

**South Puget Sound Community College
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday, March 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 2:03 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 – 2:00-3:00 P.M.

At 2:03 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 3:00 p.m. and no action would be taken by the Board during the executive session.

The executive session concluded at 3:04 p.m., and no action was taken.

RECONVENE REGULAR MEETING

Chair Hartmann reconvened the regular meeting and noted that the Board had an executive session that concluded at 3:04 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

- February 10, 2015, regular board meeting

B. MEETINGS AND CONFERENCES

- AACC Annual Convention, April 18-21, 2015, San Antonio, TX

C. ANNOUNCEMENT

- Faculty Tenure Reception, March 10, 2015, Building 28-Boardroom
- All-Washington Academic Team Ceremony, March 26, 2015, Student Union Building

D. DATE OF THE NEXT BOARD MEETING

Regular Meeting
April 14, 2015
3:00-4:30 p.m.

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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:
 - Dr. Michelle Andreas presented to the Foundation Board the changes/trends in higher education, specifically the changing demographics of our students, the needs of employers, new culture of learners, and changes in higher education funding.
 - The Foundation Finance Committee approved the scholarships and funds to be awarded from Endowment funds totaling over \$195,000.
 - The Clipper Scramble Golf Tournament will be on June 5. The committee has several new members and currently \$24,000 in sponsorships.
 - Planning is underway for The Experience scheduled on October 3, 2015.
- Budget and Finance – (Quarterly Reports: September, February, May). Trustee Vance was absent, and there was no report.
- Policy Governance and Trends in Higher Education – Trustee Blinn had no report.
- TACTC Legislative Action Committee (LAC) – Trustee Fuller noted that it was day 56 of the 105-day Regular Session and that March 11 is the last day to consider bills in house of origin. She noted the bills important to the CTC system:
 - HB 1704 Corrections Education, which allows CTCs to provide AA degrees in corrections institutions.
 - HB 1706, Building and S&A Fee Waiver, for building and student and activity fees for active duty military.
 - HB 1961, Streamlining Statutes, which de-codifies, makes technical clarifications to, and provides expiration date for certain higher education provisions.
- TACTC Education Committee – Chair Hartmann had no report.

REPORT FROM THE COLLEGE PRESIDENT

- Dr. Stokes called on Saud (Zak) Hussain, ASB President who provided the following Student Senate report:
 - Since the creation of the Student Senate Goals for 2014-2015, they have accomplished many of the strategies.

- Fitness Center aimed to improve health and wellness on campus. They have visited Pierce College and UW Tacoma to see their facility and equipment, to help put together their wish list.
- S&A Fee Committee has convened and is running on schedule.
- Dr. Kevin Asman, Humanities Professor and Faculty Union President, reported the following:
 - Update on bills that passed the House:
 - HB 1863 CTC Faculty Collective Bargaining, requires trustees to provide step increases or increments to full and part-time faculty as they are negotiated in local agreements.
 - HB 1893 CTC Budget Info/Online, requires each community and technical college to post the ending fund balances for all non-state, non-appropriated funds and accounts from the previous fiscal year on their web sites within 30 days of fiscal closing.
 - Negotiations seem to be going well, and they appreciate the fact that they are engaged in a problem-solving process.
 - On behalf of the Faculty Union, he offered congratulations to the probationary faculty moving on to the next phase.
- Karen Halpern, Business Professor and Faculty Senate President, reported the following:
 - There was a Faculty Meeting on February 11, 2015. Dr. Andreas began the faculty meeting with some news and information about the campus. Dr. Stokes and Vice President for Administrative Services Al Brown joined the second half of the meeting. Faculty were surprised and concerned by the financial information that was provided, which was the same information provided at the February Board meeting.
 - Faculty are very excited by the opportunities created by the Title III Grant. They are currently working with administration to align tutoring with the teaching and learning that happens in the classrooms.
 - Class scheduling at Lacey campus may look very different than what is at the Olympia campus. Faculty are interested in working with Dr. Andreas and the deans to see how much of that creative and innovative class scheduling work they can bring to the Olympia campus.
- Dr. Stokes reported the following:
 - The Operational Plan in TAB 2 has been updated with the mid-year status. Jennifer Tuia and Dr. Beth Hill are leading the college engagement in Operational Planning sessions to develop next year's Operational Plan. Once the Legislature determines the budget, the Executive Team will narrow the Operational Plan priorities to what they believe can be accomplished and allocate the budget based on that list.
 - The college requested emergency fund assistance with Buildings 31 and 34 water damage, and the State Board approved to provide \$219,660.
 - The 2015 Community & Technical Colleges' Legislative Open House is on March 26 in the Columbia Room of the Legislative Building. Students,

- faculty, board members, presidents and trustees will be on hand to discuss how community and technical colleges continue to grow Washington's economy.
- He called on Trustee Fuller who reported on the successful results of the Postcard Exhibit:
 - Artists that participated: 100; Postcard Entries: 246
 - Total Attendees for duration of exhibition (January 12-February 20, 2015): 985
 - Attendance at opening reception: 150; at closing reception: 230
 - Gross income: \$4,500; Net income: \$3,200; All income goes to support and raise the level of gallery programming and associated costs.
 - He announced the following events:
 - South Puget Sound Community College Concert Choir and the Puget Sound Community Choir Present "Mozart and More" on March 17.
 - Jazz Series Hosts "Evening of Fine Jazz and Northwest Cuisine" March 20
 - Orchestra Concert: March 21
 - He noted other information located in the board binder:
 - President's Outreach and Advocacy Activities
 - Personnel Update

INFORMATIVE REPORT

Strategic Plan--Core Theme #4

Lori Casile, Chief Information Officer, presented the following information on Core Theme #4: Champion Innovation:

- We promote a culture of creativity among staff and faculty by encouraging innovation leading to student success. Teamwork and collaboration across disciplines and work areas are essential aspects of the innovation we seek.
- Objective: 3.A. Reflect our community diversity
 - Indicator: Number of innovative/best practices funded in operation planning cycle:
 - Baseline: 15; Mission Fulfillment: 10; 2014-15: 15
 - Indicator: Number of awards recognizing innovation for faculty and staff
 - Baseline: 6; Mission Fulfillment 5; 2014-15: 6 (3 faculty; 2 exempt staff; 1 classified staff)
 - Indicator: Amount of investment for innovation awards
 - Baseline: \$6,000; Mission Fulfillment: \$1,500; 2014-15: \$6,000

A few examples of innovation include:

- One-Stop for Enrollment, Financial Aid, Cashier
- Title III Grant
- Retention Coaches and tools to help students: Early Alert, Degree Boost
- Lacey Campus: Business Resource Center; Advanced Manufacturing

- High School 21+ Program
- Achieving the Dream Conference attendance
- Revision of Advising: more cross-disciplinary collaboration
- Creation of First Year Experience
- Centralized tutoring functions
- International Short-Term Programs
- Alignment of website and student portal

POLICY

Faculty Probationary Reviews

The Board considered the award or denial of tenure for third-year probationary faculty and renewal or non-renewal of contracts for first-year and second-year probationary faculty.

Probationary faculty members include the following:

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

It was moved by Trustee Fuller and seconded by Trustee Clarkson **THAT AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATIONS OF THE PROBATIONARY REVIEW COMMITTEES, THE BOARD OF TRUSTEES DIRECTS THE PRESIDENT TO GIVE NOTIFICATION OF CONTRACT RENEWAL TO: MARK BAUM, SIDNEE-MARIE DUNN, HENRY HARMON, SHELLEY HORN, DANIEL MAIN, MELISSA NIVALA, SARAH PATTERSON, CHARLES (CHIP) SCHOOLER, AND TING SONG, EFFECTIVE WITH THE 2015-2016 CONTRACT YEAR. THE MOTION CARRIES.**

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

It was moved by Trustee Blinn and seconded by Trustee Fuller **THAT AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATIONS OF THE PROBATIONARY REVIEW COMMITTEES, THE BOARD OF TRUSTEES DIRECTS THE PRESIDENT TO GIVE NOTIFICATION OF CONTRACT RENEWAL TO: AMY CALKINS-KASSLER, ROBERT DANNER, CJ DOSCH, DEBORAH FOGLIA, ANGELA KIRKENDALL, LILY KUN, NICHOLAS OWEN, JOHN SCHAUB, ESTILL (BUD) SKINNER, JENNIFER WORTMAN, AND LUKE YAMAGUCHI, EFFECTIVE WITH THE 2015-2016 CONTRACT YEAR. THE MOTION CARRIES.**

Third Year

Jillian Heist, Nursing

It was moved by Trustee Fuller and seconded by Trustee Blinn **THAT AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, THE BOARD OF TRUSTEES GRANTS TENURE TO JILLIAN HEIST. THE MOTION CARRIES.**

Third Year

Laura Moe-Genther, Dental Assisting

It was moved by Trustee Clarkson and seconded by Trustee Blinn **THAT AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, THE BOARD OF TRUSTEES GRANTS TENURE TO LAURA MOE-GENTHER. THE MOTION CARRIES.**

Chair Hartmann noted that the Board appreciates the work of the faculty on the Probationary Review Committees and their work in guiding the probationers. The reports are very informative and they demonstrate the good work that faculty members and probationers have done. It is also gratifying for the Board to see how the materials have been put together in a much more succinct and helpful way so that they are confident in the decisions they make. She thanked Dr. Andreas for her leadership in the faculty probationary process.

Policies

Sabbatical Leave Request

Dr. Michelle Andreas said that we (in the CTC system nationwide) are recognizing the importance of the affective domain in teaching and learning--how emotions and mindset play with students, in particular, students who are high-risk, first-generation, or who have not been traditionally successful in the way in which we educate people in K-12. What can faculty and the college environment do to enhance that mindset and help

students to continually persist when things get tough. The students have the intellect and the skill, but may not have the will and may not perceive themselves as reaching the end.

Professor Kathleen Byrd's proposal centers on the research in this area. Her sabbatical leave request for the 2015-2016 academic year has been reviewed by the Sabbatical Leave Committee and the president and presented for the Board's first reading:

Kathleen Byrd, Humanities Professor, requests a two-quarter (winter & spring, 2016) sabbatical for research and teaching interests. Activities proposed are:

- Research mindfulness and reflective practices, their relationship to leadership skills, and their benefits for teaching and learning in higher education;
- Investigate service learning programs and models and foster relationships with local organizations and further develop SPSCC's service learning or community-based learning opportunities, integrating leadership skill development and appropriate mindfulness practices into the curriculum;
- Dedicate time to mindfulness and reflective practices, and write and submit work for publication in academic journals.

It was moved by Trustee Fuller and seconded by Trustee Clarkson, **THAT THE BOARD APPROVE THE SABBATICAL LEAVE REQUEST FOR PROFESSOR KATHLEEN BYRD AS PRESENTED IN TAB 4. MOTION CARRIES.**

Policy Revision

Ken Harden, Chief Human Resources Officer, explained that the existing alcohol use policy does not appropriately align 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 proposed changes in Policy *CADM 106: Serving Alcohol on Campus*, would bring the college policy on serving of alcohol on campus in line with state employee policy. He reviewed the proposed policy changes for Board approval.

It was moved by Trustee Blinn and seconded by Trustee Fuller, **TO APPROVE THE PROPOSED CHANGES TO POLICY CADM 106: SERVING ALCOHOL ON CAMPUS, AS PRESENTED IN TAB 5 AND WITH THE AMENDMENTS BELOW. MOTION CARRIES.**

"Employees of the college who are being compensated for time spent at an event where alcohol is served shall not consume alcohol; it is presumed that exempt and salaried employees are not being compensated if the event occurs outside traditional **regular** working hours (8:00 a.m.-4:30 p.m.)."

BUILDINGS AND GROUNDS

Dr. Dave Pelkey, Director of Facilities, provided an update on the Lacey Campus

project. The Lacey project is right on budget and right on time. This is currently the largest college project and is the smoothest because of its contractor and design team. He showed colors and signage locations and reviewed the location of the following: Thurston Economic Development Council, reception counter, most of the college functions, instructional space, shared space with movable walls, classrooms, testing center, front counter, computer classrooms/labs. They are planning a walk-through of Building 1 for the trustees in early May. The project will be completed summer 2015.

BUDGET AND FINANCE No Report.

COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES

- Trustee Fuller noted the celebration and reception on March 12 to honor Sen. Karen Fraser on her receipt of the Foreign Ministry Award from Japan.

EXECUTIVE SESSION None.

ADJOURNMENT 4:27 p.m.



JUDY HARTMANN, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE