derives its authority from the community and that it must always act as an advocate on behalf of the entire community;
- That it must clearly define and articulate its role;
- That it is responsible for creating and maintaining a spirit of true cooperation and a mutually supportive relationship with its CEO;
- That it always strives to differentiate between external and internal processes in the exercise of its authority;
- That its trustee members should engage in a regular and ongoing process of in-service training and continuous improvement;
- That its trustee members come to each meeting prepared and ready to debate issues fully and openly;
- That its behavior, and that of its members, exemplify ethical behavior and conduct that is above reproach;
- That it endeavors to remain always accountable to the community;
- That it honestly debates the issues affecting its community and speaks with one voice once a decision or policy is made."
- TACTC Education Committee – Trustee Judy Hartmann reported the following:
 - The TACTC Education Committee will look at issues of ongoing education and in-service. This committee develops and plans the agenda for the TACTC fall and spring conferences.
- TACTC Legislative Action Committee (LAC) – Trustee Fuller reported the following:
 - The LAC retreat is on November 13, 2014 and the TACTC Fall Conference is on November 14, 2014. Topics include:
 - Discussion of a name change for TACTC (Trustees Association of Community and Technical Colleges. The proposed name would be: Washington State Association of College Trustees
 - Gene Sharratt, Executive Director of the Washington Student Achievement Council, will discuss the WASC roadmap.
 - Marty Brown, Executive Director of the State Board for Community and Technical Colleges, will provide an update on the 2015 Legislative Session, the Capital and the Operating Budgets.

REPORT FROM THE COLLEGE PRESIDENT

- Dr. Stokes called on Saud (Zak) Hussain, ASB President who provided the following Student Senate report:
 - The Student Senate goals are being re-done to reflect the college's Core Themes.
 - They are aiming to "get the Senate known" to increase student participation and build community.
 - Successful events: College Fest and Open House
 - They are making some adjustments to their Bylaws.
 - Their discussion items include: Financial Code, gender-neutral bathrooms, and on-campus smoking.

- Club Fair is on October 16, 2014
- Dr. Stokes called on Dr. Kevin Asman, Humanities Professor and Faculty Union President, who reported the following:
 - The Union and administration created a conceptual document that could be the basis for the faculty agreement. Formal negotiations will start in November. Dr. Stokes thanked him for working with the administration on the contract language this summer.
 - 64 of our tenured faculty did see base pay increases this year from turnover savings, and they are generally happy about this. The issues around compensation and the emotions attached to it are complex and he would like to come back to this point next month.
 - Annamary Fitzgerald, recognized by AFT National as one of their nationwide emerging leaders, will be participating in the New Leader Institute training in Washington DC.
- Dr. Stokes reported the following:
 - Dr. Rhonda Coats is one of the Honorees of the 2014 Women of Achievement Award and Recipient of the Racial Justice Award from the YWCA of Olympia. The Gala & Benefit Dinner & Awards is on Nov. 6, 6:30 p.m. at the Red Lion Olympia.
 - Twenty-seven students graduated from the Nursing Program in June. All 27 have taken the NCLEX exam and all 27 have passed on first attempt—they are all now licensed as RNs. Congratulations to the nursing faculty, Laurie Choate, and Allen Olson, for working hard to ensure student success.
 - The college has received its nursing program review from the state nursing commission. There will be a follow-up on nursing program's second year curriculum in January. The college is probably two years away before making its application for nursing accreditation.
 - He noted the following materials provided for Board information:
 - (Joint Administrative Council) JAC's Training Schedule. This is one of his 2014-15 goals--to complete a comprehensive training program for campus administrators and directors focused on supervision, leadership, coaching and evaluation. This is aligned with Strategic Core Themes: Inspire Teaching and Learning Excellence, and Champion Innovation.
 - President's Outreach and Advocacy Activities
 - College Personnel Update
 - College Press Clippings

Dr. Stokes noted that one of the goals they discussed at their retreat was how to create better partnerships with K-12. He called on Dr. Andreas who explained the college application for a \$150,000 (for three years) grant from College Spark Washington. It is a Washington State foundation that has funded all of the Achieving the Dream colleges. They have a community grants program that focuses on reducing the number of low-income K-12 graduates that require developmental math and/or English when they enroll in college. The college's effort with them is to work with K-12 and have high

school teachers to college faculty conversations to identify gaps and implement strategies to increase college readiness upon graduation.

INFORMATIVE REPORT

Accreditation Report and Visit

Cecelia Loveless, Vice President for Planning and College Advancement, and Director of Institutional Research Jennifer Tuia, provided an overview of the accreditation report and visit. The college received one recommendation from the Year One Peer-Evaluation Report from Fall 2011. The evaluation panel recommended that the college continue its work to identify indicators of achievement for all core themes that are meaningful, assessable, and verifiable. The accreditation committee has been focused on that, specifically in bringing alignment among strategic planning, operational planning and institutional effectiveness.

In preparation for the Mid-Cycle Evaluation visit, the college submitted its Mid-Cycle Evaluation (Year 3) report this summer. The following evaluators were assigned from the Northwest Commission on Colleges and Universities (NWCCU) to visit campus on October 20-21, 2014 to evaluate the college's progress on assessing mission fulfillment, particularly in the area of student learning outcomes:

- Mrs. Terri Armstrong, Vice President of Academic Affairs, Klamath Community College, Klamath Falls, Oregon.
- Dr. Ross Tomlin, Vice President of Instruction and Student Services, Southwestern Oregon Community College, Coos Bay, Oregon.

South Puget Sound Business Resource Center

Cecelia Loveless provided an update on the South Puget Sound Business Resource Center to be located in the Lacey Campus. This Center is a new venture between the college and the Thurston Economic Development Council and is scheduled to open in fall 2015. It will streamline the delivery of workforce development, education and business training services for entrepreneurs and local companies.

Veterans' Services

Dr. Rhonda Coats, Vice President for Student Services, provided an update on our Veterans Services, veteran enrollment, and the areas of study they are pursuing. The graph she provided illustrates veteran student enrollment in 2010-11 at 863 and has increased to 949 in 2013-14, which translates to 432 FTEs. This is only the portion of students who are actually receiving some service from the college through the benefits they receive. A snapshot of the 460 veteran students enrolled for fall quarter 2014 indicates the following: 130 pursuing Associate of Arts; 37 pursuing Associate in Business; 36 pursuing Associate in Science; 27 AA Pre-Nursing DTA; 25 pursuing Welding; 22 pursuing Automotive; and other enrollments spread across all other degrees/programs at the college.

Available veteran services include: Veterans Outreach, Veterans Benefits Coordinators,

Veterans Educational Planner, Vet Corp Navigator, Veterans & Military Family Resource Center, WSECU Center for Career Services, and Camo to Credit.

She also provided a brief overview of the Veterans Services Office at the Lacey Campus. The City of Lacey has entered into an agreement with the Tacoma Veteran Center and Federal Way Veteran Center to provide services from a satellite location at the SPSCC property on 6th Avenue in Lacey. The Tacoma and Federal Way Veteran Centers will start phasing in services by the end of October. Services provided will include: Support for the successful transition from military to civilian life; employment referral; VA benefits explanation and referral; medical referral; Post-Traumatic Stress Disorder (PTSD) and substance abuse assessment and referral; military sexual trauma counseling and referral; marriage and family counseling; and suicide prevention referral.

BUILDINGS AND GROUNDS

Building #25 Renovation

Vice President for Administrative Services Al Brown reported that the early estimate for the renovation of Building #25 from the architects was \$900,000 for the 1st floor and \$300,000 for the 2nd floor, totaling \$1.2 million. The college identified a little over \$1 million in revenue. The final bids came in at \$460,000 below the architect's initial estimate, bringing the total cost of the project for both floors at \$1 million. The renovation project will be completed by next summer. He indicated that the college is safely above the \$1 million needed for the project. He noted the sources of funds for the remodel of Building #25: 2011-13 State Capital – B25 HVAC \$137,452; 2011-13 State Capital – LRC (B22) \$174,603; 2013-15 State Minor Works – Reconfigure B25 \$176,075; 2013-15 State Minor Works – Reconfigure B25 \$269,661; Local Account – IT Project Funds \$150,000; Local Capital – Commerce Grant – HVAC. \$368,994.

BUDGET AND FINANCE

Fund Balance Transfer

Al Brown explained that prior to this year, the Cafeteria Food Service was operated in conjunction with the Culinary Arts Program and the Baking and Pastry Arts Program. Because there were instructional costs assigned that went against the revenue, the revenue was never enough to cover both the cost of running the food service and the overhead charged to it. Over the years, the deficit built up. This year, they separated the Food Service to be a for-profit auxiliary operation. They want to determine if the Cafeteria is at least breaking even or making a profit, so it is important to eliminate that prior deficit and start at ground zero and track how it is doing. The college will need to transfer \$221,393.78 from the Bookstore Fund to the Food Service Fund to clear the negative balance of the Cafeteria.

It was moved by Trustee Blinn and seconded by Trustee Clarkson **THAT THE BOARD OF TRUSTEES AUTHORIZE THE COLLEGE ADMINISTRATION TO TRANSFER \$221,393.78 FROM THE BOOKSTORE FUND TO THE FOOD SERVICES FUND TO CLEAR THE CAFETERIA'S NEGATIVE BALANCE. MOTION CARRIES.**

COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES

- Trustee Blinn complimented Kellie Braseth, Dean of College Relations, for the charging wall that displays SPSCC at the Capital Mall.
- Trustee Fuller complimented the college for the Ruth Ozeki lecture, which is the first lecture of the second year of the Artist & Lecture Series.

EXECUTIVE SESSION None.

NEW FACULTY RECEPTION The Board of Trustees hosted a reception in Building #25 to meet the new probationary faculty members.

ADJOURNMENT 5:30 p.m.



JUDY HARTMANN, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE