

**South Puget Sound Community College  
BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
Tuesday, May 12, 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 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 3:00 p.m., and no action was taken.

Chair Hartmann reconvened the regular meeting at 3:03 p.m. There was no board action taken during the executive session.

**APPROVAL OF CONSENT AGENDA**

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

**A. ADOPTION OF MINUTES**

- May 12, 2015, regular board meeting

**B. MEETINGS AND CONFERENCES**

- ACT Spring Convention, May 14-15, 2015, Spokane

**C. ANNOUNCEMENT**

- Graduation, Friday, June 19, 2015

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

Regular Meeting

June 9, 2015

3:00-4:30 p.m.

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## SPECIAL INTRODUCTIONS

- Sandy Sinnett has accepted the position of Development Manager in the College Foundation effective April 13, 2015.

## COMMENTS FROM THE AUDIENCE

Chair Hartmann invited comments from the audience and noted that this is a time when the public can provide information to the Board and is an opportunity for the Board to listen to their information.

The following people provided their comments about the S&A Fee Budget:

1. Spencer Kelty, representing the Writers' Circle, The Sounds newspaper, and spokesperson for all Student Clubs unhappy with the S&A Fee Budget
2. Tyrone Cawston, Diversity and Outreach Coordinator and representing Campus Activities Board (CAB)
3. Andrew Vinson, representing Latino Student Union

Spencer Kelty distributed copies of the Petition for S&A Budget Re-evaluation signed by nearly 200 students. The student guests voiced some concerns and shared their information:

- Clubs cannot exist in the current form or any meaningful form with the current budget cuts.
- The S&A Committee cut club budgets by 75% from last year; Clubs received a total of \$137,000 less than last year.
- The Artist & Lecture Series went up \$7,000; The Athletic Commission went up \$30,000 as well as other various increases in the Contingency Funds and in Student Senate funds, while clubs went down 75%.
- The S&A Committee claimed that clubs were trained in fundraising and suggested they used it, but clubs have not received any training.
- The S&A Committee did not respect the students' wishes in a fair club budget.
- The cuts will affect events that promote diversity on campus such as the Pacific Islanders' luau, Cinco de Mayo celebration, etc.
- S&A is student budget and is meant for students to control and for students to use it how they wish in a democratic process through clubs.
- Club work and involvement provide students with learning and training opportunities and experience, which help develop future student leaders.
- There is more money in Contingency, but it is open to everyone like the Senate, CAB, and sports teams. How long will contingency funds be available and will clubs be applying for contingency funds through somebody who may or may not want to give funding for some particular reason.

They urged the board to reject the current S&A Fee Committee's budget recommendation and suggested the following changes:

- An aggregate club budget of no less than \$90,000. This is still only around 50% of last year's and represents an extreme compromise from clubs.
- A chance for student organizations to re-appeal for fair allocations, without budget caps.



The Board of Trustees listened to their comments and Chair Hartmann said that the Board will have its first reading on this topic later in the agenda.

### BOARD SPECIAL COMMITTEE LIAISON REPORTS

- Board of Directors, SPSCC Foundation – Trustee Clarkson gave the following report:
  - The Foundation Board approved a three-year strategic plan focusing on: Access and Opportunity; Community and Prosperity; and Strategic Investment and Stewardship.
  - The Foundation Board and Trustees' Potluck will be scheduled in July.
  - The College Foundation Board enjoyed their walk-through of the new Lacey Campus with the Board of Trustees on May 4.
- Budget and Finance – (Quarterly Reports: September, February, May). Trustee Vance was absent. On behalf of Trustee Vance, Chair Hartmann said there was no report but that the Board Finance Committee met to review the financial materials to be presented later in the meeting agenda.
- Policy Governance and Trends in Higher Education – Trustee Blinn reported the following:
  - A new study out of California has found that community college students fail online courses at a higher rate than traditionally-taught, face-to-face courses. Two years ago, a study of Washington's community colleges found that completion rates for online courses were 6-10 percentage points lower than face-to-face courses. Since that study, Washington's community colleges have done a number of things to improve the quality of online courses and support for online students.
  - U.S. Department of Homeland Security will allow spouses and children of International students to study in the U.S. as long as they are enrolled for less than a full course of study.
  - Parents are saving less for college. Based on a study, the average amount parents say they have set aside for college has actually declined by 25% since last year—from \$13,408 to \$10,040.
- ACT Legislative Action Committee (LAC) – Trustee Fuller reported the following:
  - Budget negotiations are very quiet. There have been bills that have been signed by the Governor and several that affect our system.
    - HB 1706 Building and S&A Fees Waiver: waiver for building and S&A fees for active duty military
    - SB 5638 State Need Grant Eligibility: amends the State Need Grant statute to make permanent the "less than half-time" eligibility to receive State Need Grants
    - Dual Credit Education Opportunities bill was signed by the Governor
- ACT Education Committee – Chair Hartmann reported the following:
  - The ACT Spring Convention is on May 14-15, 2015 in Spokane.

**REPORT FROM THE COLLEGE PRESIDENT**

- Dr. Stokes called on Saud (Zak) Hussain, ASB President who provided the following Student Senate report:
  - The S&A Fee Committee has adjourned, and there are some concerns about some of the budget reductions.
  - Student Voice Academy – Jen Manley and Nick Thompson attended. All student voices are gathered, and now they just need to vote.
  - There is a committee to hire 6 new student senators since 6 will be graduating this year.
  - Cinco de Mayo – over 400 students attended
  - Club Roundtable – He and Ana Antunez will be making a presentation to all the clubs regarding the S&A Fee changes.
  
- Dr. Kevin Asman, Humanities Professor and Faculty Union President, was absent. No Faculty Union report.
  
- Karen Halpern, Business Professor and Faculty Senate President, reported the following:
  - The results from the survey conducted by the Faculty Senate in February showed that hiring practices ranked high on the faculty's list of priorities for Senate to address. The Faculty Senate met with Chief Human Resources Officer Ken Harden to ask questions related to the hiring of administrative and exempt employees. A summary of the meeting was sent to faculty after their meeting and were also distributed to the trustees during her report.
  - The Faculty Senate is checking with other community and technical colleges in the system about scheduling, administrative evaluation processes and the role of faculty in the hiring process.
  - The Faculty Senate is soliciting nominations for this year's faculty Commencement speaker.
  - Elections for next year's Faculty Senate is scheduled during spring quarter.
  
- Dr. Stokes reported the following:
  - Thanks to Dr. Patrick Chapman's efforts in his role as Special Assistant to the President for International Affairs, the College has signed the following Articulation Agreements:
    - With Otago Polytechnic in New Zealand that ensures that students who complete an AA degree at SPSCC will transition to the Bachelor of Visual Arts degree program at the Dunedin School of Art at Otago.
    - With Cork Institute of Technology in Cork, Ireland that ensures that students who complete an Associate in Applied Science degree in Business Administration at SPSCC will transition to the Bachelor of Business in Business Administration degree program at Cork Institute of Technology.



- The American Culinary Federation (ACF) Accreditation Site Visit Evaluation Team completed its review of the Culinary Arts Program on April 14-16. The College has until June 30 to address the areas on non-compliance.
- He noted letters of appreciation from community partners that work with the college's Community Education Program.
- He noted other information located in the board binder:
  - President's Outreach Activities List
  - Personnel Update
  - College Press Clippings including:
    - SPSCC Students Bring Back SkillsUSA Gold, Bronze: Five SPSCC Automotive Club students competed at the Skills USA Washington Leadership and Skills Conference and took home three gold medals and two bronze medals.
    - Ugandan Refugee Stephen Ssemaala Builds New Life in Thurston County: About SPSCC Adjunct Professor of American Government.
    - Unit SOUZOU Brings Taiko Theatrics to Artist and Lecture Series: Portland-based Taiko company performing on May 14 as part of the Artist and Lecture Series.

**INFORMATIVE REPORT** No report.

## **POLICY**

Dr. Andreas reported that as discussed in the Executive Session, Beth Cumberland, Nursing Professor, is in an off-cycle probationary period because of her hire date. Professor Cumberland has been very active in the complete overhaul of the Nursing Program and in shaping faculty professional development. She has expanded her role in the college community in her involvement in Union negotiations and student success committee. Her review committee is completing their reports, and at the June meeting, the Board will consider her tenure.

### 2015-2016 Board of Trustees Officers

Trustee Vance and Trustee Blinn worked together as the nominating committee to submit the following recommendations for the 2015-2016 Board officers for election in June. They recommended the following: Trustee Judy Hartmann to continue as Board Chair and Trustee Leonor Fuller to continue as Vice Chair.

It was moved by Trustee Clarkson and seconded by Trustee Blinn **THAT THE BOARD OF TRUSTEES APPROVE THE BOARD NOMINATING COMMITTEE'S RECOMMENDATION FOR THE 2015-2016 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 2015-2016 year. The trustees will check their calendars for potential conflicts. The schedule will be presented to the Board for second reading and action at the June meeting.

## **BUILDINGS AND GROUNDS**

There was no report. Chair Hartmann noted that the Board of Trustees and College Foundation Board had a walk-through of the new Lacey Campus on May 4, 2015.

## **BUDGET AND FINANCE**

### 2015-2016 Services & Activities Fee Budget

Dr. Rhonda Coats, Vice President for Student Services, set the context of the S&A budget process. How the Budget Committee works is established in the RCW--the Financial Code that students use is established from the RCW. She has been at the college for a long time and this is one of the most difficult years that they have had. There are factors that contributed to the difficulty in this year's process. In 2009 the S&A Fee Committee received over \$967,000 in requests and this year received over \$1.3M in requests. The amount of revenue is not the same. In the fall, the Senate modified the Financial Code--they wanted to have a Contingency Fund that was greater than in past years. Their hope is that by having more money in the Contingency Fund, there can be equal and greater access to funds for all of the clubs. The Senate also wanted out-of-state travel funds shifted to Contingency instead of putting the funds in individual club budgets. In order to accomplish that, the amount of the Contingency Fund was increased. Another factor is that in 2013 the Student Senate voted to eliminate the per credit fee charged to students (per credit fee paid for bus passes, transcripts, emergency financial aid, and others) and increase the S&A fee to the maximum amount authorized by the State Board. That reduced the amount of revenue in S&A funds, and they are beginning to see the effects of that change. Another factor is that the number of students enrolling is dropping. We are about 2% below our target--fewer students, less S&A revenue collection.

Student Ana Antunez, Vice President for Administration and Finance and S&A Fee Committee Chair, reviewed the S&A Committee report including the composition of the S&A Fee Committee and calendar of meetings. The committee worked with a budget of \$900,000. Original requests made by clubs, organizations, and programs totaled \$1,372,650.91, resulting in \$472,350.91 of necessary cuts. In April, Dr. Coats informed the committee that the budget could be increased to \$970,000, which reduced the cuts to \$402,350.91. She went over the clubs/organizations/programs that submitted requests this year; those that did not apply for funds this year; and those that appealed and those whose appeals were granted. She noted the list of clubs, organizations, and programs. She reviewed the proposed S&A Fee Budget and noted that instead of having one account per CAB position, they combined all eight accounts into one big CAB account. Also provided to the Board were copies of the Services and Activities Fee Committee's list of considerations and guidelines when deliberating over



allocations. Trustee Fuller requested a more transparent list of events and activities that are funded by the CAB account to clarify this better.

Dr. Coats added that a major change this year is they are asking clubs, organizations, and programs, "how is this contributing to the college's Core Themes? How does this benefit the student body—all students?"

Ana Antunez said that part of the discussion on Contingency Funds is the review of ending balances from clubs. There is a huge amount of unspent money left each year--the balances do not reflect their plans. Dr. Coats said that some groups are very clear about their budget requests and plans, but they graduate and leave. Then there are new groups of students, and it is a challenge for new clubs to figure out what they want to do for the year in alignment with their budget and their club mission. Then there are other clubs with continuity, especially those with active advisors that have been part of conversations and know their planned activities.

Chair Hartmann said that this topic was on the agenda for first reading and that the Board will not be taking action at this time. She asked them to work through the appropriate channels if they have additional thoughts about the S&A Fee.

Dr. Stokes recognized Ana Antunez and the S&A Committee for their work and also thanked the presenters who presented in a thoughtful and reasonable way. He thanked everyone for a very informative and civil discourse.

#### Quarterly Financial Report

Vice President for Administrative Services Al Brown provided a report on the 2014-2015 Operating Budget. Through March 31, 2015, the State Allocation is \$452,101 less than last year's at this point in time, but is largely made up for by Running Start Program being well above last year's due to higher enrollment and higher rate of revenue for those students. The net of those is that the revenues are in line with last year's.

For the Operating Expenses (by program), they all have less expenses than last year's at this point in time. We have been doing what we can to compensate for the Plant Operations, which is the area that we are over because this is where the expenses are for Lacey Campus Building 3, Buildings 28 and 25 renovations and move-in, debt service on COP bonds for Lacey Campus Building 1. There is \$990,549 that is being paid out of the Operating Budget, which were unforeseen/unbudgeted operational expenses.

Last year we ended up with a \$356,000 in surplus. We are currently \$736,000 worse than last year's at this point in time. If you net those, it will be roughly \$380,000 deficit for this year, and we are hoping to bring that down closer to \$300,000 because we still have three more months of picking up savings.

Director of Budget and Fiscal Services Rochele Johnson reviewed the Non-Operating Accounts Year-to-Date Through March 21, 2015 including the Opening Balances, Revenues, Expenditures, and Net Profits and Losses. The Total Revenue & Expense:

Opening Balance of \$3,377,364; Year-to-Date Revenue of \$3,982,937; Year-to-Date Expense of \$3,613,795; Net Profit of \$369,142; and Ending Balance of \$3,746,506.

Al Brown also reviewed the Statement of Revenues, Expenses and Changes in Net Positions for the Clipper Market Café (Cafeteria) and the Bookstore and Clipper Shop.

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

- Trustee Fuller commended the work that has been done by the students--the presentations showed thoughtfulness over a very big concern--which is enhancing the life of students. She added that "If we are here to provide students with some real life skills that they can bring outside, I think we've done a really great job here."
- Trustee Clarkson said that there has to be a mechanism to ensure a no-bias or neutral process for student clubs that apply for Contingency Funds, and Dr. Coats assured that there are checks and balances in place for this.


#### EXECUTIVE SESSION

At 4:47 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 for 10 minutes and no action would be taken by the Board during the executive session.

The executive session concluded at 5:00 p.m., and no action was taken. The regular board meeting resumed at 5:00 p.m.

**ADJOURNMENT** 5:00 p.m.

  
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JUDY HARTMANN, BOARD CHAIR  
SOUTH PUGET SOUND COMMUNITY COLLEGE

  
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TIMOTHY STOKES, SECRETARY  
SOUTH PUGET SOUND COMMUNITY COLLEGE