

**South Puget Sound Community College  
BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
Tuesday, March 8, 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 12:04 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**

At 12:04 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 was extended and concluded at 3:17 p.m. No action was taken during the executive session.

**BREAK** 3:17-3:25 p.m.

Chair Hartmann reconvened the regular meeting at 3:25 p.m. and reported that the Board had an executive session earlier and there was no action taken during the executive session.

**APPROVAL OF CONSENT AGENDA**

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

**A. ADOPTION OF MINUTES**

- February 9, 2016 regular board meeting

**B. MEETINGS AND CONFERENCES****C. ANNOUNCEMENTS**

- Faculty Tenure Reception, March 8, 2016, 4:30 p.m., Building 25-1<sup>st</sup> Floor

- All-Washington Academic Team Ceremony, March 24, 2016, 12:00-2:00 p.m., Student Union Building

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

Regular Meeting

April 5, 2016

3:00-4:30 p.m.

Building # 25 - Boardroom

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**SPECIAL INTRODUCTIONS** None.**COMMENTS FROM THE AUDIENCE** None.**BOARD SPECIAL COMMITTEE LIAISON REPORTS**

- Board of Directors, SPSCC Foundation – Trustee Clarkson reported the following:
  - The Foundation Board is changing its outreach model from a committee of ten to two “cheerleaders” and with the whole board engaging in community outreach.
  - The Foundation Finance Committee approved the endowed scholarships and emergency grants to be awarded for the 2016-17 year.
  - The 2013-14 Foundation Audit is complete. The Foundation received an unqualified audit opinion, with two recommendations that the Foundation staff is working on.
  - The Foundation Micro-Lending Committee is working with Instruction and the Center for Business and Innovation to create a process for providing microloans to students who are interested in starting or growing a small business.
  - The Foundation will be inducting 13 new members into the Lifetime Circle at the May 4 President’s Club Event.
- Budget and Finance – (Quarterly Reports: September, February, May). Trustee Vance was absent. There has not been a finance committee meeting. There was no report.
- Policy Governance and Trends in Higher Education – Trustee Blinn reported the following:
  - Washington State lawmakers want to give college dropouts a chance to finish their degree for free. The Washington’s Free to Finish College bill has bipartisan support, and it calls for the state to cover tuition for residents who are 15 credits short of an associate’s or bachelor’s degree.
  - According to the Census Bureau, nearly 20% of the nation’s working-age population, or 46 million Americans over the age of 18, have attended college but never obtained a degree. At least 15 states recognize the value in reaching out to this population with adult learning programs.



- Cengage Learning unveiled MindTap Math Foundations, which is a new digital curriculum that helps students learn new skills through 15-minute “learning bursts” using interactive video lessons and games. The new curriculum will pilot at more than 180 institutions this spring.
- ACT Legislative Action Committee (LAC) – Trustee Fuller reported the following highlights from a communication sent by State Board Executive Director Marty Brown:
  - Operating Budget:
    - Thanks to the House and the Senate for \$450,000 to maintain and increase the MESA program at 6 colleges (this is the STEM program for underserved students).
    - Thanks to the Senate for the tuition backfill for applied baccalaureate programs. However, the \$865,000 in the Senate budget does not account for projected growth in the program.
    - Disappointment in both chambers for failure to recognize the shortfall created in last year’s budget related to the required 2015-17 increases which resulted in a \$10.9 million reduction to our colleges.
    - He noted the \$95,000 appropriated in the House budget requiring a study on the use of full-time and part-time faculty in our system.
  - There are efforts in these final days to urge the legislature to fund COLAs for faculty at the 1.8% level as they are for staff.
  - Capital Budget:
    - Both proposals included authority to finance locally-funded projects at Bellevue, Spokane Falls, Wenatchee Valley, and Pierce Fort Steilacoom. He thanked the House for the \$4.6 million appropriated for COP financing at Whatcom and Edmonds.
- Chair Hartmann added an update that the City of Tumwater was not successful in obtaining their \$3 million legislative request for the purchase of property for the brewing and distilling center. The Board knows that efforts will be underway to design some new development proposals and looks forward to being informed and consulted along the way as those discussions with interested parties continue, particularly if they relate to the College’s role, so that the Board can consider that in the context of their program planning and capital planning.
- ACT Education Committee – Chair Hartmann had no report, but announced that the ACT Spring Conference notice will be out soon.

## REPORT FROM THE COLLEGE PRESIDENT

- ASB President Madison Luther reported the following:
  - The Open Educational Resources (OER) survey is completed. Survey results included feedback on benefits and barriers.
  - Gender-Neutral Restrooms data has been compiled and will be presented to the Executive Team.
  - They are engaging in conversations with students for input on what to do with the old coffee stand in the SUB.

- They are surveying PE classes and students for their perspective/input to incorporate with the Senate's wishlist which will be shared with the architect for a future Health & Wellness Center.
- Karen Halpern, Business Professor and Faculty Senate President, reported the following:
  - The meeting with Vice President for Instruction Dr. Andreas on February 11 focused on a discussion of communication challenges that continue. Senate officers are interested in ways to promote informal communication across campus, not just formal communication. The group agreed to continue that conversation in March.
  - A group of faculty members participated in a review of the draft "faculty pages" for the college website. Attendees raised a number of issues and made suggestions that are being forwarded to the Executive Team and others involved in the re-design of the webpage.
  - The statewide survey is complete, and Randy Riness, CIS Professor and Vice President of Faculty Senate, is preparing a summary of the results to be presented to Dr. Andreas in March. The final report will be shared with SPSCC faculty and the State Board.
  - Senate officers have invited faculty to "Lunch and Conversation" on March 18, to discuss how to make improvements in communication across the constituencies on campus.
- Annamary Fitzgerald, ABE Professor and Faculty Union President, reported the following:
  - They are continuing to work on taskforces that are addressing issues in their contract that was signed last year that still need clarification.
  - They are continuing with their Labor/Management Communication committee meetings.
  - HB 2615 (adjunct faculty conversion) did not get forwarded, but got included as a proviso in the budget—it is funding for a research plan to see how they can look at adjunct to tenure conversion.
  - The Union is excited about everybody that is moving forward in the tenure process.
- Dr. Stokes reported the following:
  - The college submitted the Aspen Prize Round 2 Application on March 4.
  - The Foundation received an unqualified Audit for 2013, with two procedural recommendations. The Foundation's audit will now be rolled into the college's financial statement going forward for accreditation purposes for our annual audit. They found that the holdings for the Foundation are just over \$7 million, which is an increase from roughly \$4.6 million from 2013.
  - On February 24, he, ASB President Madison Luther and Senator for Legislative Affairs Nancy Khalil, visited the college's district legislators with thank-you treats made by students from the Baking and Pastry program.



- On March 7, the campus, led by the Allied Health division and Security, conducted a mock earthquake preparedness scenario.
- We received information that our WorkFirst grant was increased by \$36,000.
- He noted other information located in the Board binders:
  - President's Outreach Activities List
  - Personnel Update

## INFORMATIVE REPORT

### Strategic Plan—Core Theme #4

Lori Casile, Chief Information Officer, presented an update on Core Theme #4: Champion Innovation. Director of Institutional Research Jennifer Tuia, joined Lori to present data.

The Institutional Effectiveness Committee decided on a simple definition of innovation as "the act or process of introducing new ideas, devices, or methods."

The following are new measures this year:

- Objective: 4.A.1 Establish culture of creativity
  - Indicator: Number of emerging, promising and excellent practices implemented collaboratively
    - Baseline: 7; 2014-15: 7; Mission Fulfillment: 7; Current Status: Meets or exceeds target
- Objective: 4.A.2 Establish culture of creativity
  - Indicator: Number of emerging, promising, and excellent practices implemented by single source/unit
    - Baseline: 5; 2014-15: 5; Mission Fulfillment: 5; Current Status: Meets or exceeds target
- Objective: 4.B.1 Reward innovation
  - Indicator: Number of faculty and staff recognized for innovation
    - Baseline: 6; 2013-14: 6; 2014-15: 7; Mission Fulfillment: 6; Current Status: Meets or exceeds target

### Some Innovations:

- Ideas to improve classroom experience
- Undergraduate research
- ABE/ESL contextualized curriculum
- New academic appeals process
- Print from any device
- Pre-college math re-aligned with DTA
- Lacey Core
- ESS 101
- New website and portal
- Start Here desk
- Bookstore outsourced

- 25Live consolidated calendars
- Pathways instruction model
- High School 21
- Civitas and CRM for student engagement

The college has an Innovation Box on the website to solicit innovative ideas that embrace change, change the paradigm, break the rules, challenge the status quo, and attempt new things to make the college better.

### Services & Activities Fee

Dean of Student Engagement & Retention Jen Manley and Sirena Mendiola, Vice President for Administration and Finance, reviewed the S&A Fee Budget process. They provided an itemized summary of student clubs and organizations and their current expenditures for 2015-16. They also provided the contingency budget status. For 2015-16, there have been 6 Contingency Fund Requests received; 5 of which were funded at 100% and 1 request still pending. The Student Senate has chartered 26 active student clubs and organizations in 2015-16.

They noted that the Campus Activities Board (CAB) has upheld its charge to create a comprehensive events calendar to include cultural, educational, recreational, and social events for the students, to include both annual traditions and new innovative programs.

Sirena described an improved process for applying for contingency funds, including meetings with club representatives, constant reminders to clubs and organizations about the availability of contingency funds, deadlines for application submissions, revised application form, quick turnaround to answer questions and processing of requests. There has also been more Senate/Clubs collaboration this year.

## POLICY

### Faculty Probationary Reviews

Review committees for each of the probationary faculty have completed their activities and prepared final committee reports, which were reviewed by the Board prior to the March Board meeting. In addition, the Board also reviewed the reports during an earlier executive session. Vice President for Instruction Dr. Michelle Andreas thanked the Board for their thorough review of the materials and also meeting with probationary faculty. She thanked the large pool of 3<sup>rd</sup>-year probationers for their flexibility in their timing of conversations with the Board.

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

It was moved by Trustee Blinn and seconded by Trustee Fuller **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, GRANT TENURE TO AMY CALKINS-KASSLER, PSYCHOLOGY PROFESSOR. THE MOTION CARRIES.**

It was moved by Trustee Blinn and seconded by Trustee Fuller **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, GRANT TENURE TO ROBERT DANNER, BIM/CAD PROFESSOR. THE MOTION CARRIES.**

It was moved by Trustee Blinn and seconded by Trustee Fuller **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, GRANT TENURE TO COREY J. DOSCH, ENGLISH/HUMANITIES PROFESSOR. THE MOTION CARRIES.**

It was moved by Trustee Clarkson and seconded by Trustee Fuller **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, GRANT TENURE TO DEBORAH FOGLIA, DENTAL ASSISTING TECHNOLOGOY PROFESSOR. THE MOTION CARRIES.**

It was moved by Trustee Clarkson and seconded by Trustee Blinn **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, GRANT TENURE TO ANGELA KIRKENDALL, ACCOUNTING PROFESSOR. THE MOTION CARRIES.**

It was moved by Trustee Fuller and seconded by Trustee Blinn **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, GRANT TENURE TO LILY KUN, SYSTEMS & ELECTRONIC RESOURCES LIBRARIAN. THE MOTION CARRIES.**

It was moved by Trustee Fuller and seconded by Trustee Blinn **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, GRANT TENURE TO NICHOLAS**

**OWEN, COMMUNICATION STUDIES PROFESSOR. THE MOTION CARRIES.**

It was moved by Trustee Fuller and seconded by Trustee Blinn **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, GRANT TENURE TO JOHN SCHAUB, MATHEMATICS PROFESSOR. THE MOTION CARRIES.**

It was moved by Trustee Fuller and seconded by Trustee Blinn **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, GRANT TENURE TO ESTILL (BUD) SKINNER, ITCS PROFESSOR. THE MOTION CARRIES.**

It was moved by Trustee Fuller and seconded by Trustee Blinn **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, GRANT TENURE TO JENNIFER WORTMAN, PRE-COLLEGE ENGLISH/READING PROFESSOR. THE MOTION CARRIES.**

**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

It was moved by Trustee Fuller and seconded by Trustee Blinn **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATIONS OF THE PROBATIONARY REVIEW COMMITTEES AND REVIEWING THE TOTALITY OF INFORMATION, DIRECT THE PRESIDENT TO GIVE NOTIFICATION OF CONTRACT RENEWAL EFFECTIVE WITH THE 2016-2017 CONTRACT YEAR TO: SIDNEE-MARIE DUNN, CHEMISTRY PROFESSOR; HENRY HARMON, MATHEMATICS PROFESSOR; SHELLEY HORN, MEDICAL ASSISTING PROFESSOR; DANIEL MAIN, WELDING PROFESSOR; MELISSA NIVALA, MATHEMATICS PROFESSOR; SARAH PATTERSON, WELDING PROFESSOR; CHARLES (CHIP) SCHOOLER, INSTRUMENTAL ENSEMBLE/MUSIC HISTORY PROFESSOR; AND TING SONG, CIVIL ENGINEERING/CAD PROFESSOR. THE MOTION CARRIES.**

It was moved by Trustee Clarkson and seconded by Trustee Blinn **THAT AFTER HAVING GIVEN REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF**



**INFORMATION, THAT THE BOARD OF TRUSTEES NOT RENEW MARK BAUM'S CONTRACT. FURTHER, THE BOARD OF TRUSTEES DIRECTS THE PRESIDENT TO NOTIFY MARK BAUM OF THIS DECISION THAT HIS CONTRACT FOR ACADEMIC YEAR 2016-2017 WILL NOT BE RENEWED. THE MOTION CARRIES.**

**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

It was moved by Trustee Blinn and seconded by Trustee Clarkson **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATIONS OF THE PROBATIONARY REVIEW COMMITTEES AND REVIEWING THE TOTALITY OF INFORMATION, DIRECT THE PRESIDENT TO GIVE NOTIFICATION OF CONTRACT RENEWAL EFFECTIVE WITH THE 2016-2017 CONTRACT YEAR TO: LIZA RENDON, PSYCHOLOGY PROFESSOR; TIM MADELEY, ACCOUNTING PROFESSOR; LIZA BRENNER, ART PROFESSOR; BIN ZHANG, COMMUNICATIONS PROFESSOR; ALEXANDER WITTMANN, AUTOMOTIVE PROFESSOR; GRANT GAULTNEY, CULINARY PROFESSOR; MELANIE SHELTON, BAKING & PASTRY ARTS PROFESSOR; AND KATHLEEN ENSENAT, PHYSICS PROFESSOR. THE MOTION CARRIES.**

Chair Hartmann expressed the Board's sincere thanks and appreciation for the hard work involved in the process, and said that the trustees have enjoyed reading the PRC reports and appreciate everything that has gone into the work that is behind that--for the candidates, the committee chairs, the people who serve on the committees, and their colleagues who have helped them.

**Sabbatical Leave Requests**

The sabbatical leave requests for the 2016-17 academic year have been reviewed by the Sabbatical Leave Taskforce and the president. Vice President for Instruction Dr. Michelle Andreas, presented the recommendations for the Board's consideration.

Jason Salcedo, Humanities Professor, requested one quarter (winter, 2017) sabbatical for research and teaching strategies. Activities proposed are:

- Researching transformative learning, a branch of adult learning theory, to promote student success.
- Help adult learners develop inclusive world-views by incorporating past experiences.
- Professor Salcedo would like to prepare fall quarter, research winter quarter, and start implementing research in spring quarter.

- Revisions will be made to writing course syllabi, essay assignments, tools, and day-to-day activities.
- Upon return from sabbatical, Professor Salcedo will provide workshops to other faculty regarding new strategies.

Kaidren Sergienko, Humanities Professor, requested three\* quarters (fall 2016, winter 2017, and spring 2017) sabbatical for the completion of Professional Mediation Training.

- Professor Sergienko would like to earn a mediation certificate after completion of a 40-hour professional mediation training course, which will include exam, observations, and co-mediations with certified mediators.
- Learning outcomes include the 8-step mediation process, which includes conflict styles and the anger cycle; the role of a neutral, impartial third party mediator; case development and conciliation: interest-based mediation that leads to issue resolution; the dynamics of co-mediation; and the difference between issues and interests.
- Enhance knowledge of third party mediation to help people, primarily students, through conflict management and resolution.
- Upon return from sabbatical, Professor Sergienko will provide workshops to other faculty regarding new strategies.

\*Due to budget constraints, the Taskforce recommended approving two quarters for Professor Sergienko.

It was moved by Trustee Fuller and seconded by Trustee Clarkson, **THAT THE BOARD APPROVE THE SABBATICAL LEAVE REQUEST FOR HUMANITIES PROFESSOR JASON SALCEDO, FOR ONE QUARTER (WINTER 2017), AS PRESENTED IN TAB 6. THE MOTION CARRIES.**

It was moved by Trustee Fuller and seconded by Trustee Clarkson, **THAT THE BOARD APPROVE THE SABBATICAL LEAVE REQUEST FOR HUMANITIES PROFESSOR K Aidren SERGIENKO, FOR TWO QUARTERS (WINTER 2017 AND SPRING 2017), AS PRESENTED IN TAB 6. THE MOTION CARRIES.**

#### 2017-2018 College Instructional Calendar

Dr. Andreas presented two proposals for the Instructional Calendar for 2017-2018 academic year to the Board for consideration. The only difference between the two proposals is that for Proposal 1, the Fall Kickoff Week begins the third week of September; while for Proposal 2, the Fall Kickoff Week begins the second week of September. This has gone out for review by the entire faculty body. The results of faculty voting favor the 2017-2018 Instructional Calendar Proposal 2.

It was moved by Trustee Blinn and seconded by Trustee Clarkson, **THAT THE BOARD ADOPT THE PROPOSED 2017-2018 INSTRUCTIONAL CALENDAR PROPOSAL 2 AS PRESENTED IN TAB 7. MOTION CARRIES.**

**BUILDINGS AND GROUNDS** No Report.



**BUDGET AND FINANCE** No Report.

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

- Trustee Fuller reported on the successful results of the Postcard Exhibit:
  - Attendees: 1,241; up 26%
  - Artists that participated: 119; up 19%
  - Postcard Entries: 340; up 23%
  - People registered to bid: 190; up 27%
  - Gross income: more than \$5,000, up 12%

**EXECUTIVE SESSION** None.

**ADJOURNMENT** 4:40 p.m.

  
\_\_\_\_\_  
JUDY HARTMANN, BOARD CHAIR  
SOUTH PUGET SOUND COMMUNITY COLLEGE

  
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TIMOTHY STOKES, SECRETARY  
SOUTH PUGET SOUND COMMUNITY COLLEGE