

**South Puget Sound Community College  
BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
Tuesday, December 13, 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 2:30 p.m.

**ROLL CALL**

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

**EXECUTIVE SESSION**

At 2:30 p.m. Chair Hartmann announced that the Board was going into executive session to review the performance of a public employee (RCW 42.30.110(1)(g)). 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 3:00 p.m.

**RECONVENE REGULAR MEETING**

The regular meeting reconvened at 3:00 p.m. and Chair Hartmann reported no action was taken in executive session.

**APPROVAL OF CONSENT AGENDA**

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

**A. ADOPTION OF MINUTES**

- November 8, 2016 regular board meeting
- November 15, 2016 special board meeting (Pre-Legislative Session Dinner)
- November 16, 2016 special board meeting (ACT Fall Conference)
- December 6, 2016 special board meeting (Trustee Recognition Dinner)

**B. MEETINGS AND CONFERENCES**

- January 23-24, 2017 ACT Winter Legislative Conference, Olympia
- January 23, 2017 ACT New Trustee Orientation, Olympia
- January 23, 2017 ACT Transforming Lives Award Dinner, Olympia

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

Regular Meeting

January 10, 2017

3:00-4:30 p.m.

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South Puget Sound Community College

2011 Mottman Road, S.W.

Olympia, WA 98512-6292

**SPECIAL INTRODUCTIONS**

- Dr. Stokes introduced Samantha Luna, Reporter 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:
  - Over 400 donors and students attended the Scholarship Reception, where Foundation awarded the largest group of scholarships and emergency grants over \$450,000.
  - Sparrowhawk Consulting will be conducting a feasibility study for the Foundation regarding the potential of a Student Success Fund to support students with the greatest unmet need.
  - The Foundation is working on the MLK Banquet with Barbara and Virgil Clarkson. The Foundation thanks the Clarksons and The Thurston Group for their support of two scholarships focused on 2<sup>nd</sup>-year students in the Diversity and Equity Center; and Trustee Doug Mah and the Gateway Rotary for their support of the Gateway Rotary Service and Diversity Scholarship. These scholarships will be awarded at the MLK Banquet in January.
  - The Foundation distributed holiday gift bags full of items from local entrepreneurs who have graduated from the college, employ students from the college, or serve on college panels.
- Budget and Finance – (Quarterly Reports: September, February, May). Trustee Mah was absent.
- ACT Legislative Action Committee (LAC) – Trustee Fuller reported the following:
  - The trustees participated in legislative conferences and meetings:  
November 15, 2016: ACT Legislative Action Committee meeting, followed by the Pre-Legislative Session Dinner with local legislators. November 16 was the ACT Fall Conference. The common theme of the trustees' continuing education this year is how to become better advocates for the CTC system, so there was quite a bit of overlap on the trustee events.
  - Pre-Legislative Session Dinner: Well-attended by 5 trustees, Dr. Stokes, 2 student leaders, Dean of Student Engagement & Retention, Director of

Public Relations & Events, and 5 legislators from Districts 22, 35, and 2. Discussion items included the CTC system's 2017 Legislative Agenda, SPSCC's Economic Impact Study, Running Start Program, Advanced Manufacturing program in the Lacey campus and future investments for the CAD/BIM and 3D printing program and Thurston EDC's current effort to attract aerospace manufacturing.

- ACT Legislative Action Committee Retreat: A galvanizing call for trustees to become advocates for the CTC system 24/7. Speakers included State Board's Executive Director Marty Brown, Legislative Director Arlen Harris and Larry Brown; Dr. Gary Oertli, South Seattle College President and the 2016-17 President of the WACTC presidents' commission; and President of the College Student Association Eric Pattison.
- The Legislative Agenda for 2017-19 includes Operating Budget Request for \$200 million and Capital Budget Request for \$338 million. Three major policy items this session: Corrections education, bookstore tax exemption, and Customized Training Program.
- Chair Hartmann added that the purpose of the conference for trustees at large was to discuss advocacy and for trustees to have a sense of what issues are from the perspective of legislators.
- Economy in our state is moving at different rates in different parts of the state. Some people feel that they have not seen the benefit of the uptick of the state economy. There is a thought that the CTC system could be a bridge in helping to close that gap and could provide support that others have not seen. We need to sell the "opportunity" and address these issues when we sell our opportunity.
- There is a perception out there that there is a "wandering time" when students cannot decide on what their next step would be—to get a job or pursue education, particularly for students coming out of high school. How can we shorten that time frame and how we can get people 'skilled up' for the 21<sup>st</sup> century in an efficient way.
- On the advocacy piece, these were quotes from the Legislators: "it's all about relationships of getting to know your legislators"; "it's all about persistence"; "the power of students and their experiences"; "how what you're doing at your college fits into the state's completion goals."
- CTC topics were: Corrections, maintaining the current tuition policy, expand apprenticeships and partnership opportunities, and the Need Grant.

## REPORT FROM THE COLLEGE PRESIDENT

- Annamary Fitzgerald, ABE Professor and Faculty Union President, reported the following:
  - The Union membership voted to create a Faculty Memorial Scholarship funded for \$1,000 every year. In the event that a former or current faculty member passes away, it is a way that they can direct giving, which is broader and more sustainable.
  - The Union on this campus and also statewide, are in alignment with what

community college presidents are trying to do in encouraging legislators to look at new revenue sources. They will be meeting with Rep. Beth Doglio and Sen. John Braun about new revenue.

- Humanities Professor and Faculty Senate President Jason Salcedo, reported the following:
  - The Faculty Senate's work plan for 2016-17 is completed, and they kept their focus on the following three objectives:
    - Supporting and shaping implementation of Guided Pathways initiative
    - Facilitating communication between faculty and administration
    - Promoting faculty safety in and out of the classroom
- Dr. Stokes reported the following:
  - Student Senate Report will resume in January with newly-selected ASB President Jessica Wilkins, who has attended SPSCC for 4 quarters; has been an active member in several SPSCC Clubs; and has been heavily involved in the Diversity & Equity Center. Nguyen Do will resume his role on the Student Senate as the Vice President of Administration and Finance, and will lead this year's S&A budget process.
  - The State Board changed the capital development process a little bit. The plan is that all colleges can submit proposals, and those that score 70 or higher would be placed on the list. That makes the next round of proposals January 2018, for the 2019-2021 funding cycle.
  - Student Services' (Client Relationship Management) CRM Radius Project implementation is going well.
  - Enrollment is a little soft right now for winter quarter--3% down.
  - He noted a change: The Dinner Meeting with City Councils and County Commissioners in January will be replaced by the Shared Legislative Agenda Dinner.
  - He noted other information located in the board binders:
    - President's Outreach Activities List
    - Personnel Update

## INFORMATIVE REPORT

### Strategic Plan--Core Theme #1

Dr. Dave Pelkey, Vice President for Student Services, and Dr. Michelle Andreas, Vice President for Instruction, presented an update on Core Theme #1: Expand Student Retention and Completion. The trustees received a copy of the PowerPoint presentation with data prior to the meeting. Dr. Pelkey and Dr. Andreas focused on the following Strategic Objectives and Indicators of Achievement for their presentation:

- Strategy: Increase student retention
  - Fall-to-fall retention; Student Achievement Indicator (SAI) retention point; SAI: Points per student
- Strategy: Support student completion

- 3-year graduation and transfer-out rate; SAI 45 point to completion point transition
- Strategy: Engage students
  - SAI total points; Support for Learners, Student Effort

## POLICY

### Faculty – Award or Denial of Tenure

The Probationary Review Committee (PRC) for Professor Michael Haensel, CIS/Computer Programming Professor, completed its activities and prepared evaluation and progress reports. The Committee reports were reviewed by the Board prior to the December meeting.

Dr. Andreas noted that Professor Haensel is a great contributor to the CIS program, our work with advisory committees, the general industry, and our four-year university colleagues, and has contributed to the work of the college in general, taking on leadership roles in those programs and serving on critical college committees.

It was moved by Trustee Davis 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 MICHAEL HAENSEL, CIS/COMPUTER PROGRAMMING PROFESSOR. THE MOTION CARRIES.**

### Initiating Craft Brewing, Cider and Distilling Program

The Craft Brewing and Distilling Program prepares students to enter industry with a solid understanding of the science, technology, agricultural, business, and creative elements that are essential for successful employment in the craft beverage industry.

The first portion of the report was presented by Vice President for Administrative Services Al Brown, who briefly reviewed the process--the college engaging Cardinal Architects to do a program of requirements to develop what the space needs would be for the program; submitting a Modified Pre-Design form for (Office of Financial Management) OFM's review and approval before submitting it to the Department of Enterprise Services (DES) to develop an actual lease.

The program will start fall of 2017. For the first two quarters, the background and introductory courses could be taught on existing campus spaces, but by the third quarter, spring of 2018, the college would need to have a space for field work and production. He reviewed options the college is investigating related to facilities/space requirements needed to support training opportunities and educational programs toward certificates and degrees as well as non-credit coursework in Craft Brewing and Distilling and on making the program cash flow.

The second portion of the report was curriculum-related. Dean of Social Science/Business Dr. Valerie Sundby-Thorp, gave an overview of Craft Brewing and Distilling, Associate in Applied Science-Transfer degree program. She reviewed the key partnerships with brewing, distilling and cider industries and with the Thurston Economic Development Council, the City of Tumwater, and the State Board for Community and Technical Colleges. She reviewed the curriculum plan including the core curriculum and the specialty areas and related employment opportunities for entrepreneurship; brewer, distiller and cider maker; and production and sales.

The Board of Trustees retains the authority to approve the initiation or discontinuation of educational programs of study that lead to the award of a degree and/or a certificate of completion of more than 19 credits. Vice President for Instruction Dr. Michelle Andreas, described the Program Approval Request (PAR), which the State Board has approved and presented the information and recommendation to the Board for initiating the new Craft Brewing, Cider and Distilling Program.

It was moved by Trustee Fuller and seconded by Trustee Clarkson **THAT THE BOARD OF TRUSTEES APPROVE THE INITIATION OF THE CRAFT BREWING AND DISTILLING PROGRAM AND OFFER IT EFFECTIVE FALL QUARTER 2017 AS PRESENTED IN TAB 4. MOTION CARRIES.**

**BUILDINGS AND GROUNDS** No Report.

**BUDGET AND FINANCE** No Report.

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

- Trustee Clarkson noted that mother Cathy Alston and son Alan-Michael Alston will be the speakers at the Martin Luther King banquet.

**EXECUTIVE SESSION**

At 5:10 p.m. Chair Hartmann announced that the Board was going into executive session to consider the minimum price at which real estate will be offered for sale or lease. The executive session was estimated to last for 20 minutes, and no action would be taken by the Board during the executive session.

The executive session concluded at 5:30 p.m.

**RECONVENE REGULAR MEETING**

The regular meeting reconvened at 5:30 and Chair Hartmann reported no action was taken in executive session.

**ADJOURNMENT** 5:30 p.m.

  
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JUDY HARTMANN, BOARD CHAIR  
SOUTH PUGET SOUND COMMUNITY COLLEGE

  
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TIMOTHY STOKES, SECRETARY  
SOUTH PUGET SOUND COMMUNITY COLLEGE