

**South Puget Sound Community College  
BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
Tuesday, December 8, 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 2:40 p.m.

**ROLL CALL**

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

**EXECUTIVE SESSION**

At 2:40 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 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 during the executive session.

Chair Hartmann reconvened the regular meeting at 3:00 p.m.

**APPROVAL OF CONSENT AGENDA**

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

**A. ADOPTION OF MINUTES**

- November 10 regular board meeting

**B. MEETINGS AND CONFERENCES**

- ACT 2016 Winter Conference, January 24-25, 2016, Olympia

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

Regular Meeting  
January 12, 2016  
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**

- Lee Ann Thompson, Office Assistant 3 in Foundation effective October 1, 2015
- Anne Larsen, Development Manager in Foundation effective November 9, 2015

**COMMENTS FROM THE AUDIENCE**

The following individuals provided their comments about the elimination of Fire Arts Studio Continuing Education classes for winter quarter at the Lacey Campus:

1. Terry Hull, Thurston County resident and former Fire Arts Studio student
2. Ken Hall, former student and instructor in Continuing Education welding program
3. Mary Dessel, student taking a Community Education class and parent of a current student
4. Sidney Bennington, Mason County resident, student in Welding class, and parent of two former Running Start students

The guests shared their concerns about the decision not to offer the classes for winter quarter; how the classes benefit them and other students; and the value to the college—“Fire Arts classes train and provide a working venue for local metal artists and serve as an outreach tool through student and staff participation during Olympia Arts Walk events.”

They encouraged the Board to continue these classes. The Trustees listened and Board Chair Hartmann thanked the community members for their comments.

**BOARD SPECIAL COMMITTEE LIAISON REPORTS**

- Board of Directors, SPSCC Foundation – Trustee Clarkson reported the following:
  - In November the Foundation welcomed 400 students, scholarship donors and guests to the Scholarship Reception. Foundation has awarded \$356,000 to date in 2015.
  - Foundation activities in November included: Finance Committee meeting; holiday party hosted by Foundation Board member Victoria Schmidt; and an orientation for three new board members.
- Budget and Finance – (Quarterly Reports: September, February, May). There was no report.
- Policy Governance and Trends in Higher Education – Trustee Blinn reported the following:
  - The leaders of the American Council on Education, the Association of Public and Land-Grant Universities, and the Association of American Universities, wrote a letter to Education Secretary Arne Duncan urging the U.S. Department of Education to allow federally-recognized accreditors to evaluate colleges differently based on their performance—colleges with strong student outcomes should face a less intensive review process.
  - Following the recent FAFSA reform, the College Board will begin accepting prior prior-year data for the CSS/Financial Aid Profile.
  - A new study suggests that when it comes to writing assignments and instructions, quality, not quantity, matters most.

- A new, free online course produced by the University of Washington is designed to teach the basics of how to get the most out of college.
- More Washington students are taking STEM exams, but the state still has a problem with access--computer sciences courses are in short supply.
- ACT Legislative Action Committee (LAC) – Trustee Fuller reported the following from the ACT Legislative Action Committee Retreat she attended in November:
  - This year's Co-chairs are Green River Community College's Pete Lewis and Wenatchee Valley College's Phil Rasmussen.
  - Session comments:
    - It will be a short session according to most legislators.
    - One speaker noted that if there are five on the legislators' list of priorities, the CTC system is number six. Because of this reality, we need to find new ways to re-engage legislators, and some ideas include: more students to testify and meet with legislators for personalized accounts of the impacts of system funding requests; other stakeholders such as alumni, donors, employers, etc., to help deliver the system message; and advocacy within community groups.
  - CTC system's 2016 Legislative Agenda:
    - Fix the 2015-17 funding shortfalls:
      - Critical compensation adjustment: \$10.9 million
      - Adjust for tuition reduction in applied baccalaureate programs: \$1.98 million
      - Support instructional facilities: \$82.6 million supplemental capital budget request
    - Fill skill gaps in the workforce:
      - Basic Education for Adults: legislative policy request
      - STEM degrees: \$4.3 million
      - Opportunity Grants: \$5.6 million
    - Promote student success:
      - Faculty increments: \$10.2 million
      - Advising, career planning and development: \$9 million
      - Public safety through corrections education and training: legislative policy request
  - David Ruiz Romero, president of the CTC system's Student Association, reported on the student agenda which includes: 1. Post-secondary education for inmates; 2. Re-defining Basic Education as K-AA degree; 3. Textbook Affordability and Open Educational Resources; 4. Use of Electronic Benefits Transfer cards on campuses.
  - There are several position changes/movement of legislators in the Legislature.
- ACT Education Committee – Chair Hartmann reported she and Trustees Blinn and Clarkson attended the ACT Fall Conference on November 20. The afternoon session was informative and focused on safety. Several community colleges that have had various experiences in the last few years that created safety issues such as weather-related, fire, personal safety on campus, etc.,

shared what they learned about their campuses in their responses to the various issues.

## REPORT FROM THE COLLEGE PRESIDENT

- ASB President Madison Luther reviewed updates on Senate Goals & Strategies:
  - Goal 1: Increase access for affordable textbooks
  - Goal 2: Continue to evaluate and implement improvement of the SUB
  - Goal 3: Continue to research and plan for the future Health and Wellness Center
  - Goal 4: Conduct a campus-wide survey assessing the need for gender neutral restrooms
  - They attended the Washington Community & Technical Colleges Student Association Legislative Academy. The discussion centered on how they can build student advocacy for their Legislative Rally on January 26.
  - They sent out the Senate statement on Emergency Preparedness and received very positive response. They are hoping to see some changes in the way faculty are addressing emergency preparedness on campus.
  
- Dr. Kevin Asman, Humanities Professor and Faculty Union President, reported the following:
  - The State Board conducted an Adjunct Faculty Best Practices survey in October. After reviewing and discussing the survey, AFT-Washington feels the study was inadequate, and it was not done in the spirit of the legislation that mandated the study. It did not have participation from other stakeholders and college administration, so they wrote to the State Board asking for further follow-up including convening a task force.
  - For the third time in five years, Green River College's faculty members have voted that they have no confidence in the school's leadership (in the president and the college's board of trustees). AFT-Washington is making calls to all Locals to reach out and say, "let's not get to that point on our campus;" and also to be of assistance in offering solutions for the Green River College situation. They are also meeting with the Governor to discuss the situation and hopefully bring the two sides together. This is not good advertising for the CTC system, even though it is one college out of 34.
  - The local Union is going through the process for their two-year election cycle, with positions starting in January 2016. He is not running for re-election, so this is his last presentation to the Board as Faculty Union President.

The Board thanked Dr. Asman for his civil and engaging discourse and the contributions and information he brought to the meetings.

- Karen Halpern, Business Professor and Faculty Senate President, reported the following:
  - Faculty Senate continues its project of evaluating the structure and role of

- Faculty Senate. Randy Riness, CIS Professor and Vice President of Faculty Senate, will send a survey to the other community colleges through the CTC listserv in January.
- At the November 13 Faculty Senate meeting, attendees discussed the role and structure of division representation on Faculty Senate.
  - Sarah Cabbage, Biology Professor and Secretary of Faculty Senate, continues to post Senate documents to the college's Instruction Data Repository.
  - Senate officers met with Dr. Andreas on November 19. The main theme of the meeting was improving communication across the various instructional divisions. They discussed strategies.
  - Scheduling of classes continues to be an area of interest and concern to faculty. Senate has shared specific examples of winter quarter scheduling that caused difficulties for students. Dr. Andreas shared information about adding more pathways to the college schedule at both the Lacey and Mottman campuses. Class scheduling will continue to be of interest to faculty.
- Dr. Stokes reported the following:
    - Copies of the CTC's Legislative Agenda & Supplemental Capital Budget Request are provided to the trustees. He and Trustee Fuller have been meeting one-on-one with our local legislators.
    - Athletics Update: Clippers leading Western Division; 5-1 for both Men's and Women's Basketball Teams.
    - Musical and Theater Events:
      - December 4: SPSCC Choir & Band Concert; and December 5: SPSCC Orchestra Concert
      - December 7: Premiere of Fall Quarter Student Short-Film Showcase. Films were produced and directed and starred students from the introductory and advanced Film Production classes.
      - January 4-February 12: Fine Arts Postcard Exhibition
      - Artist & Lecture Series:
        - January 16 Nancy Giles
        - January 22 Richard Blanco
        - February 25 Jamaica Kincaid
        - May 19 Sheetal Gandhi
    - He noted other information located in the Board binders:
      - President's Outreach Activities List
      - Personnel Update

## INFORMATIVE REPORT

### Strategic Plan—Core Theme #1

Dr. Dave Pelkey, Vice President for Student Services, presented an update on Core Theme #1: Expand Student Retention and Completion:

- Creation of Concept Paper:

- Student Achievement Initiative and National Trends and Challenges
- Acknowledgment of SPSCC Efforts—2015-16 Operational Plan
- Best Practices: Advising Model, Supplemental Instruction, Program Navigators & Coaches, Contextualized Curriculum, Guided Pathways, First Year Experience, Student Success Software

For the following review, he noted that the data are pulled from different sources, including (Integrated Postsecondary Education Data System) IPEDS, a federal report that looks at postsecondary institutions on a variety of data elements for comparison and helps level the playing field for colleges.

- Objective: Increase student retention
  - Indicator: fall to fall retention for 2013-2014. (Source: IPEDS) For the College, this is only a snapshot of about 400-500 students. FT: SPSCC=59%; State=62%. This shows a small decrease, but with an n this small, a few students can move the data significantly. PT: SPSCC=49%; State=47%. This shows an increase. Part-time students are engaging for a longer period of time.
  - Indicator: SAI retention point for 2014-2015: The data is bigger, based on about 3600 students. All Students 65.5% momentum and 34.5% no momentum. This shows that the number of students making progress and being retained is increasing.
  - Indicator: SAI points per student for 2014-2015: Headcount: 7544; Total Points: 15046; PPS: 1.99; and State 1.71. Points Per Student illustrates student progress. This indicates the level of progress that our student body as a whole is achieving. SPSCC is in the top ten in highest gains in the state and one of three colleges with double-digit increases for this year. Population with largest gains from prior year: Hispanic males 25%; Native American females 40%.
- Objective: Support student completion
  - Indicator: SAI: 30-45 college-level credits to completion point transition for 2014-2015: 30-45 earned points=29.1%; and 45 completed earned points=40.7%. This data source is bigger and it shows that we have grown the 30-45 credits. This is roadmap for us to look at how we do interventions to keep students moving forward.
  - Indicator: 3-year Graduation Rate for 2011: SPSCC's rate remains solid and above National rate; Transfer-out Rate for 2011: SPSCC below State—students are choosing to stay here, partially because we provide a great product and financial product for them. These are IPEDS data source, with a sample of 300-400 students.
- Objective: Engage students
  - Indicator: Quarterly retention rates: First time, fulltime students: Fall=801 students; Winter=694; Spring=613. This shows approximately 15% drop per quarter. This is where Student Services and Instruction should look deeper at data on intervention—what causes the 15% to leave the institution?
  - Indicator: SAI total points for 2014-2015: total points=15096; completion

points=1001; funding points=14095; and share of system total=3.1%-- (2.9% is the system average) this continues to illustrate excellence—the work we are doing for our students is continuing to get us a larger share of SAI points.

Collaborative strategies to expand student retention and completion are addressed in the 2015-2016 Operational Plan: Develop a comprehensive Student Success system: recruitment, entry, advising, pathways, early alerts, etc.; Implement a Start Here triage; Increase hybrid/online course offerings and support for students and instructors; Increase faculty/student engagement interaction on campus; Re-align course schedule to support fulltime enrollment and pathway completion; Develop a comprehensive eLearning plan.

## POLICY

### Faculty – Award or Denial of Contract Renewal

The Probationary Review Committee (PRC) for Michael Haensel, CIS/Computer Programming Professor, has completed its activities and prepared evaluation and progress reports. Committee reports were reviewed by the Board prior to the December meeting.

Dean of Applied Technology Andy Bird noted the following about Professor Haensel: He has a tremendous experience both in industry and as an instructor at another institution. He has grown related to leadership at the college—serves on Instructional Council; engaged with other faculty to re-vamp the CIS curriculum; and serves as the CIS Lead. His PRC is recommending that Professor Haensel be advanced into his third year of the probationary process.

It was moved by Trustee Fuller and seconded by Trustee Clarkson **THAT AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE, THE BOARD OF TRUSTEES DIRECTS THE PRESIDENT TO GIVE NOTIFICATION OF CONTRACT RENEWAL TO MICHAEL HAENSEL, CIS/COMPUTER PROGRAMMING PROFESSOR EFFECTIVE WITH THE 2016-2017 CONTRACT YEAR. THE MOTION CARRIED.**

### Exceptional Faculty Award Update

Biology Professor Lynette Rushton and Chemistry Professor Sidnee-Marie Dunn received the Spring Quarter 2015 Exceptional Faculty Award. Professor Dunn reported their goals during the first quarter included: to introduce our students to the process of research and what research is compared to lab course; to put a human face on who a researcher is; to introduce them to researchers and research that is happening and relevant in the Puget Sound area; and to introduce them to the resources on campus and in the community. They have 14 students participating and 8 science faculty and staff participating to assist. Community partners that are willing to work with them and mentor students include: Hummingbird Scientific; St. Martin's University; State of Washington's Department of Fish & Wildlife, Ecology, and Agriculture; LOTT; I.P.

Callison; Dragon Analytical; and the JBLM Fish & Wildlife program. Several students have made contact and formalized internships with some of these organizations.

Student participants provided their feedback about the project:

- Gives them a starting point--who to talk to and how to proceed with their interest
- Provides the networking and connections they need
- Offers mentoring opportunities
- Provides an understanding of the research process
- Offers a great community of students with similar interests
- Empowers them

Professor Rushton noted that next quarter they will continue on building those mentorships. She said Seattle Community Colleges has a Department of Undergraduate Research, and they are looking at building this and making it a science class.

#### Exceptional Faculty Award – Fall Quarter

The Exceptional Faculty Awards Committee reviewed the applications for the Fall Quarter 2015 Exceptional Faculty Awards. Mary Soltman, Dean of Humanities/ Communications, presented the proposal and the committee's recommendation.

Art Professor Joe Batt proposes to build on the Art Department's successful 2014-2015 visiting artist series. The Art Department plans to host a visiting artist series in winter 2015 and spring 2016. They plan to create opportunities for students to meet with and see presentations by professionals in the art world; offer art faculty a chance for professional development through small group seminars with the artists; and help build connections between the Art Program and the campus community, the local community, and beyond.

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

**BUILDINGS AND GROUNDS** No Report.

**BUDGET AND FINANCE** No Report.

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

- Chair Hartmann thanked the guests for their comments at the beginning of the meeting and explained that the process is for the Board to listen and receive information during that time. They do not engage in discussion or dialog with the guests at the time of initial presentation of information. The Board will look in to the issue presented to them.
- Trustee Clarkson announced the Martin Luther King, Jr. Banquet on January 16, 2016 in the Student Union Building.



EXECUTIVE SESSION None.

ADJOURNMENT 4:53 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