

**South Puget Sound Community College
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday, January 12, 2016
Building 1-Room 194
Lacey Campus of
South Puget Sound Community College
4220 6th Ave. SE
Lacey, WA 98503**

CALL TO ORDER

Board Chair Judy Hartmann called the meeting to order at 3:05 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.

APPROVAL OF CONSENT AGENDA

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

A. ADOPTION OF MINUTES

- December 8, 2015 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

February 9, 2016

3:00-4:30 p.m.

Building # 25 - Boardroom

South Puget Sound Community College

2011 Mottman Road, S.W.

Olympia, WA 98512-6292

SPECIAL INTRODUCTION

Recognition of Student Nominee

(Association of College Trustees) ACT's Transforming Lives Awards are given to students who have overcome significant barriers in achieving their educational goals. Each college board nominates a student from their college. Student Lara Semedei, the Board's nominee for the 2016 Transforming Lives Award, was unable attend the Board

meeting to be recognized, but she will receive a Certificate of Recognition and a \$100 bookstore gift card from the Board of Trustees.

COMMENTS FROM THE AUDIENCE

At the December Board meeting, Terry Hull and Mary Dessel provided their comments to the Board about the elimination of Fire Arts Studio Continuing Education classes for winter quarter at the Lacey Campus. At this meeting, they thanked the Board for their interest and willingness to hear their concerns about the Program. They also thanked Dr. Stokes "for his willingness to engage with them in discussion about their concerns; personal action to protect some of the essential Fire Arts equipment; and commitment to their participation in the effort to resurrect and revitalize the Fire Arts Program." 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:
 - The Foundation Board retreat was held at the Lacey Campus on January 6. They focused on the Foundation strategic goals, unmet needs of students, and approval of the Foundation operating budget.
 - The Foundation fundraising goal for 2015 was a 10% increase in revenue. The Foundation exceeded that goal, raising it by 17.5%.
 - The Foundation established 26 new scholarships in 2015, a significant increase from last year.
- Budget and Finance – (Quarterly Reports: September, February, May). Trustee Vance said there was no meeting and no report.
- Policy Governance and Trends in Higher Education – Trustee Blinn reported the following:
 - The National Center for Education Statistics found increases in graduation rates, extending the time period for tracking students' program completion from 100% of normal time to 200% of normal time or 4 years of normal time for an Associate's degree. Under the extended time, graduation rates for full-time, first-time undergraduates in 2010 increased from 18% to 36% at two-year institutions. The NCES report in 2010 found that 17% of students earning an Associate's degree completed in the traditional 2 years while 43% completed in 2-3 years; and another 40% completed in 3-6 years.
 - How USA fares globally compared to G20 countries on a wide variety of K-12 and post-secondary higher education indicators. Highlights include:
 - Proportion of 25-64 year-olds who have completed a higher education degree: Russian Federation (53%); Canada (51%); Japan (46%); USA (42%) in 2011.
 - USA ranked 5th among the 40 countries in the proportion of 20-29 year-olds who were enrolled in formal education in 2011, at 27%.

- In higher education overall, USA had the smallest percentage of international students (3%) in 2011; Australia (20%); United Kingdom (17%); Canada (7%); and Japan (4%).
- Congratulations to Centralia College as they celebrate 90 years of education in Lewis County.
- ACT Legislative Action Committee (LAC) – Trustee Fuller reported the following:
 - The Governor released his 2016 Supplemental Budget in mid-December to include the following:
 - The State’s wildfire fighting efforts - \$200 million
 - Mental Health funding - \$95 million
 - Medicaid-related Expenditures - \$53.4 million
 - Increased costs for the state’s health care program under the Health Care Authority - \$175 million
 - The Governor’s budget did not include corrections to the CTC’s legislative agenda to fix the funding shortfalls from the last budget that involves faculty and staff salary increases and the tuition reductions.
 - There were no appropriations for any of the major policy requests submitted by the CTC system; with one exception in the MESA Program which helps under-represented students pursue STEM degrees.
 - There were no K-12 appropriations related to the McCleary decision.
 - The ACT’s Legislative Contact Conference is on January 25. Sen. Karen Fraser will give welcoming remarks during what will be her last legislative session as the senator for our district. She has been a steadfast supporter of our system.
- ACT Education Committee – Chair Hartmann said there was no meeting and no report.

REPORT FROM THE COLLEGE PRESIDENT

- ASB President Madison Luther reported the following:
 - Student Senate’s first meeting is on January 15. At the end of last quarter, the Senate had a wrap-up session where they re-evaluated their goals and brainstormed strategies--coming out of that, their goals stayed relatively consistent.
 - They will meet with Institutional Research to survey faculty to find out about challenges with Open Educational Resources (OER) and what has been successful.
 - Senate will send out a statement on OER.
 - Senate will discuss gender-neutral restrooms on campus in light of the new policy on gender-neutral restrooms.
 - The Student Union Building is doing very well--it is full of life, with students enjoying more activities.
 - Senate will survey students about the plan for a future Health and Wellness Center.
- Karen Halpern, Business Professor and Faculty Senate President, reported the following:

- Randy Riness, CIS Professor and Vice President of Faculty Senate, will send a survey to evaluate the structure and role of Faculty Senate, to the other community colleges through the CTC listserv in January.
- Sarah Cabbage, Biology Professor and Secretary of Faculty Senate, has posted Senate meeting minutes to the college's Instruction Data Repository.
- Senate officers reported on the proposed representation structure of Faculty Senate:
 - Not all divisions have chosen representatives.
 - Members discussed the importance of participation in Faculty Senate. Possible ways to improve participation may include:
 - Faculty Senate being included on representative's work plan
 - Crafting a better defined role for Senate in college governance
- Several areas of concern were raised. The Senate leadership team will share faculty concerns with Dr. Andreas at the January 13 meeting.
- Annamary Fitzgerald, ABE Professor and Faculty Union President, reported the following:
 - Faculty Union's Executive Board starting January 2016: Annamary Fitzgerald, President; David McAvoy, Vice President; Anne Kelly-Glasoe, Treasurer; Laura Moe-Genther, Secretary; Sarah Tavis, Adjunct Representative; and CJ Dosch, Membership Coordinator.
 - They are about to launch three taskforces: Service Units, Clinical Hours, and Evaluation Processes.
 - The Legislative Session kicked off on January 11. Kevin Asman will be their Legislative Liaison, as well as one of the members of the State AFT's Legislative Committee.
 - She will be attending the upcoming Western Regional AFT President Local Training in San Francisco.
 - On the national level, they are watching the Supreme Court with the Friedrichs v. California Teachers Association and the Fair Share Pay in Union Dues.
- Vice President for Instruction Dr. Michelle Andreas provided an update on the Fire Arts Program:
 - The college has a defined process for closing a credit program, but not for closing a self-support program, so this is timely for the college to review and is a good learning opportunity.
 - After a conversation with the Welding faculty, they have decided to re-institute the Creative Metal course, a self-support course which has been fairly subsidized by the for-credit program. They will look at actual costs and make an adjustment, create a project list with certain metals that will allow them to build and be creative, but within some reasonable parameters for that course. It will be 10 weeks, 3 hours a week, hopefully up during spring or fall. The faculty and the two deans in the continuing education and the credit side need to work together to hire the faculty and

- any technical assistants for the self-support course and ensure that the equipment is appropriate for what is needed and in good order.
- They will explore options if a studio is feasible--is it financially viable.
 - They will meet with previous faculty members and the students who wish to get together no later than the first week in February to go over a plan.
- Steve Ashpole, Dean of Enrollment Services, provided an enrollment update:
 - Winter Quarter enrollment – the 10th day report will come out on January 15. State enrollment is about 145 FTE below where the college was the same time last year--3.6% down. They have budgeted for a 5% decrease, so while enrollment is down, that is a number that they can handle because it is within the range of what they are budgeting for. The good news is that they are able to fill that gap with the increased Running Start enrollment—it is 97 FTE up from where the college was the same time last year. International enrollment is .5 FTE down, and they are working to get the Worker Retraining number up. Lacey Campus is over 300 FTE for this quarter: 280 in Building 1 and 24 FTE in the CMT program. The college has strategies to assist in growing enrollment for the 2016-17 academic year.
 - Dr. Stokes reported the following:
 - Facilities Department Accomplishments: Snapshot of a number of the projects the Facilities staff worked on over the winter break. Their work involved a lot of collaboration with IT Services and Campus Security & Safety.
 - Capital Projects – outlines timelines of capital projects
 - Tumwater Craft Brewing & Distilling Center Study
 - He noted other information located in the Board binders:
 - President's Outreach Activities List
 - Personnel Update

INFORMATIVE REPORT

Strategic Plan—Core Theme #2

Dr. Michelle Andreas, Vice President for Instruction, presented an update on Core Theme #2: Inspire Teaching and Learning Excellence: Balance between academic rigor and support for student success + Learning outcomes--Assessment criteria/method-- Learning strategies = Students acquire skills they need for work and life.

Faculty need encouragement to improve their teaching and learning methods; time for reflection; and resources to continue their professional development.

- Objective: Faculty Development
 - Indicator: Amount Invested for Faculty Development & Training
 - Baseline: \$87,000; 2013-14: 87,000; 2014-15: \$113,000; Mission Fulfillment \$90,000

- Indicator: Faculty Participation Rate in Professional Development
 - Baseline: 29.8%; 2012-13: 30.1%; 2013-14: 37.6%; 2014-15: 35.5%; Mission Fulfillment: 32.5%

Dr. Andreas explained that this is a bit inaccurate in that we put more money into faculty development than this. In terms of our quantitative measurements, rather than keep track of all the miscellaneous fund sources for development, we would maintain these set-aside annual funds that we can count on a number of years for consistency so we can set a baseline. We then look at the participation rates based on those funds--how much participation rate do we have in the activities that were funded through Title III, how much through Exceptional Faculty Awards, how much through the Faculty Professional Development Fund. For accreditation purposes, we have to quantify many things, which is a little difficult.

- Indicator: CCSSE: College Wide Abilities
 - Baseline: 46.4%; 2013-14: 53.4%; Mission Fulfillment: 50.0%
- Indicators:
 - Active and Collaborative Learning--Baseline: 52.9%; 2013-14: 51.9%; Mission Fulfillment: 50.0%
 - Academic Challenge--Baseline: 53.6%; 2013-14: 51.3%; Mission Fulfillment: 50.0%
 - Student-Faculty Interaction--Baseline: 49.2%; 2013-14: 47.3%; Mission Fulfillment: 50.0%

What we have done in the past year:

- Refined measurable core theme indicators
- Enhanced professional development for faculty on teaching and learning
- Implemented Pathway Model with three pathways piloted at Lacey
- Increased online learning opportunities and use of technology to enhance learning in the classroom
- Piloted new program review process
- Implemented new course review process
- Implemented new instructional policy review process
- Fully implemented Transfer Degree in Nursing
- Restructured Math sequence
- Restructured Basic Skills for Adults curriculum (ABE & ESL)
- Implemented High School 21+ program
- Passed accreditation standards for Automotive and Culinary Arts
- Recognize and reward innovative teaching and learning ideas

Plans for next year:

- Continue to enhance professional development for faculty on teaching and learning
- Implement Pathway Model with all pathways at both campuses
- Implement strategies to increase student-faculty engagement
- Recognize and reward innovative teaching and learning ideas

Trustee Fuller noted that all this is extremely impressive—a good reminder of what has been done. They understand the goal for accreditation purposes, but for a Board that has to tie budgetary expenditures with the strategic plan, the compliance numbers are not as transparent, so it helped to have an explanation of the information presented. Dashboard indicators are good, but sometimes they are not as probative and do not tell the whole story, and may have a disconnection.

Dr. Andreas said that they are going to continue to work with the Institutional Effectiveness team to refine and get more alignment. They are also looking at how other colleges are measuring—it looks like many of them are not doing quantitative, but qualitative. The Mission Fulfillment Scorecard is not as meaningful as the list of accomplishments.

College Safety and Security Overview

Safety and Health Committee Co-Chairs Rob Shailor and Samantha Soto presented an overview of the college safety and security.

Manager of Benefits & Compensation Samantha Soto reviewed the Safety and Health Committee. Governor Inslee initiated an executive order for a health and wellness program with state agencies and institutions of higher education. The college's Safety and Health Committee meets monthly to review the risk assessments and health inspection reports, assess safety incidents that occurred one month before, and submit work orders for repair or to make the college safer. Currently the committee is focusing on emergency coordination preparedness. All the safety coordinators were invited to attend the meetings. They are reviewing guidelines, making sure all their equipment is working properly, and reviewing procedures for their respective buildings.

Director of Safety & Security Rob Shailor presented the college Emergency Management Plan. The purpose of the Emergency Management Plan is to provide life safety and protection, not only for the people on campus, but also for the buildings on campus. The college Security Team looks at an all-hazards approach when different incidents occur on campus. So no matter what the hazard is—a national disaster or driven by a criminal act, they will respond in a collective, coordinated way, and communicate that with the college executive team.

The college has various systems in place for communicating information quickly, which include e2Campus Alert; Alertus network computer notification system; Shoretel phone paging system; email; phone and handheld radios issued in each building. For ongoing emergency situations, informational updates can be provided through the SPSCC website, Twitter, and Facebook. They collaboratively created a more user-friendly Emergency Response Guide that is posted on the college website and is accessible to all staff, faculty, and students.

The Security Team's primary goal is to help occupants evacuate from a building, provide basic first aid, and get the first responders—police, fire, or rescue where they are needed, as quickly as possible.

The Emergency Response Team includes: Director of Safety and Security, College President, Vice President for Instruction, Vice President for Administrative Services, Vice President for Student Services, Chief Human Resources Officer, Chief Information Officer, Director of Public Relations, Director of Facilities, and Foundation Executive Director.

POLICY No Report.

BUILDINGS AND GROUNDS No Report.


BUDGET AND FINANCE No Report.

COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES

- o Trustee Clarkson encouraged everyone to attend the Martin Luther King, Jr. Banquet on January 16, 2016 in the Student Union Building.

EXECUTIVE SESSION None.

ADJOURNMENT 4:30 p.m.



JUDY HARTMANN, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE