

**South Puget Sound Community College
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday, November 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 1:30 p.m.

ROLL CALL

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

EXECUTIVE SESSION

At 1:30 p.m. Chair Hartmann announced that the Board was going into executive session for the following reasons: 1. to review the performance of a public employee (RCW 42.30.110(1)(g)); and 2. to discuss with legal counsel agency enforcement actions or litigation or potential litigation. The executive session was estimated to last for half an hour, and no action would be taken by the Board during the executive session.

The executive session concluded at 2:00 p.m., and Chair Hartmann reported no action was taken in executive session.

RECONVENE REGULAR MEETING – 2:00 P.M.**STUDY SESSION**

Running Start Program

Vice President for Student Services Dr. Dave Pelkey reviewed the Running Start (RS) program at SPSCC:

- 3-Year Enrollment Growth (unduplicated: 33.74%): 2013-14: 824; 2014-15: 957; and 2015-16: 1102
- Male vs Female: (2013-14: 319 M=38.7% and 471 F=57.2%); (2014-15: 339 M=35.4% and 554 F=57.9%); (2015-16: 414 M=37.6% and 615 F=55.8%)

- Full-time vs Part-time: (2013-14: 621 FT=64% and 349 PT=36%); (2014-15: 747 FT=68% and 353 PT=32%); (2015-16: 844 FT=63% and 486 PT=37%)
- Full Pay vs Waiver: (2013-14: 744 Full=88% and 100 Waiver=12%); (2014-15: 850 Full=87% and 129 Waiver=13%); (2015-16: 956 Full=84% and 177 Waiver=16%)
- High Schools with the Highest Number of Students for 2015-16: Olympia--164; Capital--161; Timberline--139; North Thurston--136; Yelm--104
- Ethnicity for 2015-16: Caucasian 63.6%; Hispanic 11.1%; Asian/Pacific Islander 8.2%; Multi-racial 7.9%; African American 1.1%; Native Am./Alaskan Native 0.5%
- Unduplicated Completions Over 3 Years (44.9%): 2013-14: 118; 2014-15: 146; 2015-16: 171
- Course Success Credits Completed/Earned: 2013-14: 80.2%; 2014-15: 80.5%; 2015-16: 81.0%
- Total Awards: Academic DTA 84%; HS Completion 9%; Workforce 4%; General Studies 3%
- Top-enrolled Programs: Undecided 67%; Assoc. of Arts 27%; Assoc. in Sci. Track 2, 2%; Assoc. in Biology 2%; Assoc. in Business 1%; and Assoc. in Sci. Track 1, 1%
- Courses with the highest numbers of RS students: English Composition 24%; English Composition II 14%; American Govt. 11%; Gen. Psychology 10%; Pre-Calculus I, U.S. History I, and Intro. to Sociology 8%; Intro. to Statistics and U.S. History II 6%; Nutrition 5%
- Funding: 2016-17 Standard tuition and fees \$1,215.02/quarter x 3=\$3,645/year; RS allocation=\$5,933.44/year (excludes books and course fees)

They also discussed how faculty prepare for an increase in enrollment of younger students into their classrooms and how the college markets or gets the message out about the RS program.

Three student representatives spoke about their experiences with their high schools and at SPSCC as RS students: Nikita Salas from Timberline High School; Trinh Vo from North Thurston High School; and Kate Armstrong from Tumwater High School.

BREAK 3:10-3:15

RECONVENE REGULAR MEETING – 3:15 P.M.

APPROVAL OF CONSENT AGENDA

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

A. ADOPTION OF MINUTES

- October 11, 2016 regular board meeting

B. MEETINGS AND CONFERENCES

- Board-Hosted Pre-Legislative Session Dinner, November 15, 2016
- ACT Legislative Action Committee Retreat, November 15, 2016 and ACT Fall Conference, November 16, 2016, Seattle

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

Regular Meeting
December 13, 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

- Dr. Stokes introduced April Patterson, Editor-in-Chief for The Sounds (student newspaper).

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

- Board of Directors, SPSCC Foundation – Trustee Clarkson reported the following:
 - The Foundation Board has voted in three new members: Daryl Fournier from Heritage Bank; Ben Shah, CEO of Olympia Orthopedics; and Tom Henderson, retired Director of Capital Budget from the State Board for Community and Technical Colleges.
 - The Foundation Board approved an Emeritus status for board members who have served with distinction, served in a leadership role, and served three consecutive terms. The Foundation Board will vote on potential members in January.
 - They have been discussing the idea of a Student Success Campaign to raise funds for students with the greatest unmet need. They will proceed with a feasibility study to assess the amount and length of the campaign.
- Budget and Finance – (Quarterly Reports: September, February, May). Trustee Mah reported that the Board Finance Committee met this month to review the first quarter financial report. Revenues are above budget, and if we are able to keep expenses at budget, we should end the year in a positive note.
- ACT Legislative Action Committee (LAC) – Trustee Fuller reported the following:
 - The trustees will have a very busy week with the ACT Fall Conference, the ACT Legislative Action Committee Retreat, and the Board-hosted Pre-Legislative Session Dinner. Trustees from all over the state will have discussions on the role of government and funding higher education. The Keynote Speaker at the Fall Conference is outgoing Lieutenant Governor for the State of Washington, Brad Owen. He chairs the Legislative Committee on Economic Development and International Relations. She worked with this Committee in the past and shared with them the economic impact study, specifically the over \$300M impact that our college makes in the region.
 - She noted that in this election cycle, Higher Education plays a significant

role in political discourse on all levels of government: federal, state, and local government about the dream of free college education, goal to reduce student debt, and the local Initiative for Olympia voters to weigh on taxing its highest earners to fund college tuition.

REPORT FROM THE COLLEGE PRESIDENT

- ASB President Nguyen Do reported the following:
 - They plan to make Open Education Resources (OER) presentations to staff and faculty.
 - Senator for Legislative Affairs Kate Armstrong organized “Dive Into Democracy”, which is an interactive discussion series facilitated by SPSCC faculty and the “Register to Vote on Campus” activity.
 - They have re-chartered some clubs.
- Annamary Fitzgerald, ABE Professor and Faculty Union President, reported the following:
 - They just completed the RIF (reduction-in-force) list announcement to faculty with seniority designations for 2016-2017. This gets updated every year as part of the faculty contract.
 - The Labor Management Communication Team is starting to build a list of contract issues in anticipation of negotiation in 13 months.
 - Dr. Michelle Andreas is working with faculty and others to work on a schedule committee to look at how to streamline course schedules that benefit students and faculty.
 - At the state level, AFT is watching the election, and campuses-wide, they are watching the 2nd Wave of ctcLink. Dr. Stokes shared the latest update that the Wave One Jan. 30, 2017 implementation date is on hold indefinitely until the remediation plan is completed.
- Humanities Professor and Faculty Senate President Jason Salcedo, reported the following:
 - Faculty Senate is working towards finalizing their work plan. They surveyed faculty to get input on projects, and Dr. Andreas suggested limiting the list, so they will distill the input and identify three to focus on that are meaningful to faculty. They received 26 responses (25%) from full-time faculty.
- Dr. Stokes reported the following:
 - He noted the system’s Operating and Capital Budget Requests
 - 2017-19 Operating Budget Request for \$200 million:
 - Stabilize funding to move forward, 49.6 million
 - Close skill gaps, fill jobs, \$81 million
 - Invest in teaching and learning, align salary increases, \$34.1 million
 - Create a safe learning environment, \$13.6 million
 - 2017-19 Capital Budget Request:

- \$338 million request for backlog of capital projects in priority order
- Capital funding for CTCs is 47.8% lower than the pre-recession budget
- 4 CTCs request legislative approval to finance capital projects with local funds
- SBCTC Operations Review: SPSCC is scheduled to be audited March 6-March 10, 2017 on the following areas:
 - Operational Reviews: Risk Assessment and Internal Controls; Privacy laws (FERPA, HIPPA, etc.); Computer and data security, access, and reliability (system internal controls)
 - Federal Sub-recipient Monitoring: Adult Basic Education (ABE) Basic Food Employment & Training (BFET); Perkins Vocational program; WorkFirst
 - State Sub-recipient Monitoring: Corrections; Job Skills; Worker Retraining
- Adjunct English faculty Matthew Young received a 2016 Artist Trust Grant to support his creative writing. Additionally, Bloomsbury Press will be publishing Young's book, *Eat the Apple* – a memoir of his role as a combat veteran.
- In accordance with our Faculty Negotiated Agreement, we approved a Phased Retirement Plan for Richard Hoagland, Computer Programming Professor. He will teach a reduced load in Winter 2017 and Spring 2017.
- He asked Trustees to provide him feedback on possible topics for the Board's dinner meeting in January with four City Councils and Thurston County Commissioners
- He noted other information located in the board binders:
 - President's Outreach Activities List
 - Personnel Update

INFORMATIVE REPORT No Report.

POLICY

Faculty – Award or Denial of Contract Renewal

The Probationary Review Committee (PRC) for CIS/Computer Programming Professor Michael Haensel is progressing with its activities and evaluation reports. His PRC process is off-schedule because he was hired in winter quarter. His Committee reports will be sent to the Board prior to the December Board meeting, at which time the Board will consider tenure.

Exceptional Faculty Awards – Fall Quarter

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

- **Sally Sharbaugh, Exceptional Faculty Award: \$20,000**
Sally Sharbaugh is requesting \$20,000 to cover all travel expenses for 12 faculty members to attend the annual On-Course National Conference in Anaheim, California, from April 20-22, 2017. The faculty members who would attend the conference have completed level 1 On-Course training with Skip Downing in September 2016. They would continue to deepen their understanding of strategies learned in September. On-course is specifically designed to improve student success by focusing on eight characteristics of successful students, including personal responsibility, self-motivation, self-management, interdependence, self-awareness, life-long learning, emotional intelligence, and believing in themselves.
- **CAD/BIM Program Re-design, Exceptional Faculty Award: \$11,808**
The professors of the CAD/BIM program, Robert Danner, Dr. Ting Song, and Mike Murphy, are requesting \$11,808 to cover 288 extended hours to restructure their program due to decline in enrollment. Their program went through the program review process and a visioning event with industry leaders and potential employers of graduates to share their needs and offer input. The program re-design would start fall of 2016 and continue through spring of 2017. The purpose and anticipated outcomes include better serving the industry with more qualified graduates, better serving students by teaching skills relevant to the state of industry, increasing program enrollment, and staying competitive in the community and technical college system.

It was moved by Trustee Fuller and seconded by Trustee Mah **THAT THE BOARD OF TRUSTEES APPROVE THE EXCEPTIONAL FACULTY AWARDS FOR FALL QUARTER 2016 AS PRESENTED IN TAB 3. MOTION CARRIES.**

President's Health Benefit

Dr. Stokes reviewed that in June when the Board completed his evaluation, they approved his long-term care policy up to \$2,200, which he and the Human Resources office started working on with the college's carrier, and after underwriting, the policy came back at \$2986, so they are asking the board to increase the amount up to \$3,000 to cover the long-term care benefit as part of the total compensation package.

It was moved by Trustee Clarkson and seconded by Trustee Fuller **THAT THE BOARD OF TRUSTEES OF SOUTH PUGET SOUND COMMUNITY COLLEGE AMEND DR. TIMOTHY STOKES' HEALTH BENEFIT TO THE FOLLOWING: A PAYMENT NOT TO EXCEED \$3,000 ~~\$2,200~~ PER YEAR FOR A LONG-TERM CARE ANNUITY THROUGH JOHN HANCOCK. THE MOTION CARRIES.**

BUILDINGS AND GROUNDS No Report.

BUDGET AND FINANCE

Quarterly Financial Report

Vice President for Administrative Services Al Brown reported on the financial operation of the first quarter of the 2016-2017 academic year. Revenues are tracking above budget and expenditures are tracking to budgets. He noted that the revenue side is a little less predictable and a little less in our control, so they try to be conservative when putting together the revenue budget.

He reviewed the 2016-17 Operating Budget through September 30, 2016:

FY 17 FTD 9/30/16 Actual

- Sub-Total State Allocation: \$16,761,393
- Sub-Total Local Revenue: \$ 4,252,855
- Total Operating Revenues: \$21,521,989
- Operating Surplus (Deficit): \$15,060,925
- Total Operating Expense: \$ 6,461,064

He reviewed the Non-Operating Accounts Statement of Revenue and Expense through September 30, 2016 and noted that overall, the non-operating accounts show profit:

- Opening Balance: \$4,953,105
- YTD Revenue: \$2,112,626
- YTD Expense: \$1,535,980
- Net Profit/(Loss): \$576,646
- YTD Transfers: \$ (491,491)
- Ending Balance: \$5,038,260

COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES

- Trustee Clarkson will start getting information out to the community this week about the Dr. Martin Luther King event.
- Trustee Fuller noted that for the Board, it is a busy month of engagement and representing the college in the community with the Learning Seed Foundation Dinner, the Boys' and Girls' Club event, and the St. Martin's University's gala.
- Trustee Mah is looking forward to the Foundation's Scholarship Reception--the Gateway Rotary Club of Thurston County will be there for the first time since they sponsored three \$1,500 scholarships.

BREAK 4:05 p.m.

RECONVENE REGULAR MEETING**EXECUTIVE SESSION**

At 4:15 p.m. Chair Hartmann announced that the Board was going into executive session for the following reason: 1. to consider the minimum price at which real estate will be offered for sale or lease. The executive session was estimated to last for 15 minutes, and no action would be taken by the Board during the executive session.

The executive session concluded at 4:30 p.m., and Chair Hartmann reported no action was taken in executive session.

ADJOURNMENT 4:30 p.m.



JUDY HARTMANN, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE