

**South Puget Sound Community College
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday, October 11, 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 3:02 p.m.

ROLL CALL

Trustee Judy Hartmann, Trustee Barbara Clarkson, Trustee Leonor Fuller, Trustee Doug Mah, and Trustee Jeff Davis were present. Aileen Miller, Assistant Attorney General, was present on behalf of AAG Jean Wilkinson.

INTRODUCTION OF NEW TRUSTEE

Chair Hartmann introduced Jeff Davis, new Trustee appointed by Governor Inslee effective October 1, 2016. He replaces Trustee Judy Blinn, whose term on the Board has ended. Trustee Davis expressed his appreciation for the warm welcome from everybody. As a new trustee, he hopes to continue with the tradition of good education and thoughtful insight; to continue to do the good work that has been done already; and support in ways that he can. As a former Port Commissioner and Board member of the Thurston Economic Development Council, he took on a role of finding ways to engage business, government, and education to help address the growing needs for business development while planning to educate a skilled workforce, and he hopes to bring this knowledge and experience to the Board.

APPROVAL OF CONSENT AGENDA

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

A. ADOPTION OF MINUTES

- September 13, 2016 regular board meeting
- October 1, 2016 special board meeting

B. MEETINGS AND CONFERENCES

- Association of Community College Trustees (ACCT) Leadership Congress, October 5-8, 2016, New Orleans
- ACT Legislative Action Committee Retreat, November 15, 2016 and ACT Fall Conference, November 16, 2016, Seattle
- Board-Hosted Pre-Legislative Session Dinner, November 15, 2016

C. ANNOUNCEMENT

- Board-Hosted New Faculty Reception, October 11, 4:30-5:30 p.m.
- D. DATE OF THE NEXT BOARD MEETING**

Regular Meeting
November 8, 2016
~~3:00-4:30 p.m.~~ 2:00-4:30 p.m.
Building # 25 - Boardroom
South Puget Sound Community College

After a brief discussion of scheduling Judy Blinn's recognition dinner right after the November 8 Board meeting, the Board decided that due to scheduling conflicts, other dates would have to be considered for the recognition dinner.

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 had a presentation from the Women's Volleyball Team in their inaugural season.
 - The Foundation Board is exploring the creation of a Student Success Fund that would include pre-college, completion, and emergency grants to support the highest unmet needs of students.
 - The Foundation Board begins its nominations cycle for new board members. They currently have 26 members and will explore bringing on two other members.
 - *The Experience* had over 400 guests, raising over \$450,000. Lucky Eagle Casino donated all of the food for this year's event. Next year's event is scheduled for October 7, 2017.
- Budget and Finance – (Quarterly Reports: September, February, May). Trustee Mah reported that the Board Finance Committee did not meet this month.
- ACT Legislative Action Committee (LAC) – Trustee Fuller reported the following:
 - The ACT Legislative Action Committee Retreat is on November 15, followed by the ACT Fall Conference on November 16.
 - She gave the following overview of the Association of Community College Trustees (ACCT) Leadership Congress that she attended with Trustee Mah and Dr. Stokes:
 - One of the keynote speakers was Cokie Roberts, a New Orleans native and NPR political commentator, who spoke about labor statistics that correlate community college graduates with employment.
 - She highlighted the following themes: 1. Federalization of higher education, especially in the area of accreditation—a trend that is highlighted in the recent closures of for-profit colleges such as ITT and Corinthian Colleges after being the subject of federal probes

over recruitment tactics, lending practices, and job placement figures. 2. Free college tuition. There is a growing momentum in the creation of College Promise programs. Tennessee, Minnesota and Oregon have state-funded promise programs and 14 states have pending legislation introducing a College Promise program. One thing in common is that they are locally funded, not federally funded. 3. Pathways programs: creation of pathway for veterans and pathways for undergraduate research for STEM programs.

- She mentioned that we were well represented as a state at the ACCT Congress, and our college was well represented in the efforts that we have instituted here for student retention and completion. We are right there with the trends, and in certain areas, are ahead of the trends.
- Trustee Mah reported the following themes from the ACCT Conference:
 - Focus on student success more so than focus on student access
 - Focus on changing demographics on older students, adult learners
 - Focus on accommodating and adapting to a more diverse student, faculty and staff populations
 - International students--Focus and plan with intent—look at the fit into the overall financial and enrollment strategies
 - Preparing, planning, and being thoughtful and strategic about the possibility of the elimination or the significant decrease in state funding to community and technical colleges
 - The policy guidelines for fiscal health and management was to focus on financial aid matrix, which he would like the Board Finance Committee to start looking at
 - He served as the Board's voting delegate at the ACCT Leadership Congress.
- SBCTC Retreat Update – Chair Hartmann reported the following from the retreat she attended:
 - Data on student population, employment, enrollment, access, and others, will be made available to all trustees
 - Middle-skill jobs that require more than high school diploma but less than a four-year degree. Washington State is projected to have 67% of the jobs in 2018 that will require this niche to be satisfied
 - Community colleges, through legislative authorization, can develop Applied Baccalaureate degrees. It is still only about 1% of all of the students who are in the CTC system.
 - Members of the State Board are very interested in increasing their advocacy on behalf of the CTC system, and they are pleased that the trustees will be discussing advocacy this fall. The idea is to move from the perception that “CTCs are great institutions” to “CTCs are essential institutions.”

REPORT FROM THE COLLEGE PRESIDENT

- ASB President Nguyen Do reported the following:

- Associated Student Body's 2016-17 Senate Goals:
 - To provide students with the ability to use Electronic Benefits Transfer (EBT) cards on campus
 - To increase the number of faculty using Open Education Resources (OER) and provide students with accessibility to textbook affordability options
 - To update the Clipper Mascot story and costume
 - To Increase of gender-neutral restroom locations available for student use throughout campus
 - To increase awareness of Running Start student success on campus
 - To improve access and availability to health and wellness options for students on campus
- Annamary Fitzgerald, ABE Professor and Faculty Union President, reported the following:
 - The Faculty Union was able to finalize with administration faculty work plans for the year.
 - Administration and Union teamed up to do formal training for Probationary Review Committees (PRC). This provides PRCs with a clear understanding of the process and their role and provides probationers a clear idea of the probationary process and what they can expect from supervising administrators and the other PRC members.
 - The Calendar Committee had its first meeting to develop two proposals for the 2018-19 school year calendar for faculty voting. They will also be developing a final schedule for the Lacey campus.
 - Faculty Union and Faculty Senate decided to have at least one joint meeting quarterly.
 - At the state level, our campus is so far ahead of the learning curve on Guided Pathways. We are the only campus that has really embraced that Guided Pathways is coming from curriculum and faculty and that it is to serve students. Student Services is a huge part of that, but other schools are looking at Guided Pathways as something that Student Services will take care of. We are leading the charge in how this can look from a curricular standpoint, and it is really a systemic system on our campus, where curriculum and services are connected and integrated.
- Humanities Professor and Faculty Senate President Jason Salcedo, reported the following:
 - In their transition, one of their new roles is to let the Union do its work with contractual matters with administration and to work in collaboration with the Union in ways that are productive for them and the faculty.
 - 40-50 faculty members attended the first Faculty Union/Faculty Senate joint meeting
 - He has been giving some thought to the role of Senate--what he has been reading suggests that faculty senates are healthiest and thrive the most when they support administrative college-wide initiatives and help to

shape them by implementing them successfully. Faculty members already do a fair amount of contextualized, integrated teaching and learning, but at the same time they are accustomed to working by themselves. The Guided Pathways is requiring that faculty work with their colleagues from different disciplines to create contextualized, integrated learning opportunities so students can see connections across disciplines. Faculty Senate can help acclimate faculty to this new role and help administration in supporting that effort—they can act as a platform of communication.

- They are focusing on faculty-driven grassroots initiatives such as On-course
- Dr. Stokes reported the following:
 - In the interest of time for guest presenters, Dr. Stokes deferred his campus updates except for the following:
 - *TOGETHER!* Hosted an event on October 10 called “Honoring a Legacy of Champions”, where they honored Barbara and Virgil Clarkson, “who go above and beyond in their dedication to youth and children in our community.”
 - He noted other information located in the board binders:
 - President’s Outreach Activities List
 - Personnel Update

INFORMATIVE REPORT

Student Services

Dr. David Pelkey, Vice President for Student Services and Dean of Enrollment Services Steve Ashpole, together with Brian Mikesell, Starfish Vice President of Market Engagement and Julia Zuercher, Account Executive, previewed Starfish, a comprehensive student success technology that can help with the college’s new advising model. Dr. Pelkey commented that we are fortunate to have faculty engaged and leading the way in the Guided Pathways, which is grounded in curriculum work. The work that Student Services is doing with advising is perfectly timed to parallel the work of the faculty as they develop pathways.

Based on research, the most important support services that help community college students choose a program of study and stay on track are: academic advising, technology-based advising resources, and student success courses. Dr. Pelkey reported that we are working on all of those simultaneously, as well as working on the Guided Pathways.

Starfish works well with the Guided Pathways model and will help in academic planning and advising students more intentionally and deliberately with their academic paths. Some of the tools incorporated in Starfish include: early alert, degree planner, holistic advising, student records, appointment management, analytics, interventions, and others, which help track, engage, and retain students. Starfish works throughout the

student life cycle. The data collected from the Client Relationship Management (CRM) System software becomes impactful in Starfish.

Given that Starfish is able to accommodate data from all users, Trustee Mah raised a question about what type of privacy policy will need to be in place. Brian Mikesell discussed hiring of their first Chief Privacy Officer, using predictive models custom to the institution and changing their products such that there are always agreements in place with terms and conditions that are signed by the institution so that students' data is always kept pristine. Data is "anonymized and aggregated" if ever shared outside the institution.

POLICY

College-Foundation Agreement

The current agreement between the Foundation and the college was last signed in 2010 and needed to be revised. The agreement specifies the expectations and responsibilities of both entities, the resources provided by the college to support the efforts of the Foundation, and the benefits received by the college from the Foundation. Vice President for Administrative Services Al Brown presented the proposed revisions, with the biggest revision in *Section II. Accounting and Auditing, C*:

"The value of all space and equipment, supplies, personnel, and other services which the College provides to the Foundation shall not exceed the total amount of \$450,000 ~~300,000~~ in any fiscal year."

There was discussion on perhaps reviewing other documents as models that could be more reflective of our entrepreneurialism and incorporate our robust growth. AAG Miller said this is based on a model agreement so most CTCs will have the same agreement, and it is designed to control the legal nature of the relationship and keep the college and foundation as separate entities so that they do not lose the protections and the benefits that they gain by having this kind of partnership. It is more of a quid pro quo. It is not designed to limit or expand what the Foundation can do, but simply define the nature of how legally colleges and foundations should interact. It was suggested that the agreement should perhaps come back every other year for administrative review for "housekeeping" changes.

It was moved by Trustee Mah, seconded by Trustee Fuller and carried **THAT THE BOARD OF TRUSTEES APPROVE THE REVISED AGREEMENT BETWEEN THE COLLEGE AND THE SOUTH PUGET SOUND COMMUNITY COLLEGE FOUNDATION AS PRESENTED IN TAB 3.**

BUILDINGS AND GROUNDS No Report.

BUDGET AND FINANCE No Report.

COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES

- Trustee Clarkson expressed her appreciation for people that attended TOGETHER!'s recognition event and for the bouquet she received from the College.

EXECUTIVE SESSION None.

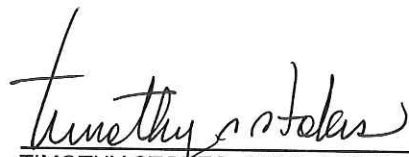
ADJOURNMENT 5:07 p.m.

NEW FACULTY RECEPTION

The Board of Trustees hosted a reception in Building # 25 to meet the new probationary faculty members.



JUDY HARTMANN, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE