

**South Puget Sound Community College
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday, February 10, 2015
Building # 28 – Boardroom
South Puget Sound Community College
2011 Mottman Road, S.W.
Olympia, WA 98512-6292**

CALL TO ORDER

Board Chair Judy Hartmann called the meeting to order at 2:05 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 – 2:00-2:45 P.M.

At 2:05 p.m. Chair Hartmann announced that **the Board was going into Executive Session** to review the performance of public employees (RCW 42.30.110(1)(g)). The executive session was expected to last until 2:45 p.m. and no action would be taken by the Board during the executive session.

The executive session concluded at 2:30 p.m., and no action was taken.

BREAK 2:30-3:00 p.m.

RECONVENE REGULAR MEETING 3:00 p.m.

APPROVAL OF CONSENT AGENDA

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

A. ADOPTION OF MINUTES

- January 13, 2015, regular board meeting

B. MEETINGS AND CONFERENCES**C. ANNOUNCEMENT****D. DATE OF THE NEXT BOARD MEETING**

Regular Meeting

March 10, 2015

3:00-4:30 p.m.

Building # 28 - Boardroom

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SPECIAL INTRODUCTIONS None.

COMMENTS FROM THE AUDIENCE None.

BOARD SPECIAL COMMITTEE LIAISON REPORTS

- Board of Directors, SPSCC Foundation – Trustee Clarkson reported the following:
 - The Foundation Board has been working on a three-year Strategic Plan that will be shared with the Board of Trustees next month.
 - The Foundation Board approved \$165,000 in funding to start a short-term international program at the college.
 - The college received an estate gift from Dr. Nels Hanson's family, bringing his endowment up to nearly \$150,000.
 - The college received a \$10,000 grant in support of the Artist & Lecture Series from the Nisqually Indian Tribe.
 - Brief biographies for the slate of incoming Foundation Board members were distributed.

- Budget and Finance – (Quarterly Reports: September, February, May). No report, but it was noted that this month, Chair Hartmann Trustee Vance and Vice President for Administrative Services Al Brown reviewed the quarterly financial reports and a detailed report was provided during the Budget and Finance section of the board agenda.

- Policy Governance and Trends in Higher Education – Trustee Blinn reported the following trends in higher education:
 - Sticking with credit hour - According to the Carnegie Foundation for the Advancement of Teaching, the credit hour is an inadequate unit for measuring student learning, yet no better replacement for higher education's gold standard has emerged.
 - Deep-pocket donors - According to an annual survey by the Council for Aid to Education, donors increased the amount they gave colleges in 2014 by 10.8%, up from \$33.8 billion in 2013.
 - Washington graduation rate up, but below goal. State calculations show 77.2% of the class of 2014 graduated from high school in four years, an improvement of 1.2% points from 2013, but missing Gov. Inslee's initiative for improving by at least 2% points a year.
 - President Obama had proposed doing away with tax-free investment accounts for college tuition, but later scraps the plan.
 - According to the Chronicle of Higher Education, college freshmen are confident in their academic ability but less so in their interpersonal skills. They seek financial security amid emotional insecurity.
 - According to the Babson Survey Research Group, the three things academic leaders believe about online education: 1) online education has become mission-critical, even at small colleges; 2) Hybrid courses are at

least as good as face-to-face courses; 3) most professors still do not think online courses are legitimate.

- TACTC Legislative Action Committee (LAC) – Trustee Fuller reported the following:
 - The TACTC’s annual Legislative Contact Conference was on January 28-29, 2015 in Olympia, with Conference highlights including:
 - Marty Brown, Executive Director of the State Board for Community and Technical Colleges (SBCTC), provided a system legislative update.
 - Sen. Barbara Bailey, 10th Legislative District and Chair, Senate Higher Education Committee, who agreed with Sen. Fain’s comments that higher education’s message has not crystalized in the legislature and acknowledged that higher education is overshadowed by K-12.
 - Dr. Rich Cummins, President of Columbia Basin College and Connie Broughton, Project Director for Competency-Based Education for the State Board, explained the background of the competency-based business degree pilot, which will be launched spring and summer 2015. It is completely an online business transfer degree modeled somewhat after the WGU.
 - Dave Stolier, Senior Assistant Attorney General, Office of the Attorney General; John Lane, Legislative & Legal Counsel, Office of Financial Management; and Kristen Fraser, Senior Counsel, Office of Program Research, gave an overview of the McCleary Decision and on moving forward.
 - Gov. Jay Inslee is appreciative of the system’s work in matching competencies with what work force needs. He acknowledged that education is a continuum and that investment in education is an economic opportunity. He expressed his concerns from protecting employees from inflation.
- TACTC Education Committee – Board Chair Judy Hartmann reported on Transforming Lives Awards Dinner, which was part of the Legislative Contact Conference:
 - From the five Transforming Lives student awardees, you can see from their presentations how different aspects of the community college played a role in their lives (professor, counselor, community college recruiters, advising staff, student leadership clubs). It takes a whole village to make successful opportunities available for students.
 - SPSCC Student Toni Morrow was nominated by the Board for the TACTC’s 2015 Transforming Lives Award and celebrated with the trustees in attendance.

REPORT FROM THE COLLEGE PRESIDENT

- Dr. Stokes called on Saud (Zak) Hussain, ASB President who provided the following Student Senate report:
 - Student Senate Goals for 2014-2015 are completed and connected to the college Strategic Plan's core themes.
 - There are student members on college councils and committees such as: President's Advisory Group, Instructional Council, Diversity and Equity Advisory Committee, International Education Steering Committee, Safety and Health Committee, Student Judicial Board, Student Publications Committee, Probationary Review Committees.
 - Events: Rally Day at the Capitol on February 5; Club Fair on February 5; Student Union Building grand re-opening on Feb. 12; and Evening Coffee.

- Karen Halpern, Business Professor and Faculty Senate President, reported the following:
 - Faculty Senate has undertaken the following tasks at the request of Dr. Stokes and Dr. Andreas:
 1. Updated the Operating Guidelines consistent with the Board charter and the current organizational structure.
 2. Developed a communication plan with Dr. Michelle Andreas.
 3. Clarified which aspects of College governance fall under Senate's scope and which more properly belong to the Union (based on the Collective Bargaining Agreement).
 - Faculty Senate conducted its annual survey to determine faculty priorities for the remainder of the academic year. She distributed copies of the Results of Faculty Senate survey to the Board of Trustees.

- Dr. Kevin Asman, Humanities Professor and Faculty Union President, reported the following:
 - The Bills they are watching very closely include:
 - HB 1863 CTC Faculty Collective Bargaining. HB 1863 was an edited version of the bill that had come up last year that would put a cap on how much local dollars could be used to fund faculty increments. The bill would only allow up to 1.2% increase of the salary based on the existing salary pool for faculty.
 - HB 1893 CTC Budget Information/Online. There is a problem of getting reliable comparative budget data from all the community colleges aggregated in one location. This will require the posting of individual college district budget and expenditure information for all local funds not appropriated by the legislature.
 - HB 1812 would require the student achievement council to design and implement a program that provides customized information to high-achieving, low-income high school students with the purpose of increasing the number of applications from this group to four-year institutions.
 - Open Course Resources. Our faculty at this campus care about the cost

- of education and are striving to use whatever course resources they can that are affordable for the students. Faculty are not opposed to using free and cheaper resources, but the materials need to be of the quality that meets their needs.
- Competency Based Education program. Faculty unions are not opposed to innovation, technology, or anything that improves access and acceleration for our students.
 - Trustee Fuller noted that she, Dr. Stokes, and Chair Hartmann sent letters to Legislators from Districts 2, 20, 22, and 35, supporting salary increases for faculty and staff. She read a line from their letter, "During one of our Board meetings, several SPSCC faculty members shared personal and very moving accounts of how the stagnation in their wages has detrimentally affected their personal and professional lives." They are conveying the impact of these very real stories to our legislators.
- Dr. Stokes reported the following:
 - We have a much more robust legislative advocacy plan this year, with both the Board of Trustees and Foundation Board members reaching out to our legislators.
 - Vice President for Planning and College Advancement Cecelia Loveless will be leaving the college effective February 28 to join St Martin's University as Vice President of Advancement. Effective March 23, Dean of Enrollment Services Jerad Sorber, will step in to the position of Title III Data Analyst in Institutional Research while he completes his doctoral program.
 - He noted other information located in the board binder:
 - President's Outreach and Advocacy Activities
 - Personnel Update
 - College-related Press Clippings

INFORMATIVE REPORT

Strategic Plan—Core Theme #3

Ken Harden, Chief Human Resources Officer, presented the following information on Core Theme #3: Advance Equity and Embrace Diversity:

- Objective: 3.A. Reflect our community diversity
 - Indicator: Graduates/completers mirror community demographics
 - 2014-15 African Amer. 2.0%, Mission Fulfillment 2.5%; Nat. Amer./Alsk. Nat. 1.5%, Mission Fulfillment 1.2%; Asian/Pacific Is. 5.6%, Mission Fulfillment 5.8%; Multi-Racial/Other 5.2%, Mission Fulfillment 4.5%; Latino 7.3%, Mission Fulfillment 7.1%
 - Indicator: SAI: Completion Point as a percent of total points for disaggregated populations
 - 2014-15 African Amer. 3.7%, Mission Fulfillment 4.2%; Nat. Amer. 6.0%, Mission Fulfillment 5.1%; Asian 4.7%, Mission Fulfillment 4.1%; Multi-Racial/Other 5.3%, Mission Fulfillment 4.7%; Hispanic 5.3%, Mission Fulfillment 3.7%

- Indicator: SAI: Points per student disaggregated by populations
 - 2014-15 African Amer. 1.70%, Mission Fulfillment 1.71%; Nat. Amer. 1.58%, Mission Fulfillment 1.71%; Asian 2.06%, Mission Fulfillment 4.1%; Multi-Racial/Other 1.55%, Mission Fulfillment 1.71%; Hispanic 1.77%, Mission Fulfillment 1.71%
- Objective: 3.B. Cultivate an inclusive environment
 - Indicator: Successful course completion rates for disaggregated populations
 - 2014-15 DEV: African Amer. 68.9%, Mission Fulfillment 64.1%; Nat. Amer. 66.7%, Mission Fulfillment 75.8%; Asian 80.0%, Mission Fulfillment 86.0%; Multi-Racial/Other 72.3%, Mission Fulfillment 72.1%; Hispanic 68.8%, Mission Fulfillment 78.5%; Caucasian 76.0%, Mission Fulfillment 78.2%
 - 2014-15 CLVL: African Amer. 79.5%, Mission Fulfillment 72.1%; Nat. Amer. 79.1%, Mission Fulfillment 75.8%; Asian 84.9%, Mission Fulfillment 82.4%; Multi-Racial/Other 79.3%, Mission Fulfillment 79.9%; Hispanic 81.6%, Mission Fulfillment 78.4%; Caucasian 84.4%, Mission Fulfillment 85.0%
 - Indicator: Diversity of faculty and staff
 - 2014-15 Faculty & Staff of Color 11.4%, Mission Fulfillment 11.0%

Strategies for improvement include:

- Revitalize the Diversity and Equity Advisory Committee
- Develop a Three-Year Plan
- Review the data to include the complete picture of diversity
- Develop diversity training for all staff, special training for faculty and administrators
- Develop a method for reviewing all college policies
- Work closely with Human Resources to continue to improve our recruitment and hiring

POLICY

Instructional Calendar for 2016-2017

Vice President for Instruction Dr. Michelle Andreas presented the information on two proposals for the Instructional Calendar for 2016-2017 and two options for summer quarter.

Proposal 1

- Fall Kickoff Week begins the third week of September
- First day of instruction, last day of instruction, final exam or culminating activity week, faculty day, and grades due dates for winter and spring quarters are identical in Proposals 1 & 2

Proposal 2

- Fall Kickoff Week begins the fourth week of September

- First day of instruction, last day of instruction, final exam or culminating activity week, faculty day, and grades due dates for winter and spring quarters are identical in Proposals 1 & 2

Historically, summer quarters are 8 weeks long. This year the committee wanted to take a look at the standard 8-week quarter and a 6-week quarter. The thought behind that was that some university students in the semester schedule, bump into their start time during an 8-week summer quarter. It is an attempt to capture these university students that return only in the summer quarter.

Option 1 summer quarter (8 weeks)

- First day of instruction is July 3, and last day of instruction, final exam or culminating activity on August 24

Option 2 summer quarter (6 weeks)

- First day of instruction is July 5, and last day of instruction, final exam of culminating activity on August 16

The results of faculty voting favors the 2016-2017 Instructional Calendar Proposal 1, with Summer Option 2 (6-week term), which the committee is recommending.

There was no data collection completed for the 6-week term recommendation. Dr. Stokes thought it is a good idea to run both a 6-week quarter and an 8-week quarter and faculty can decide on the courses. After some discussion, it was decided to run both for a couple of summers as a transition period, run some numbers and see what courses are being taken, track students just taking summer and run data course success rates and completion rates and look at trends. The agenda item was deferred for final decision.

Faculty Probationary Reviews

Dr. Andreas reported that as discussed in the Executive Session, there are 22 faculty in the probationary period, two of which will come to the Board for tenure vote. Review committees for probationary faculty are completing their reports. At the March meeting, the Board will consider tenure for third-year probationers and contract renewals for first-year and second-year probationers. Probationary faculty members include the following:

Third Year

Jillian Heist, Nursing

Laura Moe-Genther, Dental Assisting

Second Year

Amy Calkins-Kassler, Psychology

Robert Danner, BIM/CAD

CJ Dosch, English/Humanities

Deborah Foglia, Dental Assisting Technology

Angela Kirkendall, Accounting

Lily Kun, Systems & Electronic Resources Librarian

Nicholas Owen, Communication Studies
John Schaub, Mathematics
Estill (Bud) Skinner, ITCS
Jennifer Wortman, Pre-College English/Reading
Luke Yamaguchi, Japanese

First Year

Mark Baum, Paralegal
Sidnee-Marie Dunn, Chemistry
Henry Harmon, Mathematics
Shelley Horn, Medical Assisting
Daniel Main, Welding
Melissa Nivala, Mathematics
Sarah Patterson, Welding
Charles (Chip) Schooler, Instrumental Ensemble/Music History
Ting Song, Civil Engineering/CAD

Policies

Ken Harden, Chief Human Resources Officer, presented revisions to the following policies for approval:

- Policy HMRS 105, Administrative and Exempt Professionals
This policy addresses termination of exempt employees. The current language requires notification of continued employment by April 1 of each year. The college no longer issues annual contracts to exempt employees. Upon hire, exempt employees receive an appointment letter notifying them that they are "at will" employees and serve at the pleasure of the president. This new language is more accurate for exempt employees.

After discussion, It was moved by Trustee Clarkson and seconded by Trustee Blinn, **TO APPROVE THE FOLLOWING PROPOSED CHANGES TO POLICY HMRS 105: ADMINISTRATIVE AND EXEMPT PROFESSIONALS, AS PRESENTED IN TAB 5 AND WITH THE AMENDMENTS BELOW. MOTION CARRIES:**

"Any such detraction or interference will be considered in the individual's annual evaluation." ~~and contract renewal."~~

"In line accordance with RCW 41.06.070(2)(a), Administrative and Exempt personnel at South Puget Sound Community College are considered "at will" employees; as such, they serve at the pleasure of the president."

- Policy HMRS 220, Leave: Types of Leave and Reporting
This policy outlines the rules and process for reporting leave for administrative and exempt employees. The section 'President's Leave' has been added to ensure that the negotiations between the Board of Trustees and the President take precedence over current leave policies.

It was moved by Trustee Blinn and seconded by Trustee Clarkson, **TO APPROVE THE FOLLOWING PROPOSED CHANGES TO POLICY HMRS 220: LEAVE: TYPES OF LEAVE AND REPORTING, AS PRESENTED IN TAB 5. MOTION CARRIES.**

"The college president's leave is governed by college policies, including, but not limited to, Policy HMRS 220 the Administrative/Exempt Leave policy and the president's contract. If there is a conflict between the language of the president's contract and the college policy, the language of the contract shall govern."

- o Policy CADM 106: Alcoholic Beverages
The existing alcohol use policy does not appropriately coincide with Washington State employee policy regarding consumption of alcohol in the work environment. After consideration and consultation with the Washington State Office of the Attorney General, the changes in this policy proposal will bring the college policy in line with the state employee policy.

Chair Hartmann said she has asked Ken Harden for answers to a few questions and potential language changes for consideration at next month's Board meeting.

BUILDINGS AND GROUNDS No report.

BUDGET AND FINANCE

Quarterly Financial Report

Vice President for Administrative Services Al Brown reviewed the 2014-15 Operating Budget through December 31, 2014 compared to the prior year at the same time. The Total Operating Revenue is \$405,593 less, and the Total Operating Expense is \$366,951 more, resulting in the Operating Surplus being \$772,544 less than the prior year at this point in time. The bottom line has been affected by timing issues such as: Opportunity Grant & WorkFirst Financial Aid disbursed earlier in FY15 and Equipment purchased earlier than last year. There is reduction in state funding of \$415,582. There are approximately \$1.3 million unexpected expenditures including \$405,593 less in tuition revenue from decreased enrollment, \$553,000 of capital projects being paid for with operating funds, \$309,000 of debt service for COPs for Lacey 1 from operating funds. Al Brown also reviewed the Non-Operating Accounts Statement of Revenue and Expense Year to Date Through December 31, 2014. Trustee Vance, Chair Hartmann, and Al Brown discussed these revenues and expenses during a Board Finance Committee phone conference. Al Brown has a high degree of confidence in the revenues and expenses. The Board will be watching this for the next several months.

Dr. Stokes noted that he has continuing and ongoing concerns about the transition to the Lacey campus. It is going to cost a significant amount of money. The college will have \$118,000 in Aerospace funds, but that will not be enough to cover the transition. This year and next will become very challenging. They will have to budget very conservatively and only re-fill absolutely essential positions because there is too much

uncertainty. The Executive Team is working very hard on a budget strategy for next year.

COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES None.

EXECUTIVE SESSION

At 5:30 p.m. Chair Hartmann announced that **the Board was going into Executive Session** to plan or adopt the strategy or position to be taken in collective bargaining, negotiations, grievances, or mediation (RCW 42.30.140(4)(a)). The executive session was expected to last until 6:00 p.m. and no action would be taken by the Board during the executive session.

The executive session concluded at 6:07 p.m., and no action was taken. The regular board meeting resumed at 6:07 p.m.

ADJOURNMENT 6:07 p.m.



JUDY HARTMANN, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE