

**South Puget Sound Community College
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday, May 9, 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 2:31 p.m.

ROLL CALL

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

EXECUTIVE SESSION

At 2:31 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 until 3:00 p.m., and no action would be taken by the Board during the executive session. The executive session concluded at 3:01 p.m.

RECONVENE REGULAR MEETING

The regular meeting reconvened at 3:07 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 AS PRESENTED:**

A. ADOPTION OF MINUTES

- April 11, 2017 regular board meeting

B. MEETINGS AND CONFERENCES

- Association of College Trustees (ACT) Spring Conference, May 25-26, 2017, Moses Lake

C. ANNOUNCEMENT

- Graduation, Friday, June 16, 2017

D. DATE OF THE NEXT BOARD MEETING

Regular Meeting

June 13, 2017

3:00-4:30 p.m.

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Chair Hartmann announced that Trustee Barbara Clarkson will receive the 2017 ACT Equity Award and will be honored at the ACT Awards Dinner on May 25.

SPECIAL INTRODUCTIONS The Men's Basketball Team and Coaches would be introduced later.

COMMENTS FROM THE AUDIENCE None.

BOARD SPECIAL COMMITTEE LIAISON REPORTS

- Board of Directors, SPSCC Foundation – Trustee Clarkson was absent.
- Trends in Higher Education – Trustee Davis had no report.
- ACT Legislative Action Committee (LAC) – Trustee Fuller reported:
 - The regular legislative session has ended, and the Governor has called a Special Session. The two chambers have not begun conferencing yet.
 - The CTC system sent a letter last week asking budget negotiators to fully fund our request for a 6% faculty and staff salary increase. The Senate allocated zero to this request, and the House funded only 65%.
 - She re-capped the status of some of our system's requests:
 - Gov. Inslee signed into law the Corrections Education bill authorizing state funds for workforce-related associates degrees in our correctional facilities. Effective date: July 23, 2017.
 - We will continue to push for the bookstore leasehold excise tax issue during special session.
 - The Customized Training Program is now prevented from expiring during its sunset. It is now permanent, and signed into law by the Gov.
 - The bill expanding WorkFirst training eligibility from 12-24 months was signed into law by the Gov.
 - As far as the seemingly irreconcilable operating budgets from the House and Senate, SBCTC Executive Director Marty Brown sent a letter to Senate and House leaderships which outlined the differences and requests for final outcomes. The same was done for the capital budget.
 - The State Board is poised to vote for the State Board's new Executive Director replacing Marty Brown, who is retiring in June. The finalists are Jan Yoshiwara, Deputy Executive Director for Education at the State Board and Jack Hershey, President and CEO of the Ohio Association of Community Colleges. Thanks to Dr. Stokes for his work in representing the presidents on the search committee.
 - She noted that Dr. Stokes is the new Chair of the WACTC Legislative Committee.
- Budget and Finance – Trustee Mah reported that the Budget and Finance Committee met on April 27 to review the college financial reports. Revenue is all good; current projection exceeds forecast by about \$730,000; Running Start is well above projected figure and International is low. We are looking to end with a positive balance of more than \$600,000. Later in the agenda is the first reading of a continuing operating resolution.

REPORT FROM THE COLLEGE PRESIDENT

Dr. Stokes called on the following for their reports:

- ASB President Jessica Wilkins reported the following:
 - They had a successful student vote with the Health and Wellness Center. They started in January with the Student Senate 2/3 vote and sent to the student body a referendum to approve a student fee that would finance a new Health and Wellness Center. They have been talking, meeting, and having open house/forums with students about the Center. May 24-28 was the online voting period for students for approval of student fee to finance the Center. They needed 388 votes to meet 10%, and they actually got a total of 918, with 583 "yes" votes and 335 "no" votes.
 - Kate Armstrong, ASB's Senator of Legislative Affairs, organized the Food Pantry which will open in the fall and be located next to the Bookstore in the Student Union Building. The Thurston County Food Bank will donate resources such as food, supplies and toiletries and teach Kate how to run a food pantry. The Student Senate will accept donations and staff the Pantry.
- Annamary Fitzgerald, ABE Professor and Faculty Union President, reported the following:
 - She noted that this is a very hectic time, being the end of the second half of the quarter and the tail end of the year.
 - They just completed the proposed Committee List for use in developing faculty work plans for next year.
 - They are poised to open the Faculty Professional Development Fund, which occurs every May. It is contractually funded at the rate of the base pay for an entering tenure track faculty, roughly about \$52,000 for professional development. There is an application process that needs to be connected to the work plan. An individual faculty member can receive up to \$3,000 for conferences, continuing education or projects that relate to their professional development.
 - They are just waiting to see what happens with the Legislature.
 - She reported on the Union Management Committee's work related to the nursing salary schedule. It is tough to compete with base salary for a nurse--it is about a \$35,000 gap. The Committee has been looking at ways that can still work within the contract, be equitable among the faculty, and acknowledge the extra work that nurses do because of accreditation. Their goal was to have a structure that would be transparent and easily understood that could be applied to other departments. The structure they came up with is having the base pay and adding a stipend contract through the summer months. Summer is when data analysis, summary report-writing and accreditation work can occur, separate from clinical and classroom work. This structure narrows the gap by about \$12,000. It also helps the nurses understand where they are going to have those breaks during the year and at the end of the summer so that they

can continue to have practical application in their field by working and readily making up that gap.

- Dr. Stokes added his thanks to the Nursing faculty, Dr. Kevin Asman, Dr. Michelle Andreas, Laurie Choate, and Ken Harden for brainstorming ideas and working on this agreement.
- Dr. Stokes reported the following:
 - May 3 was the deadline for the RFQ for the management of the Childcare Center. Respondents were: YMCA, ESD113, and Catholic Community Services. The Ad-hoc committee meets this week to decide which vendors to interview next week. Changes in the RFQ are primarily around the number of rooms available, requirements for accreditation, and the new early learning standards.
 - Hawks Prairie Property Update: We believe the SEPA will be fully approved by next week. We received an agreement change to move the ownership of the purchase sale agreement to Hogum Bay Development, which is a strong indicator that we are getting close. We had to extend for two weeks until May 15, then we will move in to a 30-day closing period and conversation with IDS. The one remaining issue is signature releasing us from maintenance on the stormwater facility.
 - We will bring to the Board request for authorization to expend from the general fund to renovate Lacey Building 3 and some improvements to Building 2 using the ESCO process.
 - The college has verbal and written confirmation that the University of Glasgow, Scotland, will accept our students directly into the third year of the following degree programs: Anatomy, Physiology, Microbiology, Molecular and Cellular Biology. They are reviewing our Chemistry and are interested in reviewing Physics next.
 - Pre-Accreditation Candidacy status is granted for the Associate Degree Nursing Program. The Board of Commissioners will take their final vote on June 22-23, 2017. Copies of the Nursing accreditation letter were provided to the trustees.
 - 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

Dr. Michelle Andreas, Vice President for Instruction, reported that the Probationary Review Committee (PRC) for Professor Ting Song (*Third Year, Civil Engineering/CAD*) is progressing with its activities and evaluation reports. Her Committee reports will be sent to the Board prior to the June Board meeting, at which time the Board will consider tenure.

Exceptional Faculty Award – Spring Quarter

The Exceptional Faculty Awards Committee reviewed the applications for the Spring Quarter 2017 Exceptional Faculty Awards. Dr. Andreas presented the committee's recommendation in TAB 4.

- **Automotive Technology Program - Exceptional Faculty Award: \$15,375**

The Automotive Program is undergoing a complete program review and re-design during spring 2017. The Automotive Technology Program proposed to utilize the exceptional faculty award to support the re-design work that they are beginning in spring 2017. The purpose of this project is to: 1) create a program pathway that is engaging for students, preparing them for industry and increasing completion rates; 2) increase program enrollment through diversified offerings and part-time pathway for students; and 3) create course curriculum that supports multiple learning modalities while maintaining high expectations aligned with industry standards.

It was moved by Trustee Fuller and seconded by Trustee Davis, **THAT THE BOARD APPROVE THE EXCEPTIONAL FACULTY AWARD REQUEST FOR SPRING QUARTER 2017 AS PRESENTED IN TAB 4. THE MOTION CARRIES.**

2017-2018 Board of Trustees Officers

Trustee Clarkson and Chair Hartmann worked together as the nominating committee to submit recommendations for the 2017-2018 Board officers for election. Chair Hartmann read Trustee Clarkson's note, "The nominating committee is recommending the following candidates for officers of the Board of Trustees for 2017-2018: Trustee Leonor Fuller as Chair and Trustee Doug Mah as Vice Chair."

It was moved by Trustee Davis and seconded by Trustee Mah **THAT THE BOARD OF TRUSTEES APPROVE THE BOARD NOMINATING COMMITTEE'S RECOMMENDATION FOR THE 2017-2018 OFFICERS AS FOLLOWS: TRUSTEE LEONOR FULLER AS CHAIR AND TRUSTEE DOUG MAH AS VICE CHAIR. THE MOTION CARRIES.**

Board of Trustees Meeting Schedule

The Board had its first reading of the proposed 2017-2018 Board of Trustees meeting schedule. Chair Hartmann requested the trustees to review the proposed dates and new starting time of 2:30 p.m. and let her and Diana know of any conflicts they might have prior to their next meeting. The Board will have its second reading and consider adoption in June.

SPECIAL INTRODUCTIONS

The following 2016-17 Men's Basketball Team and Coaches introduced themselves to

the Board: Luke Chavez, Woodacre, CA; Dez Stoudamire, Portland, OR; AJ Hodges, Salt Lake City, UT; Colin Goff, Wenatchee, WA; Wes Reynolds, Lacey, WA; Josh Washington, Medford, OR; Derek Jarrett, Warrenton, OR; Buay Kuajian, Kearns, UT; Nolan Black, Olympia, WA; Dion Hamilton, Rancho Cucamonga, CA; Blake Hampton, Kelso, WA; and Men's Head Coach Aaron Landon and Men's Assistant Coach Vernell Willingham.

The team set a record by clinching its first NWAC West Regional Championship. Board Chair Hartmann and the trustees expressed their congratulations on a wonderful accomplishment and for making history, thanks for their hard work and for representing the college and themselves very well, and well wishes for their success in the future.

BUILDINGS AND GROUNDS

Health and Wellness Center

This was the Board's second reading for the college to borrow funds through a Certificate of Participation (COP) with the State Treasurer's Office for the construction of the Health and Wellness Center. Vice President for Administrative Services Al Brown, Vice President for Student Services Dr. Dave Pelkey, and ASB President Jessica Wilkins were ready for discussion with the Board and to answer questions about the Health and Wellness Center before the Board considered action.

Chair Hartmann expressed the Board's congratulations on the students' accomplishment with this project. The students identified a need, researched the possibilities, worked on developing their plan, worked among themselves to share what was involved, and went through a voting process to assess themselves to make it a reality because this is not something that the State of Washington can provide us resources for. It has taken several years to develop this project and to get to this point.

Chair Hartmann read Resolution 17-01, Health and Wellness Center Financing:

*WHEREAS, South Puget Sound Community College students are in need of increased opportunities for recreational sports programs, club sports, intramurals, a fitness center, additional study and gathering spaces at the south side of campus, and additional course and student activity offerings; and WHEREAS, The Associated Student Body (ASB) has embraced the idea of a Health and Wellness Center to meet these needs; and WHEREAS, ASB and Student Life have visited similar facilities at other campuses, have surveyed the student body to develop priorities, have conducted a feasibility study, and have partnered with the design committee to develop a pre-design; and WHEREAS, the student body of South Puget Sound Community College has voted to approve increasing the current building fee to \$6.00 per credit effective fall term 2017 in order to pay for a Health and Wellness Center; and WHEREAS, South Puget Sound Community College is requesting authority to finance up to \$16,000,000 to develop the Health and Wellness Center through a Certificate of Participation with the State Treasurer's Office; NOW THEREFORE, BE IT RESOLVED, that the Board of Trustees authorizes the College to borrow funds of up to \$16,000,000 through a Certificate of Participation with the State Treasurer's Office to develop the Health and Wellness Center.
Presented this 9th day of May 2017.*

Trustee Mah said that in order to move along discussion, he would like to make a motion. It was moved by Trustee Mah and seconded by Trustee Fuller, **THAT THE BOARD ACCEPT RESOLUTION 17-01: HEALTH AND WELLNESS CENTER FINANCING, AUTHORIZING THE COLLEGE TO BORROW FUNDS OF UP TO \$16,000,000 THROUGH A CERTIFICATE OF PARTICIPATION (COP) WITH THE STATE TREASURER'S OFFICE TO DEVELOP THE HEALTH AND WELLNESS CENTER, AS PRESENTED IN TAB 6.**

Before the Board's vote, Trustee Fuller commented that the Board is aware of the students' work in proposing and studying this significant project. The seed was first planted for this project several years ago, and it has grown through the years with a lot of forethought and work by successive students with help from college staff. Funding this project means a significant fee increase, and the students have voted in favor of the increase beyond the vote percentage required. The Board does not take for granted that the students are going to pay for this building for 20 years. Health and wellness are an important part of our curriculum. It is important for K-12, and it is certainly something we want to also have at this level of education for things like recruitment and, more importantly, to enhance student life. We want this college to be a welcoming place for students of all ages. She congratulated the student leaders for their work and wanted them to understand that the Board weighed seriously the students' desire for a Health and Wellness Center that is to be paid with an increase in their fees.

Trustee Mah encouraged the Board to vote in favor of the Resolution. It is a student-led, student-initiative. They voted in favor of increasing the fees to make an investment in their college for many, many years. The students took the initiative to invest in their college. It really does make for a better student experience and it helps the college in many ways and provides services that are desired and needed by the students. A tremendous appreciation and credit goes to our student body for bringing it as far as they have. It is timely to have the basketball team in advance of this because it demonstrates the connectivity between sports and athletics and wellness and the student body, and also the fact that our students are doing great things here and now, as part of their ongoing education.

Chair Hartmann noted that Trustee Clarkson also expressed her support for the Health and Wellness Center Resolution.

As there was no further discussion, Chair Hartmann called for the question of approval of Resolution 17-01 as read into the record, moved by Trustee Mah, and seconded by Trustee Fuller. The Board approved the motion and the motion carries.

As a follow-up, Trustee Mah said that it was pointed out to him that we do not go through this process very often where a student-led initiative results in going forward and seeking a COP from the Treasurer's Office. He made a request for staff to assemble the rules and regulations and parameters that guide this type of activity and financing so that they will have it for future use.

BUDGET AND FINANCE

2017-2018 Services & Activities Fee Budget

Kate Armstrong presented the list of allocations for the 2017-2018 Services and Activities Fee Budget. The S&A Budget Committee considered funding requests totaling \$1,338,472.54 from a budget of \$1,000,000. She reported that the students have a new Financial Code this year. This year's process started earlier with the review of the 42 funding requests; initial allocations were made on January 31; there was a budget presentation forum on February 10 to allow students to see what the process was; appeals were made on February 24; and final budget allocations were made on March 3. She said this year's process was earlier, clearer, more open and more transparent. To ensure that it is unbiased, they have checklists including trends from the last three years, the activities held and the community outreach, and number of students affected. Finances for appeals were taken from the Contingency funds.

It was moved by Trustee Fuller and seconded by Trustee Mah **THAT THE BOARD OF TRUSTEES APPROVE THE 2017-2018 SERVICES AND ACTIVITIES FEE BUDGET AS RECOMMENDED AND PRESENTED IN TAB 7. THE MOTION CARRIES.**

Quarterly Financial Report

Director of Budget and Fiscal Services Rochele Johnson reported on the financial operation of the third quarter of the 2016-2017 through March 31, 2017. The reports included the Operating Budget; FY17 Projected Revenue vs Budget; Non-Operating Accounts Statement of Revenue & Expense; and Capital Budget Status.

Revenues are coming in above budget and above last year's and expenditures are staying about even with the budget. This brings the projected close to \$633,581 surplus in the operating budget.

Al Brown, Vice President for Administrative Services, reviewed the FY17 Projected Revenue vs. Budget report. This report shows what we budgeted the year to be in FTE for State, Running Start, and International enrollment and what it actually was for summer, fall, winter, and spring. We have actual enrollments and chose what was budgeted and then what we are projecting revenue based on those actual enrollments. We are close on the State, but picked up on Running Start--we budgeted for a 3% decrease and we have a 14% increase, so we are 17% over. We are below on International but picked up on Corporate and Continuing Education Transfer. Overall, it shows \$733,580 projected revenue overage.

Trustee Mah commented that we exceeded projections largely because of above forecast on Running Start and that was off-set by not meeting the projections on International. Those are both trends that we want to keep an eye on moving forward. It is unlikely that the International student enrollment is going to increase any time soon, and we will want to continue to monitor the reliance on Running Start since it is now a quarter of our enrollment. It is not likely that we will see huge swings in either of those categories, but both represent areas of diversity for us, but also areas of risk.

Rochele reviewed the Non-Operating Accounts Statement of Revenue and Expense Through March 31, 2017 and noted that overall the funds are growing:

- Opening Balance: \$3,791,944
- YTD Revenue: \$6,388,956
- YTD Expense: \$4,896,059
- Net Profit/(Loss): \$1,492,897
- YTD Transfers: \$ (637,507)
- Ending Balance: \$4,647,335

She reviewed the Capital Budget Status report which showed local funds being spent on capital projects and the appropriations received. We are on target to spend all of those funds by June 30, 2017.

Continuing Operating Resolution

Al Brown, Vice President for Administrative Services, presented the first reading of Resolution 17-02 on continuing budget authority. He noted that this is basically to continue expenditures and carry over the same budget to the next year until we have new funding approved by the state to keep our doors open.

Trustee Mah suggested that the trustees review the Resolution and forward any questions about it to Al Brown or Dr. Stokes in advance so that the board can act expeditiously at the June meeting. The Resolution provides parameters on spending authority, enables the college to continue to operate as planned, and asks the president to be judicious in the expenditures. The intent is not to disrupt faculty or student activities. The Resolution also gives some assurance that the college can continue operation and provide services. Administration can use the Resolution to answer questions that may come up.

COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES

Chair Hartmann discussed two annual board activities that occur around this time of the year:

1. President's Evaluation. Dr. Stokes will send his evaluation materials and the evaluation instrument to the trustees in the next week to ten days.
2. Board's Self-Assessment. The study session about the budget will happen a little later at a board retreat. They can plan the board assessment timely for the budget retreat. Assessment materials will be sent to the board in late May or early June and they will conduct the assessment work at the retreat. The trustees will identify periods in August and September when they would absolutely not be available and Diana will work with them to identify a date for their board retreat.

EXECUTIVE SESSION

At 5:09 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 for 30 minutes or less, and no action would be taken by the Board during the executive session.

The executive session concluded at 5:34 p.m.

RECONVENE REGULAR MEETING

The regular meeting reconvened at 5:34 p.m., and Chair Hartmann reported no action was taken during the executive session.

ADJOURNMENT 5:34 p.m.



JUDY HARTMANN, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE