

**South Puget Sound Community College
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday, May 10, 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 3:03 p.m.

ROLL CALL

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

APPROVAL OF CONSENT AGENDA

Trustee Blinn noted two minor changes to be made in the April 5, 2016 minutes:

- “The college drafted a balanced budget for next year.”
- “Chair Hartmann reported no action was taken in executive session.”

With these changes, it was moved by Trustee Blinn, seconded by Trustee Clarkson and carried **THAT THE FOLLOWING CONSENT AGENDA ITEMS BE APPROVED:**

A. ADOPTION OF MINUTES

- April 5, 2016 regular board meeting

B. MEETINGS AND CONFERENCES

- ACT Spring Convention, May 12-13, 2016, Bellevue

C. ANNOUNCEMENT

- Graduation, Friday, June 17, 2016

D. DATE OF THE NEXT BOARD MEETING

Regular Meeting

June 14, 2016

3:00-4:30 p.m.

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SPECIAL INTRODUCTIONS

Dr. Stokes recognized Dr. Kevin Asman as the Interim Dean of Academic Support Services effective May 1, 2016.

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

- Board of Directors, SPSCC Foundation – Trustee Clarkson reported the following:
 - The Fall Scholarship cycle has ended and the Foundation awarded 141 scholarships.
 - The Foundation Board has started a new and very active Outreach Committee to spread the great work of the college across our community.
 - The President's Club event was on May 4 at the Lacey Campus, with 125 guests and 13 new members inducted into the Lifetime Circle.
 - The Clipper Scramble on June 3 at the Olympia Golf and Country Club is mostly sold out. Everyone is welcome to the after-party.
- Budget and Finance – (Quarterly Reports: September, February, May). Trustee Mah reported the Board Finance Committee met to review college financial reports. The bulk of the Finance Committee meeting will be discussed under agenda items 11.2 and 11.3 later in the meeting. There are no surprises in the current state of expenditures relative to revenue and also for the proposed budget.
- Policy Governance and Trends in Higher Education – Trustee Blinn reported the following:
 - Labor Department reports that employers added 160,000 employees in April, downshifting from the monthly average of 192,000 workers so far this year, which is a disappointment for job seekers. However, newly-minted college graduates have lots of opportunities. Economists say that this may be the best time to be graduating in a decade.
 - While research shows that there is little evidence of a nationwide teacher shortage, in the last five years, the demand for new teachers in Washington's elementary, middle and high schools increased by 250%. Principals struggle to staff schools, especially in rural and high-poverty areas.
- ACT Legislative Action Committee (LAC) – Trustee Fuller reported the following:
 - May 12-13, 2016 is the (Washington State Association of College Trustees) ACT Spring Convention. There will be discussion on interim legislative strategies.
 - She strongly encouraged that in working with the legislature, we need to be more aggressive in our messaging and more direct in articulating harm to the system.
 - CTC Trustees joined with a delegation of four-year college regents as part of the College Promise Coalition's Trustee and Regent Lobby Day in Olympia on January 27, with key messaging below:
 - We cannot absorb further cuts to higher education without impacting access and quality.
 - Education is an investment, not a cost. Data shows that investment in higher education significantly reduces state spending on criminal justice and social services.

- Investment in higher education is essential to job creation and economic recovery and sustained prosperity.
- Freezing tuition without additional funding would basically be cutting college budget. We need a dedicated funding source.
- ACT Education Committee – Chair Hartmann reported that Trustee Blinn will be representing the Board of Trustees at the ACT Spring Convention.

REPORT FROM THE COLLEGE PRESIDENT

- ASB President Madison Luther reported the following:
 - They have started coordinating with faculty to get their involvement in the Open Educational Resource video.
 - The Student Senate reviewed a memo on gender-neutral restroom policy recommendation and will be moving it forward.
 - They are working on recommendations to improve the culture of the Student Union Buildings' game room and to make the SUB a more inclusive space. They will be visiting GRCC's student union building to get some ideas for our SUB.
 - They are conducting interviews for Student Senate positions.
 - On June 7, current and incoming Student Senate members will have lunch with the Executive Team.
 - She and student Nancy Khalil will be attending the Student Voice Academy.
 - They are still meeting with the architect to look at different options for the future Health & Wellness Center.
- Karen Halpern, Business Professor and Faculty Senate President, reported the following:
 - The effect of Clark College on the results of the statewide survey: 23 of the 180 survey respondents are Clark College employees. Those 23 respondents split on the question of whether Clark has a Faculty Senate.
 - The statewide survey was conducted to see how other colleges have structured their Faculty Senates. The survey did not provide clear-cut best practices.
 - On April 12, Dr. Andreas met with faculty to discuss the College Spark Grant. After the meeting, Faculty Senate opened a survey for faculty to comment on the grant proposal and the idea of pathways, in general. Faculty Senate incorporated direct quotes from the responses when drafting their letter of support for the grant proposal.
 - Vice President of Faculty Senate Randy Riness is working with IT Services to develop a webpage for use by faculty, which will be administered by Senate.
 - Nominations for Faculty Senate officers are open until May 17, with voting in late May.
 - Faculty Senate is working with the registrar to nominate the Faculty speaker for graduation in June.

- Annamary Fitzgerald, ABE Professor and Faculty Union President, reported the following:
 - Task forces are still looking at how to calculate clinical and the service units.
 - The AFT Washington is having a solidarity event on Friday and Saturday at Renton Technical College, focused on linking students with workforce opportunities.
 - On a statewide level, the Committee on Public Education, is starting to look at candidates that are announcing to see who is a good endorsement. They are closely watching the Legislative District 22 because every seat is open. They are also watching the Governor, Lieutenant Governor, Superintendent of Public Instruction, and the Attorney General because those four offices can have a profound effect on higher education and labor.

- Dr. Stokes reported the following:
 - The SBCTC has increased the College's 2015-16 Basic Food Employment and Training (BFET) Grant by \$165,000, making the New Grant Amount: \$254,990.
 - SPSCC has been selected as one of the finalists for the College Spark Guided Pathways Initiative Grant (100,000/year for five years).
 - Our partnership with the Thurston EDC has paid off for us. The Washington Procurement Technical Assistance Center (PTAC), which is run through the EDC, had a record year in 2015. The Center helped businesses win 3,200 government contracts totaling over \$592 million, up 48% from \$400 in 2014. The ScaleUp program's first cohort of 18 small businesses has completed and a new cohort of 18 businesses has just started.
 - SPSCC hosted a meeting with CTE (Career & Technical Education) directors and superintendents on April 21. Next Steps were identified to continue the collaboration. Attended the Thurston County Superintendents' meeting on May 6.
 - The college will host a counselors' breakfast meeting in the fall and will invite principals to join as well.
 - He noted other information located in the board binders:
 - President's Outreach Activities List
 - Personnel Update

INFORMATIVE REPORT

Strategic Plan--Core Theme #5

Vice President for Administrative Services Al Brown, Foundation Executive Director Tanya Mote, and Director of Public Relations/Events Kelly Green, presented an update on Core Theme #5: Build Community--We engage our community of students and stakeholders by enhancing campus culture, increasing access to college services, and growing economic development.

- Objective 1: Deepen engagement
 - Indicator: External Partnership Experience (reviewed by Kelly Green)
 - Indicator: Campus Giving Campaign (reviewed by Tanya Mote)
- Objective 2: Foster economic development
 - Indicator: Amount of Funding (reviewed by Tanya Mote)

They reviewed a few examples of enhancing campus culture:

- Artist & Lecture Series
- Employee Engagement
- Tribal Relations
- Student Life: International Programs, the Student Union Building and the Diversity and Equity Center
- Clipper Athletics
- Access to College Services: Lacey Campus; Outreach and New Student Experience (One-Stop Start Here); Educational Community Partners: (OSD, North Thurston Public Schools, St. Martin's University, The Evergreen State College); International Student Representation; Military Growth and Outreach; Distance Education and Online Services
- Growing Economic Development: Corporate and Continuing Education; Center for Business and Innovation (Thurston EDC, Small Business Development Center); SPSCC Foundation; SPSCC Champions

In his discussion of Educational Community Partners, Al noted our partnerships with K-12 such as GED, ABE, I-BEST, High School 21+, Running Start, and TechPrep. Trustee Fuller noted that our messaging to the legislature is that our system is part of the Basic Education delivery of services. She requested a presentation of "all the different components of K-12 connections."

POLICY

Exceptional Faculty Awards – Spring Quarter

The Exceptional Faculty Awards Committee reviewed the applications for the Winter Quarter 2016 Exceptional Faculty Awards. Vice President for Instruction Dr. Michelle Andreas presented the committee's recommendations:

- **Jim Chen, Exceptional Faculty Award: \$2,450**
Professor Chen would like tuition reimbursement for a "Psychology of Diversity" course as a requirement for a Master of Liberal Arts, Psychology, at Harvard University Extension School. As a member of the Diversity and Equity Advisory Committee, he plans on using the skills obtained for engagement opportunities around equity, diversity, and social justice. This would pertain to the Core Theme 3: Advance Equity and Embrace Diversity. Upon completion of the course, the Exceptional Faculty Awards committee would like Professor Chen to do a forum with the Natural & Applied Sciences division, along with other interested faculty members, regarding the implementation of the strategies learned.

- **Heather Williams, Exceptional Faculty Award: \$1,500**
Professor Williams would like to create and revise CANVAS modules and face-to-face lessons for Fall Quarter ESL Pathways coursework. Revising these modules will mean the completion of the ESL Pathways Curriculum. This work needs to be completed to implement the change from a 3-credit curriculum to a 1-credit online and 1-credit face-to-face, which would be complete by September 19, 2016.

It was moved by Trustee Fuller and seconded by Trustee Blinn **THAT THE BOARD OF TRUSTEES APPROVE THE EXCEPTIONAL FACULTY AWARDS FOR SPRING QUARTER 2016 AS PRESENTED IN TAB 4. THE MOTION CARRIES.**

2016-2017 Board of Trustees Officers

Trustee Blinn and Trustee Clarkson worked together as the nominating committee to submit the following recommendations for the 2016-2017 Board officers for election. They recommended the following: Trustee Judy Hartmann to continue as Board Chair and Trustee Leonor Fuller to continue as Vice Chair.

It was moved by Trustee Clarkson and seconded by Trustee Blinn **THAT THE BOARD OF TRUSTEES APPROVE THE BOARD NOMINATING COMMITTEE'S RECOMMENDATION FOR THE 2016-2017 OFFICERS AS FOLLOWS: TRUSTEE JUDY HARTMANN AS CHAIR AND TRUSTEE LEONOR FULLER AS VICE CHAIR. THE MOTION CARRIES.**

Board of Trustees Meeting Schedule

The trustees reviewed the proposed meeting schedule for the 2016-2017 year and had no changes.

It was moved by Trustee Mah and seconded by Trustee Fuller **TO ADOPT THE 2016-2017 BOARD OF TRUSTEES MEETING SCHEDULE AS PRESENTED IN TAB 5. THE MOTION CARRIES.**

BUILDINGS AND GROUNDS No Report.

BUDGET AND FINANCE

2016-2017 Services & Activities Fee Budget

Sirena Mendiola, ASB's Vice President of Administration and Finance, presented the 2016-2017 Services and Activities Fee Committee's Proposed Budget:

| | |
|----------------------|----------------|
| Total Requests: | \$1,190,566.56 |
| Projected S&A: | \$ 970,000.00 |
| Total Cut to Date: | \$ -219,066.56 |
| Balance Left to Cut: | \$ 1,500.00 |

The Artist & Lecture Series budget was reduced from \$25,000 to \$7,500. Sirena explained that there were many participants in the A&L Series, but a majority of the time, students could not attend because of schedule conflicts. The A&L Series is free to students. Sirena noted they need more student voice on this program so they plan to collect data to monitor student attendance.

Trustee Fuller noted that what the Board learned from last spring was that clubs and organizations left huge amounts of unspent budget allocations. She requested a list of all student clubs and organizations and their descriptions. In addition to the allocations, she requested to see their expenditures.

Trustee Mah suggested there may be a potential for fundraising for clubs and sponsorship of clubs by entities outside of the campus community to help mitigate budget cuts, and this may be a conversation to pursue with Foundation at a later time.

Quarterly Financial Report

Director of Budget and Fiscal Services Rochele Johnson reported on the financial operation of the third quarter of the 2015-2016 through March 31, 2016. Revenue is coming in above budget, mostly due to the Running Start program and the Expenditures are coming in right about budget or just a little higher, but they are still tracking to have a surplus at the end of the year.

She reviewed the Non-Operating Accounts Statement of Revenue and Expense Through March 31, 2016 and noted that overall the funds are growing:

- Opening Balance: \$4,760,828
- YTD Revenue: \$4,948,640
- YTD Expense: \$3,481,841
- Net Profit/(Loss): \$1,466,799
- YTD Transfers: \$ (202,993)
- Ending Balance: \$6,024,634

Her other reports included the Corporate & Continuing Education Statement of Revenues, Expenses and Changes in Net Position Year-to-Date Through 3/31/16, the Events Management Statement of Revenues, Expenses and Changes in Net Position Year-to-Date Through March 31, 2016 and the Percival Room/ Catering/ Cafeteria/ Culinary/ Baking Report for Fiscal Year 2015-2016.

2016-2017 Operating Budget

Vice President for Administrative Services Al Brown presented the first reading of the proposed 2016-2017 Operating Budget starting July 1, 2016. On the Revenue side, we have a good Budget Variance on state allocation of \$581,551, which will be used to fund the 1.8% wage and benefit increases. We did pick up local revenue from Running Start enrollment growth. We are projecting conservatively for enrollment to be down 3%.

Total Revenue:

- FY16 Budget: \$30,780,288
- FY16 Projected: \$31,731,738
- FY17 Budget: \$32,787,214
- Budget Variance: \$ 2,006,926

Total Expense:

- FY16 Budget: \$30,780,288
- FY16 Projected: \$31,150,643
- FY17 Budget: \$32,787,214
- Budget Variance: \$ 2,006,926

Operating Surplus (Deficit):\$ 581,095

He discussed the FY17 Revenue Projections and the Major Initiatives Funded below:

| | |
|-----------|---|
| \$307,000 | Moore vs. Health Care Authority settlement |
| \$150,000 | Toward Building 28 renovation/repurpose project |
| \$ 56,000 | Backfill faculty wage increase not covered by State |
| \$ 47,000 | CRM (Client Relationship Management) software to grow enrollment |
| \$ 33,325 | Civitas software (predictive analytics for student success and retention) |
| \$ 30,000 | Increase to marketing budget for advertising and printing expense |
| \$ 30,000 | College contribution toward State Work Study program |
| \$ 20,000 | Classroom A/V maintenance |

2016-17 Operating Budget by Source of Funds:

- State Allocation 50.8%
- Local Tuition 29.3%
- Running Start 15.7%
- International 2.2%
- Other Local Rev. 0.4%
- Transfers In 1.6%

2016-17 Operating Budget by Source of FTE:

- Base Enrollment 76.0%
- Running Start 19.9%
- International 1.8%
- Worker Retraining 2.3%

2016-17 Operating Budget by Program Area:

- Instruction 43.6%
- Primary Acad. Support 5.9%
- Library Services 2.5%
- Student Services 12.6%
- Institutional Support 21.8%
- Plant Operations 12.6%
- Equipment Pool 1.0%

Trustee Mah requested a list and the amounts of unfunded initiatives.

COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES

- Trustee Fuller welcomed Trustee Mah as a new member of the Board of Trustees and commented that he “already landed running.”
- Barbara Clarkson attended a series of workshops on ‘hope’. John Tunheim, Thurston County Prosecutor, has been helping lead this effort of building a hopeful Thurston County by bringing the concept of hope to social service agencies. Hope is a leading indicator of success in relationships, academics, career, and business.
- Trustee Blinn noted that election season is upon us and is a wonderful time to support those who are willing to serve for all of us. She reminded everyone that they are supporting as individuals, and not as part of an affiliation. She enjoyed the tour of the Tumwater Brewery offered through the Corporate and Continuing Education.

EXECUTIVE SESSION

At 5:18 p.m. Chair Hartmann announced that the Board was going into executive session to review the performance of a public employee. The executive session was estimated to last approximately 30 minutes and no action would be taken by the Board during the executive session.

The executive session concluded at 5:37 p.m., and the regular board meeting was reconvened at 5:37 p.m. There were no guests waiting outside.

Chair Hartmann reported no action was taken in executive session. The President has presented the Board with materials that they will take under consideration as they work on his evaluation. They discussed the evaluation schedule:

- Some materials were distributed today, and each of the trustees will get an electronic evaluation instrument in the next few days.
- Each trustee will complete the survey and send it to Chair Hartmann by June 8.
- Chair Hartmann will compile all the responses and send them back to the trustees by June 10 for review.
- The board meeting is on June 14 when they will discuss the evaluation.

They also discussed possible start time of Executive Session at 2:00 p.m. on June 14.

ADJOURNMENT 5:50 p.m.



JUDY HARTMANN, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE