

**South Puget Sound Community College
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday, June 9, 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 2:04 p.m.

ROLL CALL

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

EXECUTIVE SESSION

At 2:04 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 estimated 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 2:58 p.m., and no action was taken.

Chair Hartmann reconvened the regular meeting at 3:00 p.m. and noted that there was no board action taken during the executive session.

APPROVAL OF CONSENT AGENDA

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

A. ADOPTION OF MINUTES

- May 4, 2015, special board meeting
- May 12, 2015, regular board meeting

B. MEETINGS AND CONFERENCES**C. ANNOUNCEMENT**

- Graduation, Friday, June 19, 2015

D. DATE OF THE NEXT BOARD MEETING

Regular Meeting
September (TBD), 2015
3:00-4:30 p.m.
Building # 28 - Boardroom
South Puget Sound Community College
2011 Mottman Road, S.W.
Olympia, WA 98512-6292

SPECIAL INTRODUCTIONS

- There were no special introductions, but the following were recognized:
 - Vice President for Student Services Dr. Rhonda Coats accepted the position of Vice President-Student Affairs at Davidson County Community College in Thomasville, North Carolina.
 - Dean of College Relations Kellie Braseth accepted the position of Strategic Communications Director for the City of Olympia.

COMMENTS FROM THE AUDIENCE

Chair Hartmann invited comments from the audience and the following people provided their comments about the S&A Fee Budget:

1. Spencer Kely, representing the Writers' Circle and elected representative of the S&A Budget protest
2. Camila Davila Alvarez, representing the Latino Student Union and Pacific Islanders Club
3. Alissa Morales, representing the Latino Student Union
4. Marjorie Howerton, representing SISRA Club
5. Jordan Neumeier, representing BRICK
6. Andrew Vinson, representing Latino Student Union
7. George Camacho, representing Pacific Islanders Club

The student guests voiced concerns and shared information about their clubs and the impact that they bring to campus and how that would change under the current budget proposal:

- The Petition for S&A Budget Re-evaluation was signed by over 400 students.
- The protest has been great for students to get involved in the process. They understand it is late in the year and it is a challenge to change the S&A structure.
- With clubs receiving less than a quarter of what they received last year, there will be less club involvement, less events on campus, fewer speakers, and overall lack of trust in the clubs.
- The recurring theme they hear is that "students cannot be responsible for programming on campus." S&A money comes directly from students, and is for students to use and control.
- Many "identity" clubs on campus focus on marginalized students that make sure they have a safe space on campus. (i.e., LSU, Rainbow Club, PIC). The Clubs are important in building a community and cultivating a sense of culture on campus. The cuts will affect clubs that promote diversity on campus.
- Questions: "How does the S&A Committee plan to ensure that no biases occur when each club submits their requests for contingency? How do they plan to expedite those requests? What is their timeframe? Would each request be given attention and time?"

Chair Hartmann thanked everyone and said that the Board would be taking up this issue later in the agenda.

BOARD SPECIAL COMMITTEE LIAISON REPORTS

- Board of Directors, SPSCC Foundation – Trustee Clarkson deferred the Foundation report to Valerie Fleutsch, President of the College Foundation Board of Directors, who was on the agenda for the Foundation Annual Report.
- Budget and Finance – (Quarterly Reports: September, February, May). Trustee Vance had no report.
- Policy Governance and Trends in Higher Education – Trustee Blinn was absent.
- ACT Legislative Action Committee (LAC) – Trustee Fuller noted that there is no budget news as legislators are still negotiating a final budget.
- ACT 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:
 - They presented to the Clubs regarding the S&A Fee changes; discussed the S&A budget, the process, and templates to use.
 - The 2015-2016 Associated Student Body officers include the following:
 - Madison Luther, ASB President; Patrick Sitama, VP of Clubs & Organizations; Sirena Mendiola, VP of Administration & Finance; Mykala Davis, Senator for Public Relations; Lilith Wolfe, Senator for Diversity & Equity; Nancy Khalil, Senator for Legislative Affairs; and Vadim Pascua, Senator for Administrative Affairs.
 - The Luau was on May 30. Upcoming Events include: Renaissance Fair-June 12; Maker Day-June 12; and Diversity & Equity Center Graduation-June 18.
- Dr. Kevin Asman, Humanities Professor and Faculty Union President, reported the following:
 - The representatives of WEA and AFT on the state level have resumed meetings with the Presidents to discuss issues of compensation. He said the fact that they are conversing is a good sign.
 - They are deeply concerned and watching what is happening at Green River Community College, where faculty members voted “no confidence” in their college president. They are hoping for a resolution.
 - AFT Washington had its statewide convention. Their Local showed up with a large delegation and was recognized with three awards:
 - from the AFT National as high-contributing participant for political education;
 - from the state Union for their legislative work; and
 - for Union Stewardship
 - They are still in negotiations and committed to getting it done.
- Karen Halpern, Business Professor and Faculty Senate President, presented the Faculty Senate’s End of Year Summary report, which included last year’s Senate activities. This year’s Faculty Senate activities included the following:

- Updated the Faculty Senate Operating Guidelines beginning in September; ratified by the Faculty in November 2014; and sent to Vice President for Instruction Dr. Michelle Andreas in December.
- Has attended the Board of Trustees meetings since September 2014.
- Has had three Faculty Senate leadership meetings with Dr. Michelle Andreas beginning January 2015.
- Started to provide Faculty Senate reports to the Board of Trustees in February 2015.
- Conducted a faculty survey, "which indicated that faculty would like to be more involved in the decision-making that directly affects their work."

Referring to the report presented to the Board in May by Vice President for Administrative Services Al Brown on the Strategic Plan's core theme of Building Community, she noted the decrease in participation in Operational Planning from 2013-14 (52.5%) to 2014-15 (33.9%), which she said is directly contradictory to the results of this year's faculty survey.

She noted that a reliable and ongoing assessment of campus climate is needed and that PACE surveys can "assist colleges in developing strategies that improve student success through collaborative leadership." On behalf of the Faculty Senate, she requested that the Board of Trustees allocate \$4,750 in 2015-16 to fund a PACE study administered by the National Initiative for Leadership and Institutional Effectiveness. In addition, she asked that funding for annual follow-up surveys become a fixed component of the Institutional Effectiveness budget.

- Dr. Stokes reported the following:
 - 2014-15 Operational Plan Status Update
 - First Look: Fall 2014 Navigation of College Resources (ESS101) Update
 - Learning Outcomes and Assessment Update
 - Through Dr. Patrick Chapman's efforts, the college has signed another articulation agreement with the University of Otago that ensures that students who complete an Associate in Arts degree at SPSCC will transition to the Bachelor of Arts, Anthropology degree program at the University of Otago.
 - The Board will carry out its tradition of having a brick engraved and installed in the Percival Plaza to recognize Zak Hussain's service as ASB President for 2014-15.
- He noted other information located in the Board binders:
 - President's Outreach Activities List
 - Personnel Update

INFORMATIVE REPORT

Valerie Fleutsch, President of the College Foundation Board of Directors, presented the 2014-15 Foundation Annual Report which included the following:

- 2014 Financial Status: January 1-December 31, 2014, the College Foundation received over \$1.3M in revenue and support.

- Institutional Support and Operating Expenses: January 1-December 31, 2014, the College Foundation provided \$832,745 in institutional support to the college:
 - Scholarships: \$327,950
 - Student Emergency Grants: \$2,304
 - Student Incentive Grants and Specialty Awards: \$12,731
 - Exceptional Faculty Grants: \$19,976
 - Classified Staff Professional Development Grants: \$14,325
 - College Programs: \$132,301
 - In-Kind Assets for College Support: \$323,158
- Foundation's Operational Expenses:
 - Operational Expenses and Investment Management Fee: \$198,684; Event and Campaign Expenses for The Experience and Clipper Scramble: \$138,421
- 2015 Friendraising and Fundraising Activities:
 - Brought on eight new board members
 - Approved the investment of \$165,000 to start up short-term international programs.
 - 2015-2018 Strategic Goals: Access and Opportunity; Community and Economic Prosperity; and Strategic Investment and Stewardship
 - The Clipper Scramble should net approximately \$55,000 for scholarships.

The Trustees thanked Valerie Fleutsch for her leadership and commitment, staying focused and ambitious during the time of transition, and keeping within their goals of access, retention, and completion, which are all very complementary of the college's Strategic Plan.

College Website Re-Design

Chief Information Officer Lori Casile provided an update on the college website re-design project, focusing on the student experience. At this time last year, College Relations worked on re-branding/website development with Rusty George Creative in Tacoma. The new design was superimposed on the old data architecture, and because this design is very color-driven, the data architecture of the old site did not match the data architecture that was assumed with the new design. The IT Services has been re-designing the web content to be more responsive, mobile-friendly, with quick access to information and links, and simplified navigation. Students can apply and enroll quicker. Other changes she noted: addition of the audience tabs; easier search tool for credit or continuing education classes; upper menu with "start here"; creation of student portal--students can get more done online without actually leaving the college website. By the end of June they should have a working copy of the development site and will ask students, staff and faculty for feedback. Through July, they will be incorporating as much of the changes as they can. The new website will be available August 1, 2015.

POLICY

Nursing Professor Beth Cumberland's Probationary Review Committee prepared evaluation and progress reports which were reviewed by the Board of Trustees prior to

the June Board meeting. In addition, the Board had an earlier executive session wherein they had a robust discussion with the probationary candidate.

It was moved by Trustee Clarkson and seconded by Trustee Fuller **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 BETH CUMBERLAND. THE MOTION CARRIED.**

Exceptional Faculty Awards – Spring Quarter

Dr. Michelle Andreas, Vice President for Instruction, reported that the Exceptional Faculty Awards Committee has reviewed the proposals, and Dr. Stokes is recommending the following to the Board:

- **Sidnee-Marie Dunn & Lynette Rushton: \$2,990**
Chemistry Professor Sidnee-Marie Dunn and Biology Professor Lynette Rushton proposed to develop and carry out an Interdisciplinary Research Seminar for fall, winter, and spring quarters of the 2015-2016 academic year. The goal is to develop a year-long program for the purpose of involving STEM students in an Undergraduate Research Experience.
- **Culinary Arts Program: \$7,500**
The faculty in the Culinary Arts Program will analyze its curriculum, course sequence, and competencies in order to build greater cohesion into the program as a means of increasing student engagement, retention, and completion. The project will involve full-time and adjunct Culinary Arts faculty in a series of work sessions to research competency-based curricular models, re-design the curriculum and course sequence based on best practices for competency-based learning, and complete the necessary documentation for the course approval process.

It was moved by Trustee Fuller and seconded by Trustee Vance **THAT THE BOARD OF TRUSTEES APPROVE THE EXCEPTIONAL FACULTY AWARDS FOR SPRING QUARTER 2015 AS PRESENTED IN TAB 4. MOTION CARRIED.**

Board of Trustees Meeting Schedule

The trustees reviewed the proposed meeting schedule for the 2015-2016 year. Trustee Vance noted that he has a conflict with the September Board meeting date and Trustee Fuller noted that she will be gone all of September.

It was moved by Trustee Clarkson and seconded by Trustee Fuller **TO ADOPT THE 2015-2016 BOARD OF TRUSTEES MEETING SCHEDULE AS PRESENTED IN TAB 5. MOTION CARRIED.**

President's Contract

Chair Hartmann announced that there would be an Executive Session at the end of the regular meeting to discuss the President's evaluation and that they will be back to this item after the Executive Session.

BUILDINGS AND GROUNDS There was no report.

BUDGET AND FINANCE

2015-2016 Services & Activities Fee Budget

Vice President for Student Services Dr. Rhonda Coats and student Ana Antunez, Vice President for Administration and Finance and S&A Fee Committee Chair, presented the second reading of the 2015-2016 S&A Fee Budget.

At the May Board meeting, the Board requested a more transparent list of events and activities that are funded by the Campus Activities Board (CAB) account. They provided additional background information as requested by the Board, specifically, the purpose of the CAB and the intent behind the change in the S&A budget process.

Dr. Coats said the intent is not to keep money away from clubs, but about how we, as a college, can take on more responsibility for stabilizing programming, especially around events that students say are very important to them. Over the years, the responsibility of creating programming on campus has been pushed to the clubs. Building more of a partnership with the clubs is important to uphold annual traditions or continuity of events held each year, while also bringing new innovative programs to campus.

The Contingency budget is there for equal and greater access to funds for all of the clubs when they have their plans ready. If the Contingency budget runs out, there is \$1M in Campus Project Reserves, which is controlled by the Student Senate.

After the review of ending balances for this year, they found out that there was almost \$14,000 left in the Contingency budget and this is at the end of the school year, when students were not going to be spending any more. In addition, there was approximately \$54,000 left in the club budgets. Over the years, this has been the pattern of having a huge amount of unspent money left each year. Some of the reasons for unspent funds may include a transition in leadership--leaders asking for money the prior year and different people spending it the following year; the club mission is not aligned with the club budget; it is a challenge for new clubs to figure out their plans for the year; and implementation may be difficult and sometimes plans do not come to fruition.

Dr. Coats added that a major change this year is they are asking, "How does the club's charter align with the college's mission and contribute to the college's Core Themes? How does this benefit the student body—all students?"

Trustee Clarkson noted that the students have their allocated funds, contingency funds, reserve funds, and special funds. They have the funds, but they may not agree with how

the funds are structured.

Trustee Fuller said that she is very moved by the role that clubs have in this college and would like to see it continue to be a safe place for students to go and grow. She encouraged students to encourage new members to be educated on the process for asking for money—"it is the students' money, so teach them how to access it."

It was moved by Trustee Fuller and seconded by Trustee Vance, **THAT THE BOARD OF TRUSTEES APPROVE THE 2015-2016 SERVICES AND ACTIVITIES FEE BUDGET AS RECOMMENDED AND PRESENTED BY THE STUDENT SENATE IN TAB 6, AND REQUEST THAT WHEN THE SENATE PRESENTS THE S&A FEE BUDGET IN 2016, THAT THEY PROVIDE AN INFORMATIONAL REPORT ON THE IMPACT OF THE 2015-16 ADOPTED BUDGET, ESPECIALLY REGARDING THE APPLICATIONS FOR CONTINGENCY FUNDING AND CAMPUS PROJECT RESERVE FUNDING. MOTION CARRIED.**

Chair Hartmann expressed her appreciation for the work of the students in sharing their perspectives and for the work of staff and the student leadership on this topic. They want to follow this to be sure that clubs are viable and continue to be an important part of life on campus.

Chair Hartmann announced that since the Board meeting was running over time and people needed a break, they would take a break from 5:15-5:25 p.m.

Break 5:15-5:25 p.m.

Chair Hartmann re-convened the regular meeting at 5:25 p.m.

Revenue Projection

Al Brown, Vice President for Administrative Services, reviewed the FY16 Revenue Projections Report that will be used to develop the Operating Budget for fiscal year 2015-2016. He explained that half of our revenue comes from the State, and we do not yet know our allocation. The other half comes from tuition, which is based on tuition rate and enrollment, which we are unsure of at this point. This is a snapshot of a scenario from a spreadsheet that we use to model different scenarios. By changing any of the variables such as the enrollment change for both State and Running Start at the top of the Projections Report, everything else re-calculates. This snapshot shows a scenario of a 2% decrease in state enrollment (\$-187,480) and a 4% decrease in state funding (\$-529,853), with a 10% increase in the Running Start rate (\$1,030,713). Other factors are the Student Fees, Other Revenues, and Transfers In. If this scenario were to happen, the total revenue would be \$1,154,380, which is a 3.9% increase over the current budget.

2015-2016 Operating Budget-Continuing Resolution

Al Brown presented Board of Trustees Resolution 15-03 for the Board to give the college spending authority at the level that will allow operations to continue while the budget

plan for 2015-2016 is being finalized by the Legislature.

It was moved by Trustee Vance and seconded by Trustee Fuller **THAT THE BOARD APPROVE RESOLUTION 15-03 AS PRESENTED IN TAB 8, AUTHORIZING THE PRESIDENT TO CONTINUE TO EXPEND OPERATING AND CAPITAL FUNDS ON AND AFTER JULY 1, 2015, AND AUTHORIZING THE COLLEGE TO SPEND INTO THE 15% RESERVE IF NECESSARY TO MAINTAIN OPERATIONS AND SERVE STUDENTS WHILE THE BUDGET IS BEING FINALIZED BY THE LEGISLATURE. MOTION CARRIED.**

COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES

- The Trustees thanked both Dr. Coats and Kellie Braseth for their work over the years and wished them well.
- Chair Hartmann was invited to an information session with the WSU Medical School, where there was additional conversation about other medical career areas.
- Chair Hartmann distributed an e-mail from an individual that wanted to share with trustees information on climate change. She asked them to look at it and see if they wish to discuss it in the future.

EXECUTIVE SESSION

At 5:42 p.m. Chair Hartmann announced that the Board was going into executive session to review the performance of a public employee (RCW 42.30.110(1)(g)). The executive session was estimated to last 30 minutes and potential action may be taken by the Board after the executive session.

The executive session was extended for an estimated 30 minutes. There were no guests waiting outside.

The executive session concluded at 6:48 p.m., and there was no board action taken during the executive session. Chair Hartmann reconvened the regular meeting at 6:48 p.m.

President's Contract

Chair Hartmann noted that the Board has completed the President's evaluation. Some general comments included:

- The Board of Trustees is pleased with the level of leadership that Dr. Stokes is bringing to the college. It was a wholesome vote of confidence.
- Acknowledgment of the amount of time and effort he puts into the job, which is reflected in his evaluation.
- He is helping them function at a higher level due to the information he is providing to the Board.
- Thanks and appreciation for his hard work.
- The Lacey community is very pleased with the President's support and the work the college is doing in Lacey.
- Appreciation of the care he gives to the decisions that he has to make.

- They feel that we are moving forward.

It was moved by Trustee Fuller and seconded by Trustee Clarkson **THAT AFTER HAVING COMPLETED AN ANNUAL AND THOROUGH ASSESSMENT OF THE COLLEGE PRESIDENT'S PERFORMANCE AND REVIEW OF HIS EMPLOYMENT CONTRACT, THE BOARD OF TRUSTEES OF SOUTH PUGET SOUND COMMUNITY COLLEGE OFFERS DR. TIMOTHY STOKES, AN EXTENSION OF HIS CONTRACT AS PRESIDENT OF THE COLLEGE FOR THE PERIOD OF JULY 1, 2017 THROUGH AND INCLUDING JUNE 30, 2018, WITH THE TERMS AND CONDITIONS SPECIFIED. MOTION CARRIED.**

ADJOURNMENT 7:00 p.m.



JUDY HARTMANN, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE