

**South Puget Sound Community College
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday, February 14, 2017
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 2:05 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 2:05 p.m. Chair Hartmann announced that the Board was going into executive session 1) to consider the minimum price at which real estate will be offered for sale or lease; and 2) 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 to 3:20 p.m. and concluded at 3:20 p.m.

RECONVENE REGULAR MEETING

The regular meeting reconvened at 3:23 p.m., and Chair Hartmann reported no action was taken during the executive session.

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

- January 10, 2017 regular board meeting
- January 24, 2017 ACT Winter Legislative Conference special meeting

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

- Faculty Tenure Reception, March 14, 2017, 4:30 p.m., Building 25-1st Floor
- All-Washington Academic Team Ceremony, March 23, 2017, 12:00-2:00 p.m., Student Union Building

D. DATE OF THE NEXT BOARD MEETING

Regular Meeting
March 14, 2017
3:00-4:30 p.m.
Building # 25 - Boardroom
South Puget Sound Community College
2011 Mottman Road, S.W.
Olympia, WA 98512-6292

The Board Chair announced that the March Board meeting will begin at 12:00 p.m. for an Executive Session to allow enough time to meet with each of the tenure candidates and for discussion.

SPECIAL INTRODUCTIONS None.

COMMENTS FROM THE AUDIENCE None.

BOARD SPECIAL COMMITTEE LIAISON REPORTS

- Board of Directors, SPSCC Foundation – Trustee Clarkson reported:
 - Hundreds of *Thank You* grams will be sent out this week. Employees purchase each treat for \$3.00 from the College Foundation, create a note of appreciation to a colleague, and have them delivered campus-wide. Proceeds will support student emergency grants.
 - Foundation scholarships are open from February 14-May 5, 2017.
 - Two memorial endowed scholarships have been started for influential community members Dennis Mahar and Phil Wiegand.
- Budget and Finance – (Quarterly Reports: September, February, May). Trustee Mah reported that the Budget and Finance Committee met. He reported that no news is good news and everything is going as expected. He noted our continued reliance on the RS program on the revenue side as the program continues to exceed expectations in terms of increasing enrollment. It is an area where we are outperforming budget, but it also represents an area in which we should be attentive.
- ACT Legislative Action Committee (LAC) – Trustee Fuller reported the following:
 - The Board, with Dr. Stokes, were all in attendance during both or one of the days of the ACT Legislative Conference on January 23-24, 2017.
 - She deferred to Dr. Stokes to give the legislative priorities update and reported on two items from the Conference:
 - President of Peninsula College Dr. Luke Robins and SBCTC Deputy Executive Director of Information Technology Michael Scroggins gave a ctLink overview and update.
 - In Chris Reykdal's first address to the CTC system in his new role as Superintendent of Public Instruction, he talked about the 24-credit high school diploma suggesting that it needs to change to create more incentives for students to move on to CTCs and that students should be allowed much earlier in their schooling to pick a

pathway to CTC programs and the need for CTC system to develop more College in the High School programs.

- She noted that for years, the CTC system has been trying to send the message that what we do as a system needs to be viewed as part of a basic education. This message needs to be supplemented; “if the 24-credit diploma is creating a pathway to higher education, then the legislature should more fully fund the CTC system so that it can support the end goal of K-12 education to get students into college.”

REPORT FROM THE COLLEGE PRESIDENT

- ASB President Jessica Wilkins reported the following:
 - Toward their goal to increase campus safety awareness, they signed up students for e2campus and surveyed students on their overall feelings about campus security, access to academic resources, etc. They are also sponsoring a self-defense workshop for students.
 - Toward their goal to increase the awareness of Running Start student success, they have started filming stories of RS students, and two are up on YouTube, and two others are being edited.
- Annamary Fitzgerald, ABE Professor and Faculty Union President, reported the following:
 - The Faculty Senate and Union had their quarterly joint meeting, where they discussed the new course schedule for courses that some programs are going to roll out this fall. They also talked about the Great Colleges questionnaire that will open in March, and how it is different and similar to the PACE questionnaire, which it replaces.
 - The Faculty Labor Management Communication Committee meeting was re-scheduled as several members will be attending the Achieving the Dream Conference.
 - The Union is identifying issues related to the contract and compiling a list before contract negotiations open in January 2018.
 - AFT is working in conjunction with WEA on some legislative issues.
- Dr. Stokes reported the following:
 - NCLEX RN Pass Rates for 2016 was 92%; Overall rate for Washington State was 88.66%; and Average for the nation was 84.56%.
 - The fully-executed amendment for the purchase and sale agreement for the Hawks Prairie property was extended to February 28, 2017.
 - Brief update on Brewing & Distilling: Support from the Legislative Delegation--thanks to Trustee Mah's efforts; Lease structure and price with the Port of Olympia (6,000 sq ft); Design work with the Port's architects; Curriculum pre-approval from Office of Financial Management
 - He noted other information located in the board binders:
 - President's Outreach Activities List
 - Personnel Update

INFORMATIVE REPORT

Strategic Plan--Core Theme #3

Chief Human Resources Officer Ken Harden, joined by Vice President for Student Services Dr. Dave Pelkey and Interim Director of Diversity & Equity Charles Ensminger, presented an update on Core Theme #3: Advance Equity & Embrace Diversity.

The trustees received a copy of the PowerPoint presentation prior to the meeting. They reviewed the following presentation:

- Advancing Equity and Embracing Diversity is a joint endeavor across the college, supported by the President's Office, Instruction, Student Services, Administrative Services, Human Resources, Information Technology Services, College Foundation, and Public Relations.
- Dashboard shows our strategies are working and the mission fulfillment for the indicators of achievement are positive for Core Theme objectives:
 - Reflect Our Community Diversity
 - Cultivate an Inclusive Environment
- Campus Climate:
 - Bias Incident Reporting; Behavioral Intervention Team (BIT); Quarterly meetings with DEC/Student Leadership and the Vice Presidents; Student and Faculty-led discussions on current issues
- Diversity and Equity Center (DEC)
 - Peer Mentorship (Clipper Crew); Safe Space for students to come together; Study in the DEC space; Stop the Hate training; Diversity Leadership Program; Disability Support Services; Queer I Am Conference; FIRE Summit
- Strategies:
 - Continue to develop a complete definition of diversity
 - Continue to build the Diversity and Equity Advisory Committee (DEAC)
 - Include diversity strategies in the College Operational Plan
 - Policy review process includes input/review by the DEAC
 - Developed 4 Task Forces for the upcoming year: Financial Aid Task Force; Safe Space Identity Task Force; Instruction Task Force; and Hiring Task Force
- Diversity Expenditures: Staff and Faculty Development; Student Programming & Events; Student Support; Scholarships; and Community Building
 - 2013-2014=\$199,427; 2014-2015=\$242,342; 2015-2016=\$304,332

POLICY

Faculty Probationary Reviews

Vice President for Instruction Dr. Michelle Andreas reported that Review Committees for probationary faculty are completing their evaluation reports. At the March meeting, the Board will consider tenure for third-year probationers and contract renewals for first-year and second-year probationers. Probationary faculty members include the following:

Third Year

Sidnee-Marie Dunn, Chemistry
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
**Off-cycle; probationary review for May/June*

Second Year

Liza Rendon, Psychology
Tim Madeley, Accounting
Liza Brenner, Art
Bin Zhang, Communications
Alexander Wittmann, Automotive
Melanie Shelton, Baking & Pastry Arts
Kathleen Ensenat, Physics

First Year

Amanda Ybarra, Sociology
Scott McLean, Culinary Arts
Parakh Hoon, Political Science
Chad Bacon, Advanced Computer Manufacturing
Amy Warren, Office Administration
Michael Gray, Film
John Lehrack, Music
Lauren Love, Drama
Kate Walton-Elliott, Nursing
Sandra Guth, Transition Studies

Exceptional Faculty Awards – Winter Quarter

The Exceptional Faculty Awards Committee reviewed the applications for the Winter Quarter 2017 Exceptional Faculty Awards. Dr. Michelle Andreas presented the committee's recommendations:

Bob Riggan, Exceptional Faculty Award: \$1,500

Professor Riggan's training aid project is to disassemble a manual transaxle and cut windows (cut away views) into the case to expose the inner workings of the transaxle to show how the components are situated inside the transaxle case, and how the different gears and synchronizers operate together. Professor Riggan is requesting a total of \$1,500 for the time to disassemble the transaxle, cut away the view ports into the transaxle case, re-assemble the transaxle, and mount on a display stand. A comparable transaxle training aid runs about 5,000. His anticipated results are:

- Have a visual and hands-on training aid that allows him to demonstrate the operation of a manual transaxle.
- Have a hands-on training aid that is durable enough for students to use to further cement their knowledge of how a manual transaxle works.

Kathleen Byrd, Erica Dixon, James Schneider, Exceptional Faculty Award: \$7,870

The three professors would like to attend the National Institute for Staff and Organizational Development (NISOD) conference on Teaching and Leadership Excellence. As a team, they have also submitted a proposal to present a session on Authentic Professional Development as they have designed it in the integrative learning pathway model on Lacey campus. The anticipated results include: sharing the model with national colleagues, learning new design principles for pathways, integrative learning, contextualized pedagogy, and professional development strategies from an organization that the American Association of Community Colleges has named the "country's leading provider of professional development for community college faculty, staff, and administrators". Their intent is to bring back what they learn to share with their colleagues at South Puget Sound Community College.

It was moved by Trustee Fuller and seconded by Trustee Mah **THAT THE BOARD OF TRUSTEES APPROVE THE EXCEPTIONAL FACULTY AWARDS FOR WINTER QUARTER 2017 AS PRESENTED IN TAB 4. MOTION CARRIES.**

Discontinuation of Practical Nursing One-Year Certificate

Associate Dean of Nursing Laurie Choate presented the second reading of the discontinuation of the Practical Nursing One-Year Certificate and provided an update from the January Board meeting that the Nursing Commission voted in late January to approve the College's substantive change to terminate its Practical Nursing One-Year Certificate.

It was moved by Trustee Mah and seconded by Trustee Davis **THAT THE BOARD OF TRUSTEES APPROVE THE DISCONTINUATION OF THE PRACTICAL NURSING ONE-YEAR CERTIFICATE, EFFECTIVE WITH THE INCOMING 2017 COHORT AS PRESENTED IN TAB 5. MOTION CARRIES.**

BUILDINGS AND GROUNDS No Report.

BUDGET AND FINANCE**Quarterly Financial Report**

Director of Budget and Fiscal Services Rochele Johnson reported on the financial operation of the second quarter of the 2016-17 academic year. Projections show we will end the year positively with over \$600,000. We are on track with all of our enrollment projections, with Running Start being much higher. According to the Capital Budget Status report as of December 31, 2016, we are on track to utilize all of the allocation by the end of the biennium.

2016-17 Operating Budget through December 31, 2016:
FY 17 FTD 12/31/16 Actual

- Sub-Total State Allocation: \$16,761,393
- Sub-Total Local Revenue: \$ 5,808,185

- Total Operating Revenues: \$23,077,319
- Operating Surplus (Deficit): \$11,098,701
- Total Operating Expense: \$ 9,351,866
- Operating Surplus: \$11,098,701

2016-17 Operating Budget through December 31, 2016:
Variance Forecast to Budget

- Sub-Total State Allocation: \$ 91,542
- Sub-Total Local Revenue: \$ 642,723
- Total Operating Revenues: \$ 960,756
- Operating Surplus (Deficit): \$ 660,756
- Total Operating Expense: \$ 300,000
- Operating Surplus: \$ \$600,000

She also provided reports on the FY17 Projected Revenue vs. Budget, the Non-Operating Accounts Statement of Revenue and Expense through December 31, 2016 and the Capital Budget Status as of December 31, 2016.

Financial Aid Report – Deferred to another month.

COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES

- Trustee Clarkson invited everyone to watch “An Evening with Chopin” on March 25 and view the artwork that is already in the Gallery.
- Trustee Mah expressed his appreciation for a coordinated and common message between the college and the school districts regarding the snow closure, recognizing the impact of closure on students and the community.

EXECUTIVE SESSION

At 4:55 p.m. Chair Hartmann announced that the Board was going into executive session 1) to consider selection of a site or the acquisition of real estate. The executive session was estimated to last for 30 minutes or less, and no action would be taken by the Board during the executive session.

The executive session concluded at 5:25 p.m.

RECONVENE REGULAR MEETING

The regular meeting reconvened at 5:25 p.m., and Chair Hartmann reported no action was taken during the executive session.

ADJOURNMENT 5:25 p.m.



JUDY HARTMANN, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE