

**South Puget Sound Community College
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday, June 13, 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 12:10 p.m.

ROLL CALL

Trustee Judy Hartmann, Trustee Leonor Fuller, Trustee Barbara Clarkson, and Trustee Jeff Davis were present. Trustee Doug Mah joined the meeting at 1:00 p.m. Assistant Attorney General (AAG) Jean Wilkinson was present.

EXECUTIVE SESSION

At 12:10 p.m. Chair Hartmann announced that the Board was going into executive session 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 3:15 p.m.

BREAK**RECONVENE REGULAR MEETING**

The regular meeting reconvened at 3:25 p.m., and Chair Hartmann reported no action was taken during the executive session.

APPROVAL OF CONSENT AGENDA

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

A. ADOPTION OF MINUTES

- May 9, 2017 regular board meeting
- May 25-26, 2017 special board meeting

B. MEETINGS AND CONFERENCES**C. ANNOUNCEMENT**

- Graduation, Friday, June 16, 2017, 7:00 p.m. at Ingersoll Stadium at Olympia High School

D. DATE OF THE NEXT BOARD MEETING

Regular Meeting
September TBD, 2017
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

Recognition – Board of Trustees Resolution 17-03

The Board of Trustees recognized retiring Dean of Humanities/Communication, Mary Soltman, for her years of service and support to the College since 1988.

It was moved by Trustee Fuller and seconded by Trustee Clarkson **THAT THE BOARD OF TRUSTEES ADOPT RESOLUTION 17-03 RECOGNIZING MARY SOLTMAN'S DEDICATED SERVICE TO SOUTH PUGET SOUND COMMUNITY COLLEGE. THE MOTION CARRIES.**

COMMENTS FROM THE AUDIENCE None.

BOARD SPECIAL COMMITTEE LIAISON REPORTS

- Board of Directors, SPSCC Foundation – Trustee Clarkson reported the following:
 - The Foundation Board had its last meeting before September and welcomed its newest member, Susan Meenk, Vice President of Human Resources at Providence St. Peter Hospital.
 - In accordance with the Foundation's investment policy, the Finance Committee is creating a permanent Investments Sub-Committee.
 - The Clipper Scramble on June 2 was a great success, raising \$72,000. The Board approved \$16,000 from the net revenue to be used for Clipper Athletic Scholarships, fully funding athletic scholarships at the college for the first time.
 - The spring scholarship cycle closed with 286 applicants; 236 awards offered; and over 220 awards accepted.
 - The Foundation Board looks forward to the Foundation Board/Trustees reunion on July 12.
- Trends in Higher Education – Trustee Davis had no report.
- ACT Legislative Action Committee (LAC) – Trustee Fuller had no report.
- Budget and Finance – Trustee Mah had no report.

REPORT FROM THE COLLEGE PRESIDENT

Dr. Stokes called on the following for their reports:

- ASB President Jessica Wilkins had no report, but asked the 2017-2018

Associated Student Body officers to introduce themselves:

- ASB President: Ashleigh DeBuse
- Vice President of Finance: Clarice Villanueva
- Vice President of Clubs & Organizations: Masato Wada
- Senator of Public Relations: Souleymane Dembele
- Senator of Legislative Affairs: Daniela Hilda Suarez (unable to attend)
- Senator of Diversity & Equity: Daniel Case (unable to attend)
- Senator of Administrative Affairs: Theron Wahkinney (unable to attend)

Jessica Wilkins will be back next year as the Food Pantry Coordinator.

- Annamary Fitzgerald, ABE Professor and Faculty Union President, reported the following:
 - At the May Board meeting, the Board requested to see prior years' faculty professional development activities. She reviewed the Faculty Professional Development Fund Activities Report she prepared:
 - The majority of requests are to attend conferences.
 - FY 2015-16: 47 received funds; total expended: \$49,235 (average of \$1,047/faculty). FY 2016-17: 53 received funds; total expended: final amount will be available in July.
- Dr. Stokes reported the following:
 - Hawks Prairie property update: The tentative closing date is June 21, 2017, with a preliminary closing statement of \$5.5+ million as the estimated revenue coming to the college from the sale after expenses against the \$6 million sale. Only two signatures are needed on the stormwater release.
 - ESD 113 was the vendor awarded the RFQ for the management of the Childcare Center using their ECEAP Program.
 - We will carry out the tradition of having Percival Plaza bricks engraved and installed in the Percival Plaza to honor Nguyen Do and Jessica Wilkins as the 2016-17 ASB Presidents.
 - He noted other information located in the board binders:
 - President's Outreach Activities List
 - Personnel Update

INFORMATIVE REPORT

Foundation Annual Report

Lynnette McCarty, President of the College Foundation Board of Directors, provided Foundation's 2016 annual report that highlighted Foundation's financial status during their last fiscal year, current friendraising and fundraising efforts, and activities and recent developments.

Revenue and Fund Balance:

- January 1, 2016-December 31, 2016: Revenue and support received

\$1,687,055, up \$424,000 from the last year.

- For the third time, Foundation raised more than \$1.5 million in cash, pledges, and in-kind contributions in the last five years
- In-kind donations to support events and programs increased from \$87,719 to \$105,720, a 20% increase in 2016
- Fund balance for all Foundation assets as of December 31, 2016: \$7,371,369. For the third year in a row, the Foundation's assets remain above \$7.2 million. This is $\frac{3}{4}$ of the way towards Foundation's goal of \$10 million by 2020.

The Foundation provided \$1,489,005 in institutional support to the college from January 1 to December 31, 2016 in the following areas:

- Scholarships: \$360,126
- Student Emergency Grants: \$16,246
- Student Incentive Grants & Specialty Awards: \$3,808
- Exceptional Faculty Grants: \$38,000
- Classified Staff Professional Development Grants: \$10,000
- College Programs (support to department classroom/activities): \$385,064

Foundation operating expenses in 2016:

- Operational and Investment Management Fees: \$221,899
- Event and campaign expenses for The Experience and Clipper Scramble: \$98,278

She also reviewed highlights of Foundation's friend-raising and fundraising events:

- Athletics – held fundraising events that helped in building up the Booster Club
- The Experience – raised over \$471,354 in revenue
- Scholarship Reception – awarded approximately 488 scholarships and emergency grants
- Co-hosted a Taiko Drum Project Reception with the Learning Seed Foundation to raise funds for underrepresented students
- Co-hosted a Reception with the Pizza Klatch to raise funds for the LGBTQ Scholarship
- Co-hosted the Dr. Martin Luther King, Jr. Banquet with the Clarksons and the Thurston Group
- 700+ Thank You Grams were delivered across campus in conjunction with the annual Campus Giving Campaign. We had an increase in contributions with 42% of the full-time staff and faculty participating.

Upcoming Events: July 12 Foundation Board/Trustees Reunion; October 7 The Experience.

She ended by thanking the trustees for their support of the Foundation, attending Foundation events, donating generously, and encouraging the Foundation Board of Directors and staff.

POLICY

Faculty – Award or Denial of Tenure

The Probationary Review Committee (PRC) for Professor Ting Song completed its activities and prepared reports that were reviewed by the Board in considering the award or denial of tenure.

Vice President for Instruction Dr. Andreas reported that Professor Song has an incredible résumé of her accomplishments prior to coming to SPSCC and during her short time at the college, and they recommend her with great enthusiasm for tenure.

It was moved by Trustee Clarkson, 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 TING SONG, CIVIL ENGINEERING/CAD PROFESSOR. THE MOTION CARRIES.**

Board of Trustees Meeting Schedule

The Board had its second reading of the proposed 2017-2018 Board of Trustees meeting schedule, with the new starting time of 2:30 p.m.

- Tuesday, September 12, 2017
- Tuesday, October 10, 2017
- Tuesday, November 14, 2017
- Tuesday, December 12, 2017
- Tuesday, January 9, 2018
- Tuesday, February 13, 2018
- Tuesday, March 13, 2018
- Tuesday, April 10, 2018
- Tuesday, May 8, 2018
- Tuesday, June 12, 2018

It was moved by Trustee Mah, and seconded by Trustee Clarkson **THAT THE BOARD OF TRUSTEES ADOPT THE 2017-2018 BOARD OF TRUSTEES MEETING SCHEDULE AS PRESENTED IN TAB 4. THE MOTION CARRIES.**

President's Contract

Chair Hartmann noted that during the Executive Session, the Board discussed the president's evaluation, and following the evaluation process, the Board considered extension of the president's employment contract and related matters.

Some general comments from the trustees included:

- In the big picture, Dr. Stokes is doing an exceptional job as president. He has become a change agent and a leader with his leadership team in moving the

college forward in many areas focused on student success. We are pleased that the college is in a good financial position. We are pleased that we are continuing to grow our programs, particularly, the further development of the Guided Pathways program and the Brewing & Distilling & Cidering program, and full accreditation status for the nursing program soon. These show that we are moving in the right direction. We will have some items from the evaluation document that we would like to discuss when we talk about goals for next year. Congratulations on a great year.

- Your leadership within the community and within the community college system has been exceptional. You are a great asset for the college, the community, and the community college system.
- In all my years on the Board, I have never seen the college be recognized in the state and nationally as a leader--recognized by the Aspen Institute and recognized as exemplary in our programs and initiatives such as Guided Pathways and others. Keep up the good work. You are making us look very good.
- Dr. Stokes is not afraid to take risks as a leader to grow and move the college forward and partner with various groups in the community.
- When we have to dig deep to find problems, it is a testament to the leadership you bring to the institution. Any board member would be proud to be on this Board with you at the helm, and it is a testament to your leadership and staff you put together. You have a great outside game—you are out there in front and in the public all the time and that is something this institution needed for a long time. You are doing a great job.

It was moved by Trustee Fuller and seconded by Trustee Mah **THAT AFTER HAVING COMPLETED AN ANNUAL AND THOROUGH ASSESSMENT OF THE COLLEGE PRESIDENT'S PERFORMANCE AND REVIEW OF HIS EMPLOYMENT CONTRACT, THE BOARD OF TRUSTEES OF SOUTH PUGET SOUND COMMUNITY COLLEGE, OFFERS DR. TIMOTHY STOKES, THE FOLLOWING:**

- 1. AN EXTENSION OF HIS CONTRACT AS PRESIDENT OF THE COLLEGE FOR THE PERIOD OF JULY 1, 2019 THROUGH AND INCLUDING JUNE 30, 2020, WITH THE TERM AND CONDITIONS SPECIFIED; AND**
- 2. A 3.0% BASE SALARY INCREASE BEGINNING JULY 1, 2017 TO BRING HIS SALARY MORE IN LINE WITH OTHER SYSTEM PRESIDENTS.**

DR. STOKES HAS ACHIEVED EXCEPTIONAL RECOGNITION FOR THE COLLEGE, WITH RESPECT TO STUDENT ACHIEVEMENT, FACULTY AND STAFF ENGAGEMENT AND SUCCESS. THE TRUSTEES DESIRE TO RETAIN DR. STOKES SO THAT THE COLLEGE CAN CONTINUE TO BENEFIT FROM THESE ACHIEVEMENTS AND ENSURE THAT HIS LEADERSHIP CONTINUES. THE MOTION CARRIES.

BUILDINGS AND GROUNDS

Lacey 3

Laura Price, Director of Facilities, reviewed that about a year ago, they shared some information on an early assessment they had to renovate the top floor of the Lacey 3

building and complete some renovations on the bottom floor, and they intended to do that project with funds from the sale of the Hawks Prairie property, which is almost complete. She reviewed the information about the Lacey 3 Remodel Project as outlined in TAB 5. The college asks for Board approval to use up to \$377,000 for design fees and \$15,000 for permitting from the deposited funds associated with the sale of the Hawks Prairie property. The college plans to use several contracting options for this project--Energy Savings Performance Contracting using an Energy Service Company (ESCO); Job Order Contracting, and use of State Contracts.

It was moved by Trustee Mah and seconded by Trustee Fuller **THAT THE BOARD OF TRUSTEES OF SOUTH PUGET SOUND COMMUNITY COLLEGE, GRANT APPROVAL FOR THE COLLEGE TO USE FOR THE LACEY 3 REMODEL PROJECT, UP TO \$377,000 FOR DESIGN FEES AND \$15,000 FOR PERMITTING FROM THE DEPOSITED FUNDS ASSOCIATED WITH THE SALE OF THE HAWKS PRAIRIE PROPERTY. THE MOTION CARRIES.**

Lacey 4

Laura Price reported that capital budget requests for 2019-2021 biennium are due to the SBCTC in December 2017 for scoring. According to the SPSCC Master Plan, the next major request is a growth project to be sited on the Lacey campus. Preliminary planning envisions a 60,000–70,000 square foot, multi-story instructional facility. The college will ask for Board approval to develop the budget request over the next several months using the services of James Hill with KMB Architects and college staff.

Capital Projects

Laura Price reviewed the Capital Projects Planning Calendar that shows capital projects the college has in process from April 2017 to December 2017. Dr. Stokes noted the Parking Feasibility Study underway to look at making the softball field area additional parking. Laura reported that the college has had good response from the City of Olympia, and we expect a report with a cost estimate by the end of the month.

BUDGET AND FINANCE

Continuing Operating Resolution

Al Brown, Vice President for Administrative Services, presented the second reading of Resolution 17-02 on continuing budget authority. This is 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.

Chair Hartmann read Resolution 17-02, 2017-2018 Operating & 2017-2019 Capital Budget Continuing Authority:

WHEREAS, the Washington State Legislature is in the process of completing the 2017-2019 operating and capital budgets; and

*WHEREAS, the State Board for Community and Technical Colleges has not allocated operating funds to South Puget Sound Community College for 2017-2018 or capital funds for 2017-2019; and WHEREAS, the College's allocations and action on new college initiatives will result in the need to adjust the operating budget subsequent to the start of the 2017-2018 fiscal year; and WHEREAS, the College's 2017-2018 budget development process is not yet complete; NOW THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby authorizes the President to continue to expend operating funds on and after July 1, 2017 at a level not to exceed the same level as approved by the Board of Trustees in 2016-2017; and BE IT FURTHER RESOLVED that this continuing resolution authorizes the President to continue to expend state capital funds as allocated by the State Board; and BE IT FURTHER RESOLVED that this continuing resolution directs the President to exercise constraint on non-essential expenditures in order to maximize flexibility for the final operating budget consideration by the Board of Trustees; and BE IT FURTHER RESOLVED that should the Legislature not adopt the operating budget by June 30, the College can spend into the 15% reserve if necessary, to maintain operations and serve students; and BE IT FURTHER RESOLVED that this continuing resolution authorizes the President to grant negotiated salary increases approved by the Legislature and hire additional staff as reflected in the 2017-2018 operating budget once the 2017-2019 general fund budget is signed by the Governor; and BE IT FURTHER RESOLVED that this continuing resolution authorizing the expenditure of funds is to be in effect until action is taken by the Board of Trustees approving the 2017-2018 operating budget and the 2017-2019 capital budget.
Presented this 13th day of June 2017.*

It was moved by Trustee Mah and seconded by Trustee Fuller **THAT THE BOARD APPROVE TAB 8, RESOLUTION 17-02, 2017-2018 OPERATING AND 2017-2019 CAPITAL BUDGET CONTINUING AUTHORITY, TO AUTHORIZE THE PRESIDENT TO CONTINUE TO EXPEND OPERATING FUNDS ON AND AFTER JULY 1, 2017 AT A LEVEL NOT TO EXCEED THE SAME LEVEL AS APPROVED BY THE BOARD IN 2016-2017, AND TO AUTHORIZE THE COLLEGE TO SPEND INTO THE 15% RESERVE IF NECESSARY TO MAINTAIN OPERATIONS AND SERVE STUDENTS, WHILE THE BUDGET FOR 2017-2018 IS BEING FINALIZED. THE MOTION CARRIES.**

COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES

- Trustee Fuller presented her homemade retirement card to Mary Soltman and symbolic gifts to Judy Hartmann for chairing the Board and as they “pass the gavel of board chairmanship.”
- Trustee Mah reported attending the ACT Conference at Big Bend, where they had the opportunity to fly drones. Big Bend Community College is known for its aviation program—they sought an opportunity to create a program around Unmanned Aerial Systems (Drones). He said it represented the ingenuity, flexibility and adaptability of community colleges, just like what SPSCC has done in Olympia around Brewing, Distilling, and Cider-making that fits into this community. A conference highlight was that Trustee Clarkson received the ACT Equity Award and was recognized for her work around diversity and equity in the community and SPSCC.
- Trustee Clarkson expressed her appreciation to the Trustees for nominating her for the Equity Award. She commented that we come across several information about race, equity and diversity, and we know what we need to do, but the percentages are going down on services to under-served populations in the whole state system. We have over 700,000 jobs to fill in the next few years, and we have populations the state system is not serving. We will need to be able to

educate and train and have some direct, purposeful, intentional way to diversify so we will have enough people to fill jobs.

- Chair Hartmann expressed her thanks and appreciation for the time the trustees put into their work of being a trustee, especially at this time of the year when the workload is a little heavier, and for helping her do her part as Chair by them doing their part. She also commented that she attended the concert on June 9 that featured Janis Ian and the College Chorus and Chamber Choir. The Center was packed, but the energy was so positive and students were thoroughly engaged in the music. In light of what is happening on other college campuses, the experience made her proud to be a part of this institution that recognizes diversity and wants to work for social justice.
- Dr. Stokes presented outgoing Board Chair Hartmann a gift from everyone to thank her for Chairing the Board of Trustees from July 1, 2014-June 30, 2017. He said that he does not think that a president could ask for a better Chair, especially one who understands educational policy and finance.

EXECUTIVE SESSION None.

ADJOURNMENT 5:00 p.m.



JUDY HARTMANN, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE