

**South Puget Sound Community College  
BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
Tuesday, November 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 Barbara Clarkson, Trustee Leonor Fuller and Trustee Judy Blinn were present. Trustee Brian Vance was absent. Assistant Attorney General (AAG) Jean Wilkinson was present.

**EXECUTIVE SESSION – 2:00-3:00 P.M.**

At 2:05 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 estimated 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 2:45 p.m., and no action was taken during the executive session.

**BREAK – 2:45-3:00 P.M.**

Chair Hartmann reconvened the regular meeting at 3:03 p.m.

**APPROVAL OF CONSENT AGENDA**

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

**A. ADOPTION OF MINUTES**

- October 13, 2015 regular board meeting
- October 13, 2015 special board meeting (Lacey Campus Executive Preview)
- October 14-17, 2015 special board meeting (ACCT Leadership Congress)
- October 20, 2015 special board meeting (Lacey Campus Ribbon Cutting)
- October 28, 2015 special board meeting (Dinner with the SBCTC)

**B. MEETINGS AND CONFERENCES**

- ACT Legislative Action Committee Retreat, November 19, 2015  
and ACT Fall Conference, November 20, 2015, Seattle

**C. ANNOUNCEMENT**

- Board-Hosted New Faculty Reception, November 10, 4:30 p.m.

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

Regular Meeting  
December 8, 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**

- Dr. Stokes introduced Meg Estep Woolf, Director of Student Recruitment and Outreach effective September 28, 2015.

**COMMENTS FROM THE AUDIENCE** None.

**BOARD SPECIAL COMMITTEE LIAISON REPORTS**

- Board of Directors, SPSCC Foundation – Trustee Clarkson reported the following:
  - The Foundation Board welcomes three new board members: Perry Shea, SCJ Alliance; Carrie Whisler, Olympia Federal Savings; and Sharon Weinberg, TwinStar Credit Union.
  - The Foundation Board visited the Diversity & Equity Center in November.
  - The Experience gross profit this year is \$486,000; net proceeds are \$120,000 over last year. All the food and many other items were donated in-kind this year, which led to a reduction in expenditures of \$40,000. The College Foundation received a gift from Trustee Clarkson with a plaque engraved, "With Sincere Appreciation".
- Budget and Finance – (Quarterly Reports: September, February, May). Trustee Vance was absent. There was no report.
- Policy Governance and Trends in Higher Education – Trustee Blinn reported the following:
  - Centralia College will be offering a new bachelor's degree program in the information technology realm and focuses on application management.
  - Marty Brown, Executive Director of the State Board for Community & Technical Colleges, is praising a new program offered by KFC, Walmart, Taco Bell and Southeastern Grocers that gives their employees free access to online and community college programs that can help them earn their GED.
  - Dr. Jill Biden continues to highlight that community college is 'a smart option that delivers real results and has the flexibility and innovation to adapt and meet students' needs, especially those who are juggling jobs and childcare.'
- ACT Legislative Action Committee (LAC) – Trustee Fuller had no report.
- ACT Education Committee – Chair Hartmann had no report.
- Board Remarks on ACCT Leadership Congress – All Board Members
  - Trustee Blinn reported the following:



- There was a session on philanthropic investments in community colleges and what trustees and presidents should know about working with local and regional foundations that was presented by the Bill & Melinda Gates Foundation and the Lumina Foundation.
- McHenry County College and St. Charles Community College discussed their initiative to help decrease the number of high school graduates requiring developmental math.
- Trustee Clarkson reported the following:
  - There were a number of workshops that focused on trends in community college students' borrowing, repayment, and default. Community colleges are in trouble because of student loans. They have to be mindful of student debt and to have institutional strategies for debt management and to lower default rates.
  - There are 113 community colleges in the California Community College system. They have had to turn away about 238,000 students for lack of capacity.
  - A trend in California is developing young emerging leaders to take over positions being vacated by many retirees.
- Trustee Fuller reported the following:
  - Washington State has 35 baccalaureate programs at 17 community colleges, compared to California's 12 programs at 15 colleges.
  - Community College Federal Legislative Overview:
    - The Higher Education ACT is up for reauthorization, focusing on requiring colleges to have 'risk sharing'--that colleges should be liable for the actions of students in loan payment or default.
    - The College Scorecard, released by the Federal Education Department in September 2015, attempts to provide students and families with information about colleges in areas such as graduation rate, net price, college grad earnings, and loan repayment rates. There are significant concerns about the College Scorecard.
    - The College Promise Campaign was launched in September 2015 to follow up to President Obama's proposal to make community college education free to all Americans. While some doubt that the federal government will have the resources to deliver cost-free higher education, the College Promise Campaign raises awareness and support for universal community college education.
- Chair Hartmann reported the following:
  - Danville Area Community College shared how their math department experienced significant changes, all of them data driven to increase student success, including a different approach to intermediate algebra and their new math placement strategies.
  - San Diego State University is delving into the cultural, content, and environmental issues about men of color success in community colleges--how they do in academic settings.

**REPORT FROM THE COLLEGE PRESIDENT**

- ASB President Madison Luther reported the following:  
Senate Goals & Strategies Update:
  - Goal 1: Increase access for affordable textbooks
    - Meet with professors using open source resources to determine what resources are available; Examine textbook reserves in the library
  - Goal 2: Continue to evaluate and implement improvement of the SUB
    - Opened Game Room: Includes two televisions for gaming and a welcome desk with intermittent staffing; Work on determining what else can be purchased to improve the space; Obtain equipment to play music throughout SUB
  - Goal 3: Continue to research and plan for the future Health and Wellness Center
    - Visit Columbia Basin College on December 1; Review material from previous Senate's campus visits
  - Goal 4: Conduct a campus-wide survey assessing the need for gender neutral restrooms
    - Completed survey will be implemented through the following means: Laptops designated for the survey will be set up around campus and at events; Faculty and staff will be sent the survey, along with a request to make it available to students and individuals affiliated with SPSCC.
  - They will be hosting and attending the Legislative Academy on November 20-21 to share best practices and learn about building legislative platforms.
  - They just chartered 20 Clubs.
  - The Student Senate wrote the *Statement on Emergency Preparedness in the Classroom*. They will ask the Faculty to bring this up and address it in their classrooms.
- Karen Halpern, Business Professor and Faculty Senate President, reported the following:
  - Faculty Senate continues to evaluate the structure and role of Faculty Senate. Randy Riness, CIS Professor and Vice President of Faculty Senate, will be sending a survey through the CTC listserv to gather information about the structure of Faculty Senates at other colleges.
  - A survey was sent to 94 full-time and 120 adjunct/associate faculty to determine in what ways faculty would like to be involved with the Senate. Thirty-seven respondents indicated interest in working on Senate projects to varying degrees.
  - Sarah Cabbage, Biology Professor and Secretary of Faculty Senate, continues to gather current and past Senate documents for posting to the Instructional Repository.
  - The first All-Faculty meeting was held on October 14.
- On behalf of Dr. Kevin Asman, Humanities Professor and Faculty Union



President, Vice President of Faculty Union Annamary Fitzgerald, reported the following:

- At the request of AFT- Washington, Governor Inslee has declared Oct. 28, 2015 *Adjunct and Part-time Faculty Recognition Day* in appreciation for their dedication and service to students in Washington State. In 2014-15, 69% of SPSCC classes were taught by contingent faculty, and financially, community colleges rely on that contingent employment.
  - They continue to study the new funding allocation model and are watching what the long-term implications are.
  - As a Union, they are in the process of nominations for their two-year election cycle. Elections will be held middle of December, with positions starting in January 2016.
- Dr. Stokes reported the following:
    - Congratulations to the following faculty members for being named recipients of The Evergreen State College 2015-16 Teacher Excellence Award: David Hyde, Sociology Professor; Kathy Harrigan, Transition Studies-ABE Professor; James Chen, Chemistry Professor; and Eric Chase, History Adjunct Faculty. This award is designed to honor teachers who have had a significant impact on the lives of students (SPSCC students that transferred to TESC).
    - (National Automotive Technicians Education Foundation) NATEF re-certification site visit was on October 22 for the Automotive Program. They had a glowing review of the Automotive Program for maintaining program standards and industry requirements.
    - Student Achievement Initiative update: SPSCC is one of two colleges with the greatest increase in SAI points (BEA, math transitions, 45-credit hour attainment and developmental education). SPSCC has the greatest gains in Points Per Student of any college in the system (14% increase in PPS).
    - Hawks Prairie Property Update: The college has agreed to a purchase price and escrow amounts and is negotiating the Purchase and Sale Agreement. We are awaiting purchase sale language from the AAG's Office and the Department of Enterprise Services.
    - SPSCC was approved for the Job Skills Program Grant for Lean Process Improvement for Mega Machine in Tumwater. The training grant amount is \$59,215, and Impact Washington will conduct the training for the college as a sub-contractor.
    - The Legislative Dinner scheduled for December 8 has been cancelled due to the Republican Caucus and other legislators traveling then. One-on-one meetings will be scheduled instead.
    - A follow-up to the earlier report on student loans—our college's default rate is 17%, which is one of the lowest default rates in the nation. None of the liability issues to colleges will kick in until the default rate is about 24%-26%.
    - The college ran an architect selection process so that we have a campus architect on contract to work on Building 28 and smaller projects. KMB Design Group was selected through a competitive process.

- He noted other information located in the Board binders:
  - President's Outreach Activities List
  - Personnel Update

## INFORMATIVE REPORT

### Student Experience

Dr. Dave Pelkey, Vice President for Student Services, provided an overview of *Guiding Students to Success: Structured Advising and Academic Programs*, a collaborative initiative and collective work that is being done across the institution to focus on retention and completion rate. This is about the Student Success Initiative, structured on two national models: Guided Pathways Model and Completion By Design. He reviewed the following:

Guided Pathways components:

- Academic Programs
- New Student Intake
- Instruction
- Progress Mentoring and Support

Completion by Design components:

- Connection - interest and outreach
- Entry – the entry pathway
- Progress – entry to 75% completion
- Completion – degree/certificate earned

Fall to Fall Retention: For underrepresented students: Fall 2014 rate is 54.3%, which shows that the college is not retaining almost half its students. In the Iowa report on student borrowing/repayment/default, the number one predictor of reducing the debt repayment potential is getting students to 30-40 credits. He said one of the things we can do for all our students is give them clear pathway, move them through, and increase retention, and that will also help keep our default rate where it is. We have work we can do to strongly increase our retention.

Completion for Fall 2012 is 31.2% for underrepresented students. It continues to signify that pathways and proactive support help our students. We need to come together as a college with Instruction and the work that is being done in Pathways, and combine that with strong student services support and create a more structured model for our students.

Dr. Michelle Andreas, Vice President for Instruction, reviewed the Guided Pathways at the college--our students come from all different walks of life and have varying degrees of understanding about what they want to do. So the balance that we have an opportunity to create is how to create some level of structure in whittling down and solidifying the choices for students, without limiting their opportunities. To that end, the Guided Pathways at SPSCC include: 1) Health & Wellness; 2) Information Technology; 3) Sciences; 4) Social Services & Education; 5) Transfer; 6) Automotive, Welding and Manufacturing; 7) Business; 8) Culinary.



Our Basic Education for Adults started the Pathway effort, where curriculum is contextualized around workplace occupational clusters, transferable work skills and our pathway.

The next step was to pilot in three of the Pathways: The Business World; The Human World; and The Natural World, with English as a Core course in all three Pathways, plus another Core course in each Pathway: The Business World--Ethics; The Human World--General Psychology; and The Natural World--Nutrition. The two Core courses are contextualized. Any of the Core pairings will help students fulfill degree requirements.

Steve Ashpole, Dean of Enrollment Services, reviewed Integrating Guided Pathways, how Student Services works with students from the moment they connect with them to completion, through the following structured Student Services: Connection--Outreach and New Student Intake; Entry; Progress Monitoring--Educational Planners & Faculty Advisors; and Completion--Degree/Certificate Earned.

Dr. Pelkey reviewed their next steps:

- Build the advising model to support curriculum pathways
- I-BEST built into pathways
- Work with faculty to sequence professional and technical program pathways
- Academic pathways will mirror the seven areas of interest on the website
- Build pathways on both Olympia and Lacey campuses

## POLICY

### Faculty Probationary Review

Dr. Andreas reviewed that the Probationary Review Committee (PRC) for CIS/Computer Programming Professor Michael Haensel is progressing with its activities and evaluation reports. His Committee reports will be sent to the Board prior to the December Board meeting, at which time the Board will consider his contract.

### Governance Policy

In March 2014, the Board adopted Policy BORD118 Governance Model and Flow Chart to demonstrate institutional system of governance. Chief Human Resources Officer Ken Harden presented an update to the Governance Flow Chart for Board approval.

The change: The council name, *Student Services Council*, will be changed to *Deans Committee*, having Student Services and Instructional Deans working together.

It was moved by Trustee Fuller and seconded by Trustee Blinn **FOR THE BOARD TO ADOPT THE PROPOSED GOVERNANCE FLOW CHART UPDATE AS PRESENTED IN TAB 3. MOTION CARRIED.**

**BUILDINGS AND GROUNDS** No Report.

**BUDGET AND FINANCE**

## Quarterly Financial Report

Director of Budget and Fiscal Services Rochele Johnson reviewed the 2015-16 Operating Budget through September 30, 2015:

## FY 14-15 FTD 9/30/14 Actual

- Sub-Total State Allocation: \$14,258,782
- Sub-Total Local Revenue: \$ 3,841,247
- Total Operating Revenues: \$18,120,029
- Total Operating Expense: \$ 5,926,001

## FY 14-15 Year End Actual

- Sub-Total State Allocation: \$14,884,604
- Sub-Total Local Revenue: \$14,743,093
- Total Operating Revenues: \$29,647,697
- Total Operating Expense: \$29,374,054

## FY 15-16 FTD 9/30/15 Actual

- Sub-Total State Allocation: \$15,986,200
- Sub-Total Local Revenue: \$ 3,833,907
- Total Operating Revenues: \$19,820,107
- Total Operating Expense: \$ 5,588,379

## Variance of 9/30/14 Actual and 9/30/15 Actual

- Sub-Total State Allocation: \$ 1,727,418
- Sub-Total Local Revenue: \$ 12, 600
- Total Operating Revenues: \$ 1,720,078
- Total Operating Expense: \$ (337,622)

She also reviewed the Non-Operating Accounts Statement of Revenue and Expense Through 9/30/15:

- Opening Balance: \$3,844,857
- YTD Revenue: \$1,466,440
- YTD Expense: \$1,093,831
- Net Profit/(Loss): \$ 372,609
- YTD Transfers: \$ 27,500
- Ending Balance: \$4,244,966

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

- Trustee Clarkson thanked everyone for coming out to support her at the Women of Achievement Awards Ceremony.
- Chair Hartmann noted that it has been a great month for messages about the college and thanked everyone involved with the three Lacey Campus events, BD Wong's presentation, The Experience, and Women of Achievement Awards



Ceremony, and others.

**EXECUTIVE SESSION** None.

**ADJOURNMENT** 4:58 p.m.

**NEW FACULTY RECEPTION**

The Board of Trustees hosted a reception in Building # 28 to meet the new probationary faculty members.



JUDY HARTMANN, BOARD CHAIR  
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY  
SOUTH PUGET SOUND COMMUNITY COLLEGE