

**South Puget Sound Community College
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday, February 9, 2016
Building # 25 – 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 1:35 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 1:35 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 2:00 p.m., and no action would be taken by the Board during the executive session.

The executive session was extended to 2:20 p.m. The executive session concluded at 2:20 p.m., and no action was taken during the executive session.

Chair Hartmann resumed the regular meeting at 2:21 p.m.

STUDY SESSION

John Doan, Administrator for the City of Tumwater and Heidi Behrends Cerniway, Assistant City Administrator/Brewery Project Manager, presented the Brewing & Distilling Center Feasibility Study.

- City of Tumwater is working with a team of partners to incentivize redevelopment of the old Olympia Brewhouse in Tumwater, and the college is among those partners working for the future creation of the Craft Brewing and Distilling Center that would be a 'Center of Excellence' for the brewing and distilling industries in Washington.
- The Washington State Community Economic Revitalization Board helped fund a Feasibility Study of the Craft Brewing and Distilling which was published in June 2015. The cost to preserve the old Olympia Brewhouse site is \$6 million.

- The Feasibility Study identifies the need in Washington State for workforce development in support of the brewing, distilling, and cider-making industries in partnership with education providers in the State.
- The Feasibility Study was the basis of Thurston County being designated as Washington State's Innovation Partnership Zone for Craft Brewing & Distilling in support of the Craft Brewing and Distilling Center proposal.
- The Craft Brewing and Distilling Center will consist of an education center, and the college has indicated the desire and capacity to develop and implement educational programs in support of the Center's mission of an industry-based and collaborative education and workforce development program.
- The City of Tumwater is requesting \$3 million in Capital Budget Community Project funding from the Washington State Legislature for the purchase of land, preliminary design, and entitlement for the future home of the Education Center.
- Tumwater will work with the college to request legislative funding to support the design and construction of the Center's educational facility.

The Center would include an education component. Vice President for Instruction Dr. Michelle Andreas provided an update on the brewing and distilling curriculum. The Continuing Education Program has already started to develop relationships and connections in the brewing and distilling areas as a result of the plan. Continuing Education offers classes in craft brewing and distilling that could potentially evolve into something bigger. They hope to pair it with our Entrepreneurial Certificate Program. Dean of Corporate and Continuing Education Noel Rubadue has already attended a few tours. In March they are scheduled to look at the cider program and the brewing program in Mt. Vernon. They want to look at programs, see which way to start, and gradually begin to move forward. Two faculty members and faculty in the culinary arts program have already expressed interest in this future plan. Dr. Stokes also noted that the college has hosted the Cascade Grains conference at the college to get us introduced to the industry and the culture. Dr. Andreas also noted that distilling might be a bit down the road for the college because equipment can be very costly.

APPROVAL OF CONSENT AGENDA

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

A. ADOPTION OF MINUTES

- January 12, 2016 regular board meeting

B. MEETINGS AND CONFERENCES

C. ANNOUNCEMENT

D. DATE OF THE NEXT BOARD MEETING

Regular Meeting

March 8, 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 INTRODUCTIONS None.**COMMENTS FROM THE AUDIENCE**

Mark Baum, Paralegal Professor, indicated his desire to make a few comments related to his probationary review process. Board Chair Judy Hartmann explained that the process is for the Board to listen and receive information at this time. Professor Baum noted some of his concerns and left a packet of information for the Trustees.

BOARD SPECIAL COMMITTEE LIAISON REPORTS

- Board of Directors, SPSCC Foundation – Trustee Clarkson reported the following:
 - At the February Foundation Board meeting, Student Financial Services staff reported on unmet needs of SPSCC students. International Student Services reported on the Foundation's initial investment to start up a short-term program. With Foundation's investment, they were able to visit 25 cities in fall 2015 and are projecting 18 cities for spring 2016.
 - Planning committees are working on Clipper Scramble on June 3 and The Experience on October 1.
 - They are focused on fundraising for the upcoming scholarship cycle and working on the President's Club event on May 4.
- Budget and Finance – (Quarterly Reports: September, February, May). Trustee Vance reported the following:
 - The Board Finance Committee (Trustee Vance, Chair Hartmann, Vice President for Administrative Services Al Brown, and Dr. Stokes) met to review the financial materials to be presented later in the meeting agenda.
 - Summary of the 2015-16 Operating Budget through December 31, 2015:
 - Looked at Fiscal Year 15-16 budget and the prepared forecast to budget
 - Total Operating Revenue Forecast of \$943,000 is favorable variance to the original budget: (made up primarily by: \$339,000 favorable variance on the tuition side and a favorable variance forecast of \$507,000 on the Running Start enrollment)
 - Forecast of Expenses in excess of \$370,000 (these are under-budgeted adjustments that the State did not fully fund on the Instruction side)
 - Projected Favorable Net Revenue of \$573,000. These numbers are forecast and could turn out to be more or less.
- Policy Governance and Trends in Higher Education – Trustee Blinn reported the following:
 - News release from the American Association of State Colleges and Universities:

- 44 AASCU institutions participating in the “Re-Imagining the First Year of College” project aimed at ensuring success for all students, particularly those who have historically been underserved by higher education: low income, first generation, and students of color. The project is supported by the Bill & Melinda Gates Foundation and USA Funds.
- Professor of Materials Science & Engineering/Dean for Graduate Education at Massachusetts Institute of Technology is taking a leave to answer the question, “what if you could start a university from scratch for today’s needs and with today’s technology?,” by starting a new non-profit university that will have no majors, no lectures, and no classrooms.
- ACT Legislative Action Committee (LAC) – Trustee Fuller reported the following:
 - The Association of College Trustees’ annual Legislative Contact Conference was held in Olympia on January 24-25, 2016, with highlights:
 - Transforming Lives Awards Dinner
 - Featured three legislative speakers with their own unique messages: Rep. Hans Zeiger, House Higher Education Ranking Minority Member from the 25th Legislative District; Sen. Karen Fraser of our 22nd Legislative District and Chair of the Democratic Caucus; and Sen. Barbara Bailey, Chair of the Senate Higher Education Committee from the 10th Legislative District.
 - State Board’s Executive Director Marty Brown and Arlen Harris, State Board’s Legislative Director, also spoke and noted:
 - State operating funds are down 5.5%--still not up to pre-recession levels; FTE funding still down 14.7%; Capital bonds down 55.6%; Resident tuition is still up. There is no constitutional mandate for the Legislature to fund the CTC system—they fund CTC system as they see fit.
 - Some legislative updates:
 - Bills voted out of the House Higher Education Committee: Corrections Education, Disability Accommodations, Bachelor’s degrees at CTCs and programs that would fund tuition for certain qualified students
 - February 9 is the cutoff for fiscal bills to be voted out of committee to continue in the legislative process.
 - ACT Education Committee – Chair Hartmann had no report.

REPORT FROM THE COLLEGE PRESIDENT

- ASB President Madison Luther reported the following:
 - They met with the architect for the future Health and Wellness Center. They will include more student perspective/input to incorporate with their wishlist for the architect.
 - Senate sent out a statement on Open Educational Resources (OER).

- They sent out the faculty survey on OER.
- They are working on data analysis for the gender-neutral restrooms on campus.
- January 26 was the Legislative Rally for the Washington Community and Technical College Student Association. They were able to host an educational session on campus to discuss several items for which the students are advocating.
- Karen Halpern, Business Professor and Faculty Senate President, reported the following:
 - Randy Riness, CIS Professor and Vice President of Faculty Senate, surveyed faculty senates around the state. So far, the approximately 180 responses have indicated that faculty senates are beneficial to the faculty. She noted that several colleges include the Faculty Senate functions within their Union structure.
 - The Faculty Senate has been discussing the college website with Dr. Andreas. Faculty members are interested in the website and would like to provide feedback on its design and usefulness. Instructional deans asked for faculty volunteers to provide feedback on the webpage.
 - A main focus for the Faculty Senate has been to encourage communication between faculty and administration. They see progress in some areas and continue to look for ways to further improvements in communication.
 - The Senate leadership team will share faculty concerns with Dr. Andreas at the February 11 meeting.
- Annamary Fitzgerald, ABE Professor and Faculty Union President, reported the following:
 - They are involved with the Probationary Review Committee processes—their job is to make sure that the processes are happening the way that they are supposed to. They do not negotiate that process internally because it is defined in statute.
 - Labor/Management Communication Team continues to be very productive.
 - Statewide AFT leadership met with Nick Lutes, Operating Budget Director for the State Board, about the new Allocation Model process—it has dispelled some misunderstandings that it is not money that is attached to students; it is money that is attached to schools.
 - They are following HB 2615 – Adjunct Faculty conversion—ties in: how do we have faculty representing the students they serve; how do we ensure that long-term adjuncts have a place at the table when those hiring processes happen. It is a 700 to 800 part-time to full-time conversions over five years.
- Dr. Stokes reported the following:
 - SPSCC is one of nine CTCs in Washington that has been named among the nation's top 150 community colleges by the Aspen Institute, and is

now eligible to compete for a \$1 million prize. Drs. Pelkey and Andreas are writing our step 2 application with the help of Jennifer Tuia. The Aspen Prize recognizes exceptional student outcomes in student learning, certificate and degree completion, employment and earnings, and high levels of access and success for minority and low-income students. The deadline is March 4.

- Operational Plan: Status Updates are available, and the Trustees should have received an e-mail with the link to Smartsheet to view it online.
- Through Dr. Patrick Chapman's efforts, the college has signed another articulation agreement with The American Business School of Paris that ensures that students who complete an Associate in Applied Science degree in Business Administration at SPSCC will transition to the Bachelor of Business Administration degree program at The American Business School of Paris, majoring in International Marketing, International Finance, or International Business.
- They had a meeting with Yelm community leaders about an art institute. They will continue to have a conversation with Yelm community leaders and Yelm School District about future class offerings.
- Legislative Visits have been completed.
- We have been asked to testify on multiple areas that are really not linked to higher education:
 - Transportation Levy for Intercity Transit (Meg Estep-Woolf)
 - Worker's Comp for Interns (Sally Murrow)
 - Student Achievement Initiative (Dr. Ed Brewster)
 - Washington College Promise (Dr. Ed Brewster)
- Planning is underway for Building 28 Remodel for Adult Basic Education
- He noted other information located in the Board binders:
 - President's Outreach Activities List
 - Personnel Update

INFORMATIVE REPORT

New Allocation Model/Student Achievement Initiative

Darby Kaikkonen, Policy Research Director for the State Board for Community & Technical Colleges, discussed the role of the Student Achievement Initiative in the Allocation Model including the following:

- Overview of the Allocation Model components
- SAI points: Basic Skills gains; completing pre-college English sequence; completing pre-college math sequence; first 15 college-level credits; first 30 college-level credits; 45 college-level credits (workforce or transfer); quantitative achievement; completion; retention
- SAI Funding metrics: Total points (less completions): 45%; Points per Student: 45%; Completions: 10%
- Washington's community and technical colleges: Earmarks, Provisos, Administrative Functions: 16%; Cost of Operation: 15%; Access: 64%; and Performance 5%

- Review of SPSCC's 2014-15 total award of \$151,092.78; one-year Student Achievement point changes for SPSCC; Notable was that SPSCC dropped in headcount but still increased funding points per student.
- Summary on SAI as a Performance Funding system:
 - There are no inherent advantages or disadvantages for institutions with certain characteristics
 - College size is the only factor that is associated with per student funding
 - Points per student is the most impactful of the current metrics
 - Smaller colleges generally do well in points per student
 - Supporting adult basic education students through to completion is rewarded in the model

Strategic Plan—Core Theme #3

Ken Harden, Chief Human Resources Officer, presented an update on Core Theme #3: Advance Equity & Embrace Diversity, together with Vice President for Student Services Dr. Dave Pelkey and Vice President for Instruction Dr. Michelle Andreas. Ken noted that work on diversity and equity is collaborative. They want diversity and equity to be a part of the organization that involves everyone on campus.

- Objective: 3.A.1 Reflect our community diversity
 - Indicator: Graduates mirror community demographics
 - 2014-15: African Amer. 2.7%, Baseline 2.4%, Mission Fulfillment 2.5%, Stretch Goal 2.7%; Nat. Amer./Alsk. Nat. 1.4%, Baseline 1.3%, Mission Fulfillment 1.2%, Stretch Goal 1.4%; Asian/Pacific Is. 7.2%, Baseline 6.0%, Mission Fulfillment 5.8%, Stretch Goal 7.7%; Multi-Racial/Other 7.9%, Baseline 5.1%, Mission Fulfillment 4.5%, Stretch Goal 6.4%; Latino 5.4%, Baseline 5.4%, Mission Fulfillment 7.1%, Stretch Goal 7.7%

Data shows we are trending in the right direction. We have met mission fulfillment goal and the stretch goal, but will continue to improve.

- Objective: 3.B.1 Cultivate an Inclusive Environment
 - Indicator: Fall-to-Fall retention
 - Caucasian: YR1; 55.8%; YR2 57.7%; YR3 60.4%; Baseline 54.9%; Underrepresented Students: YR1 52.4%, YR2 53.9%, YR3 55.5%, Baseline 47.8%; Asian: YR1 73.0%, YR2 76.0%, YR3 77.0%, Baseline 72.0%

Data shows that this is an area on which to focus and do better.

- Objective: 3.B.2 Cultivate an Inclusive Environment
 - Indicator: 3-Year Completion: First-Time, Fulltime Students
 - Caucasian: YR1 30.5%, YR2 31.9%, YR3 33.9%, Baseline 27.3 Underrepresented Students: YR1 18.7%, YR2 20.8%, YR3 26.3%, Baseline 17.5%; Asian: YR1 30.7%, YR2 37.8%, YR3 40.7%, YR4 41.0%

Data shows that we are trending up, but we have room to grow here.

- Objective: 3.B.3 Cultivate an Inclusive Environment
 - Indicator: 30-45 CLVL SAI Points

- Caucasian: YR1 40.6%, YR2 42.3%, YR3 44.4%, Baseline 41.0%; Underrepresented Students: YR1 34.7%, YR2 36.8%, YR3 42.3%, Baseline 35.0%; Asian: YR1 55.7%, YR2 54.0%, YR3 55.6%, Baseline 48.4%

Data shows that we are moving in the right direction.

- Objective: 3.B.4 Cultivate an Inclusive Environment
 - Indicator: Diversity of Faculty and Staff
 - 2012-13: 9.2%; 2013-14: 11.4%; 2014-15: 12.4%; Baseline 9.2%

Data shows improvement, but if you talk to students and look around campus, it does not appear that way all the time. More work is needed in this area and there are plans to move it ahead to improve the numbers to be able to continue to mirror the people in the community.

Strategies for continued improvement:

- Review the data to include the complete picture of Diversity; Develop Diversity Training for all staff, special training for Faculty, Exempt, and Classified; Develop a method for reviewing all college policies; Work closely with Human Resources to continue to improve our recruitment and hiring practices; Revitalize the Diversity and Equity Committee; Develop a Three-Year Plan

DEC Achievements:

- Expanded Peer Mentorship (Clipper Crew); Safe space for students to come together; Study in the DEC space; Bias Incidence Reporting; Stop the Hate Training; Diversity Leadership Program; DEC students' quarterly meetings with the vice presidents; Disability Support Services; Queer I Am Conference; Fire Summit

Three-Year Plan:

- Narrative of our position on Diversity; Accomplishments over the past few years; Data; Where we are; Goals and objectives; Professional Development Sub-Committee; Hiring sub-committee; Opportunity Gaps Sub-Committee; Policy review process; Continuation of training

Other Areas of Emphasis:

- Advising Model; Streamlined financial aid processing; Development of our new Marketing Plan; Continued training for professors and instructors; Scholarships for Most in Need students; Continued support of the DEC.

POLICY

Faculty Probationary Reviews

Dr. Andreas reported that Review Committees for probationary faculty are completing their reports. At the March meeting, the Board will consider tenure for third-year probationers and contract renewals for first-year and second-year probationers. Probationary faculty members include the following:

Third Year

Amy Calkins-Kassler, Psychology
Robert Danner, BIM/CAD

Corey J. Dosch, English/Humanities
Deborah Foglia, Dental Assisting Technology
Angela Kirkendall, Accounting
Lily Kun, Systems & Electronic Resources Librarian
Nicholas Owen, Communication Studies
John Schaub, Mathematics
Estill (Bud) Skinner, ITCS
Jennifer Wortman, Pre-College English/Reading
Luke Yamaguchi, Japanese

Second Year

Mark Baum, Paralegal
Sidnee-Marie Dunn, Chemistry
Henry Harmon, Mathematics
Shelley Horn, Medical Assisting
Daniel Main, Welding
Melissa Nivala, Mathematics
Sarah Patterson, Welding
Charles (Chip) Schooler, Instrumental Ensemble/Music History
Ting Song, Civil Engineering/CAD

First Year

Liza Rendon, Psychology
Tim Madeley, Accounting
Liza Brenner, Art
Bin Zhang, Communications
Alexander Wittmann, Automotive
Grant Gaultney, Culinary
Melanie Shelton, Baking & Pastry Arts
Kathleen Ensenat, Physics

BUILDINGS AND GROUNDS No Report.

BUDGET AND FINANCE

Quarterly Financial Report

Director of Budget and Fiscal Services Rochele Johnson reported on the financial operation of the second quarter of the 2015-2016 academic year. At the beginning of the meeting, Trustee Vance had summarized the first report, which is the 2015-16 Operating Budget through December 31, 2015.

Rochele reviewed the Non-Operating Accounts Statement of Revenue and Expense Through December 31, 2015:

- Opening Balance: \$4,902,733
- YTD Revenue: \$3,000,554
- YTD Expense: \$2,257,296
- Net Profit/(Loss): \$ 743,258
- YTD Transfers: \$ (234,847)

- Ending Balance: \$5,411,144

Other reports included the Corporate & Continuing Education Statement of Revenues, Expenses and Changes in Net Position Year-to-Date Through 12/21/15 and the Events Management Statement of Revenues, Expenses and Changes in Net Position Year-to-Date Through December 31, 2015.

COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES

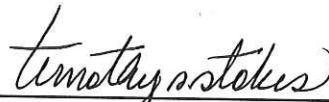
- Trustee Fuller commended the College for having the Richard Blanco event and reminded everyone about the end of the Postcard Exhibit on February 12.
- Chair Hartmann noted that the Martin Luther King, Jr. Banquet on January 16 was a great event and well-received.

EXECUTIVE SESSION None.

ADJOURNMENT 5:20 p.m.



JUDY HARTMANN, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE