

South Puget Sound Community College
Special Board of Trustees Meeting
Tuesday, August 15, 2017, 9:00 A.M.-5:00 P.M.
Building # 27–Percival Room
South Puget Sound Community College
2011 Mottman Road, S.W.
Olympia, WA 98512-6292

SPECIAL MEETING

Under RCW 42.30.080, a special meeting of the Board of Trustees, Community College District 24, South Puget Sound Community College, was held 9:00 a.m.-4:30 p.m. on Tuesday, August 15, 2017 in Building 27-Percival Room, 2011 Mottman Road S.W., Olympia, WA 98512.

CALL TO ORDER

Board Chair Leonor Fuller called the meeting to order at 9:05 a.m.

ROLL CALL

Trustee Leonor Fuller, Trustee Judy Hartmann, Trustee Barbara Clarkson, and Trustee Doug Mah were present. Trustee Jeff Davis was absent.

Chair Fuller reviewed the following:

- As approved by the Board in June, the 2017-18 board meetings will begin at 2:30.
- There was consensus among trustees to utilize more Study Sessions to give the trustees an opportunity to have a more informal setting to ask staff questions. These Study Sessions will require an earlier start time. For example, in October, there are two items that will require an earlier start.
- Trustee Mah brought up potential difficulties with the earlier start time for those trustees who are not retired.

After Board discussion:

- Diana Toledo will contact the Code Reviser's Office to revise the college posting of the Board meetings' start time from 2:30 p.m., back to 3:00 p.m.
- For items that will require a Study Session, the Board will plan to start no earlier than 2:00 p.m., with a few exceptions for important matters that may arise. The October 10 meeting will begin at 2:00 p.m. for a Study Session.

2017-18 Operating Budget

Dr. Stokes reviewed the budget development process: In January we start working on the budget development process with initial year-end forecast, initial enrollment projections, and anticipated ongoing expenses and salary and benefit projections. We hold 7-9 public forums with college constituencies, and we review the data on core indicators and solicit

strategic initiatives to be considered by the Executive Team. The vice presidents, deans and directors work on budget recommendations. The Executive Team has two retreats for budget deliberations and prioritizations.

Since the Legislature's passage of a biennial budget, the College was able to complete its Operating Budget for FY18. Vice President for Administrative Services Al Brown reviewed the following reports for the Board's first reading: Operating Budget FY18; 2017-18 Operating Budget by Source of Funds; 2017-18 Operating Budget by Source of FTE; 2017-18 Operating Budget by Program Area; 2017-18 Operating Budget by Category; FY18 Revenue Projections; List of Core Themes/Major Initiatives Funded; 2016-17 Operating Budget through June 30, 2017; Non-Operating Accounts Statement of Revenue and Expense; Reserve Report; and Capital Budget Status.

The FY18 budget reflects the state-approved 2.2% tuition increase, which helps offset the budgeted 5% decrease in state enrollment. The Running Start funding rates increased 3% for transfer track and 12% for vocational. The state allocation increased \$723,000, but the bulk of this increase goes toward partially funding wage and benefit increases, State Need Grant increases, and other earmark/proviso initiatives.

2017-18 Operational Plan

Vice President for Student Services Dr. Dave Pelkey reviewed the 2017-18 Operational Plan, which identifies the major goals and strategies that will be the focus of work during the academic year for each of the Core Themes: Expand Student Retention and Completion; Inspire Teaching and Learning Excellence; Advance Equity and Embrace Diversity; Champion Innovation; and Build Community. The Operational Plan, worked on and vetted by different campus constituencies, is tied to the Operating Budget. At the top of the list are what will move the College forward, with three main themes highlighted throughout the Operational Plan: Guided Pathways; software to create the efficiencies of Guided Pathways; and student financial support.

Development of President's Goals for 2017-18

Following the completion of the annual president's evaluation in June, the President and Board discussed and added to the President's 2017-18 Goals listed under Community/Advocacy/External Relations and Internal Goals and Initiatives.

The President also had the opportunity to provide the Board input and feedback on his evaluation process, and the trustees provided input and feedback on the evaluation materials. Their general feedback is that this year's evaluation materials from the President were very good and very helpful. The topics being rated are good, relevant and substantive; however, the evaluation instrument's rating scale is cumbersome.

After Board discussion:

- For 2017-18 president's evaluation, the Board will switch to Survey Monkey, use a 5-point rating scale, and focus their discussion time on items with the greatest

standard deviation.

- There was discussion on time and information provided to the board, meeting structure and dynamics, and Study Session items.
 - Content and quality of information provided are key. Encourage the informational or study sessions to be proactive rather than retrospective (some context only to show how we got to where we are, but more on analysis and speculation as to where we will likely go and what that means for the future).
 - Time will be assigned or designated on each agenda item.
 - Items for Study Sessions will include big projects with financial implications and programmatic implications and items that require the Board's decisions.
 - For items that will require a study session, the Board will plan to start no earlier than 2:00 p.m., with a few exceptions for important matters that may arise.
 - The October 10 meeting will begin at 2:00 p.m. for a study session.

Board of Trustees/College Administration Roles and Responsibilities

One of the best practices of AACCC (American Association of Community Colleges) is once a year to start the academic year reviewing roles and responsibilities. The Board and President discussed the roles and responsibilities of the Board of Trustees and the College administration. Materials reviewed by Dr. Stokes included: Trustees and President--The Green Line; SPSCC Governance Flow Chart; SPSCC Organizational Chart; Policy 108: Function, Purpose, and Authority of the Board of Trustees; Policy 110: Delegation of Authority to the President; and Policy 111: Delegation of the President's Authority to a Designee.

The top half above the green line is the Board Half. The Board's focus: Grant faculty tenure; Review and approve budget and fiduciary responsibilities; Hire and evaluate the president; and adopt policy. The bottom half of the green line is the President/Administrative Professional Half. This half focuses on the administration and operations of the college, and design and operation of programs.

After Board discussion:

- Changes proposed to Policy 108--Function, Purpose, and Authority of the Board of Trustees:
 - G. To approve revisions or reductions to the adopted budget involving a transfer of \$100,000 \$250,000 or more from one object to another or additions of \$100,000 \$250,000 to an object.
 - H. To authorize grant requests or contract funding proposals in excess of \$100,000 \$250,000. Should funding opportunities and timelines occur between regular Board meetings, the president is authorized to submit proposals for conditional funding upon confirmation at the following Board meeting.
 - K. To enter into major contracts for amounts in excess of \$250,000 \$350,000.

- Changes proposed to Policy 110--Delegation of Authority to the President:
 - D. To make budget revisions of less than \$100,000 \$250,000.
 - E. To request funding or grant applications, including non-appropriated funds under \$100,000 \$250,000.
 - F. To sign contracts for amounts less than \$250,000 \$350,000.
 - I. To accept gifts, grants, conveyances, devices, bequests or real or personal property from private sources valued at less than \$50,000 \$200,000.
- Change proposed to Policy 111--Delegation of the President's Authority to a Designee:

The Board directed the President to update Policy 111: Delegation of the President's Authority to a Designee. Change the delegation of the President's authority from rank order of seniority of members of the Executive Leadership, to the positions held by members of the Executive Leadership.

After Board discussion:

- Change to Governance Flow Chart based on the morning's conversation:

Move Diversity and Equity Committee to its own separate box with a reporting line to the Executive Team and update name to Diversity, Equity and Inclusion Committee.

Board Agenda Items Tab Template

The Board reviewed the draft Board Agenda Items Tab Template. Components of the draft template come from various sources such as OFM program request template, Governor's briefing document template, and SBCTC and State Board of Education agenda items templates. The Board decided on the following template:

SUBJECT:

- Action requested:

(Explicit, specific, and clearly stated in the form of a motion or for easy translation into a Board motion)
- Brief description:
- Strategic Plan component(s) addressed:

BACKGROUND:

- History, Related contract provisions and state program/grant program connections; Problem/opportunity being addressed:
- Who/what campus programs/activities are impacted:
- Fiscal information; Budget impacted/funding source:
- Alternatives explored:
- Implementation timeline:
- Outcomes – performance expectations and measures:

RECOMMENDATION:

Strategies Around Running Start (RS)

The Board discussed general considerations regarding this ever-increasing demographic, including increased access to RS students; educational planners to work with the growing number of RS students; marketing strategies including social media, information specific to RS included in *Advance* issues, Facebook marketing to 39-50 year-olds (RS parents); strategies for summer and evening options for credit recovery programs, and CRM system (Client Relationship Management) to help inform RS students.

Current Issues & Concerns in Higher Education

The Board discussed lessons learned from recent events that have occurred at higher education institutions.

Trustee Legislative Advocacy/Outreach to Legislators

The Board discussed Board protocol on legislative advocacy and decided the following:

- Legislative Advocacy Letters from ACT (Association of College Trustees) to Trustees:
 - If ACT sends out draft legislative advocacy letters, trustees will personalize and individually send their letters to legislators, let other trustees know, and bcc: President.
- Legislative Advocacy Letters from SBCTC (State Board for Community & Technical Colleges) to Presidents:
 - If SBCTC sends out draft legislative advocacy letters, the president will personalize and sign letters, add signatures of all 5 trustees, and send copies to trustees.

Board Self-Assessment

The Board of Trustees annually completes a Board Self-Assessment. This year, the Board Self-Assessment Report was compiled and prepared by the Association of Community College Trustees (ACCT). The Board reviewed and discussed the report.

ADJOURNMENT 4:30 p.m.


LEONOR FULLER, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE


TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE