

**South Puget Sound Community College
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday, September 12, 2017
Building # 25 – Boardroom
South Puget Sound Community College
2011 Mottman Road, S.W.
Olympia, WA 98512-6292**

CALL TO ORDER

Board Chair Leonor Fuller called the first regular board meeting of the academic year to order at 3:00 p.m. She noted that it has been an unprecedented summer, with a July board special meeting and an August board retreat. She thanked the president's staff who worked on all the information for their meetings over the summer.

ROLL CALL

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

APPROVAL OF CONSENT AGENDA

Chair Fuller amended the Consent Agenda by adding two "Save the Dates" under Meetings and Conferences: ACT Legislative Action Committee Retreat on November 9, 2017 in Seattle; ACT Fall Conference on November 10, 2017 in Seattle. The motion to amend the Consent Agenda was seconded and carried.

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

A. ADOPTION OF MINUTES

- June 13, 2017 regular board meeting
- July 26, 2017 special board meeting
- August 15, 2017 special board meeting

B. MEETINGS AND CONFERENCES

- 2017 Association of Community College Trustees (ACCT) Leadership Congress, September 25-28, 2017, Nevada
- ACT Legislative Action Committee Retreat on November 9, 2017 in Seattle
- ACT Fall Conference on November 10, 2017 in Seattle

C. ANNOUNCEMENT

- Board-Hosted New Faculty Reception, October 10, 4:45-6:00 p.m.

D. DATE OF THE NEXT BOARD MEETING

Regular Meeting
October 10, 2017
2:00-4:30 p.m.
Building # 25 - Boardroom
South Puget Sound Community College
2011 Mottman Road, S.W.
Olympia, WA 98512-6292

SPECIAL INTRODUCTIONS

The following 2017-2018 Associated Student Body officers introduced themselves:

- ASB President Ashleigh DeBuse
- ASB President: Vice President of Finance: Clarice Villanueva
- Vice President of Clubs & Organizations: Masato Wada
- Senator of Diversity & Equity: Daniel Case
- Senator of Administrative Affairs: Theron Wahkinney
- Senator of Public Relations: Souleymane Dembele

COMMENTS FROM THE AUDIENCE None.

BOARD SPECIAL COMMITTEE LIAISON REPORTS

- Board of Directors, SPSCC Foundation – Trustee Clarkson reported the following:
 - The College Foundation has raised funds for a new Completion Fund this summer to help students in need during their last quarter of school.
 - The Nominations Committee will review terms that are ending and the need for new board members. A CPA board member would be helpful.
 - This year's theme for The Experience is "Be the Key to Student Success." They have \$94,000 in sponsorships and 300 guests to date.
 - The scholarship cycle closes October 6, 2017.
 - They have given out 216 scholarships this year and are on target to give out over a half million in scholarships for the first time in college history.
 - On behalf of the Foundation Board, Trustee Clarkson presented a \$1 million check for the College.
- Trends in Higher Education – Trustee Davis reported that recent articles and NPR Twitter cover the following trends:
 - 'Less than 1% of the workers in the U.S. begin their career in an apprenticed learning or trade and get paid more for it at the same time; yet skilled apprentices in the U.S. earn more than the average college graduate over a lifetime.' Historically, that has not always been the case-- 4-year degree was needed for a good-paying job, but economists say that millions of good-paying jobs are opening in the trades.
 - Employers struggle to match workers with the open jobs—the State of Washington needs (about 156,000) new skilled workers to come to the workforce the next 15 years. This highlights where community and

technical colleges are going to have to start to come in to play to accommodate the upcoming job needs.

- ACT Legislative Action Committee (LAC) – Trustee Hartmann had no report as there has been no action on the Capital Budget. She foresees that there will be some state legislation dealing with some of the issues surrounding the DACA program as well as what happens at the federal level.
- Chair Fuller added that the State Board is in a retreat to address the legislative priorities for the upcoming year. She also noted that for the first time, all five trustees and the president will be attending this year's ACCT Leadership Congress.
- Budget and Finance – Trustee Mah was absent. Chair Fuller noted that the budget was discussed at their Board Finance Committee meeting in July, and at the Board retreat in August.

REPORT FROM THE COLLEGE PRESIDENT

- Dr. Stokes reported the following:
 - We would normally have the Faculty Union President's report and the Faculty Senate President's report, but they are in Faculty In-Service today.
 - Dr. Donna Beegle was the Keynote Speaker at the Fall Kickoff and had an insightful presentation. She is a specialist on understanding poverty and addressing its impacts and is author of the book, See Poverty...Be The Difference!
 - Enrollment update as of 9/5/17: Current RS=1055 FTE; Current International=76 FTE; Current State=3073 FTE; Current Total=4177 FTE; Increase of 2% over last year; Lacey campus—up to nearly 320 students. Kudos to admissions, marketing, recruitment, advising, and financial aid.
 - Brewing and Distilling update: We sought approval through OFM for our lease agreement. DES advised that the college can enter into lease negotiations with our partner without an RFP process. The college intends to lease up to 10,000 square feet of space, and lease negotiations begin next week. The college is still working on the site plan and being co-located with the distillery. Depending on the cost for the fire suppression, we may be a separate building adjacent to the distillery. The location would be the bluff overlooking the Deschutes River on Tumwater Valley Drive. We will delay the Craft Brewing and Distilling program start to Winter Quarter.
 - Accreditation Visit: The college is scheduled for a Year Seven Comprehensive Self-Evaluation Report in Fall 2018, and the Visit in late October-early November 2018. The board will have a study session on accreditation in early spring and will see Standards 1, 2, 3, 4, and 5 in late spring. The report will be sent to the Commission mid-summer.
 - The college will begin Strategic Planning in Winter 2019.
 - Tab 2 is a copy of the ACCT Standards of Good Practice and SPSCC Member in Good Standing certificate.
 - The Collective Bargaining with AFT allows the college and the union to negotiate phased retirement and buyouts for faculty. The college approved

phased retirement plans for Culinary Arts Professor Dan Martinson; Chemistry Professor John Harold; and Business Administration Professor Michael Baran.

- He noted other information located in the board binders:
 - President's Outreach Activities List
 - Personnel Update

Following up on some earlier comments about DACA, Chair Fuller reminded the Board that there were official talking points sent from the State Board and re-sent by Dr. Stokes to the trustees, so trustees should refer to those. Dr. Stokes said that what the college will be asking trustees to do is to help with advocacy at the federal level through the Washington delegation.

INFORMATIVE REPORT No Report.

POLICY

Board of Trustees Resolution 17-05

The Naming of Structures and Programs Policy is to leverage gifts through naming of college structures and programs in honor or persons or entities that have made major financial contributions or for other purposes. Tanya Mote, Executive Director of College Foundation, presented two Resolutions for Board consideration and adoption:

- Earlyse Swift has made substantial contributions to the College Foundation for over 30 years to support student success through multiple scholarships. Trustee Clarkson read Resolution 17-05 for Board consideration:

WHEREAS, South Puget Sound Community College places the highest importance on developing and nurturing our relationships with the community we serve; and

WHEREAS, the mission of the South Puget Sound Community College Foundation is to raise funds and raise friends in the community on behalf of the college and its students; and

WHEREAS, for over 30 years, Earlyse Swift has been a friend and champion for South Puget Sound Community College and South Puget Sound Community College Foundation through direct support of multiple scholarships and funds; and

WHEREAS, Earlyse Swift is a former Trustee and has been an outspoken supporter of the College; and

WHEREAS, Earlyse Swift has enriched the lives of countless students; and

WHEREAS, the Study Room, room 148, is housed within the Library in the Center for Student Success on the Mottman campus;

NOW THEREFORE, BE IT RESOLVED, that the South Puget Sound Community College Board of Trustees, on behalf of the entire college community, extends a unanimous vote of thanks and appreciation, and in recognition of Earlyse's dedicated support and friendship, votes unanimously to name the Study Room 22-148 the Swift Family Study Room.

Presented this 12th day of September 2017.

It was moved by Trustee Hartmann and seconded by Trustee Davis **THAT THE BOARD APPROVE RESOLUTION 17-05, TO NAME THE STUDY ROOM 22-148 THE SWIFT FAMILY STUDY ROOM, IN RECOGNITION OF EARLYSE SWIFT'S DEDICATED SUPPORT OF STUDENTS, SOUTH PUGET SOUND COMMUNITY COLLEGE, AND THE COLLEGE FOUNDATION. THE MOTION CARRIES.**

Board of Trustees Resolution 17-04

- Lucy Hakala has made substantial contributions to the College Foundation for over 15 years to support student success through multiple scholarships. Trustee Hartmann read Resolution 17-04 for Board consideration:

*WHEREAS, South Puget Sound Community College places the highest importance on developing and nurturing our relationships with the community we serve; and
WHEREAS, the mission of the South Puget Sound Community College Foundation is to raise funds and raise friends in the community on behalf of the college and its students; and
WHEREAS, Laura "Lucy" Hakala has been a devoted friend of South Puget Sound Community College and the South Puget Sound Community College Foundation; and
WHEREAS, for over 15 years, Lucy Hakala has made considerable financial contributions to South Puget Sound Community College and the College Foundation in direct support of student success through multiple scholarships; and
WHEREAS, Lucy Hakala has enriched the lives of countless students; and
WHEREAS, Lucy Hakala has offered her substantial support to the College in an estate gift; and
WHEREAS, the Study Room, room 147, is housed within the Library in the Center for Student Success on the Mottman campus;
NOW THEREFORE, BE IT RESOLVED, that the South Puget Sound Community College Board of Trustees, on behalf of the entire college community, extends a unanimous vote of thanks and appreciation, and in recognition of Lucy's dedicated support and friendship, votes unanimously to name the Study Room 22-147 the Robert W. and Laura L. Hakala Family Study Room.
Presented this 12th day of September 2017.*

It was moved by Trustee Davis and seconded by Trustee Clarkson **THAT THE BOARD APPROVE RESOLUTION 17-04, TO NAME THE STUDY ROOM 22-147 THE ROBERT W. AND LAURA L. HAKALA FAMILY STUDY ROOM, IN RECOGNITION OF LUCY HAKALA'S DEDICATED SUPPORT OF STUDENTS, SOUTH PUGET SOUND COMMUNITY COLLEGE, AND THE COLLEGE FOUNDATION. THE MOTION CARRIES.**

BUILDINGS AND GROUNDS

Building 28 Update

Dr. Stokes reviewed that there being no Capital Budget, administration asked the board in July to approve \$980,000 to continue and complete the renovation project on Building 28, which will be The Center for Transitions Studies. Laura Price, Director of Facilities, noted that the project is moving right along. She provided and reviewed the handout with an updated timeline, work underway, scheduled work, project positives and challenges. The ribbon cutting and tour of the building have been tentatively scheduled for after the December 12 Board meeting.

BUDGET AND FINANCE

2017-2018 Operating Budget

Dr. Stokes reviewed that this is the second reading of the budget for board adoption. As presented at the retreat, the numbers are the same, the budget is balanced, and the enrollment is healthy.

Vice President for Administrative Services Al Brown reported that the Board Finance Committee met about the budget in July and the board discussed the budget at the August retreat. He reviewed the Operating Budget FY18 detailing revenues and expenses; Pie Charts of the 2017-18 Operating Budget by Source of Funds; Source of FTE; Program Area; and Category. There is a spreadsheet on FY18 Revenue Projections and a summary of Major Initiatives and New Positions Funded.

The FY18 budget of \$34.1 million 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.

Total Revenue:

- FY17 Budget: \$32,787,214
- FY17 Actual: \$34,103,678
- FY18 Budget: \$34,029,698
- Budget Variance: \$ 1,242,484

Total Expense:

- FY17 Budget: \$32,787,214
- FY17 Actual: \$33,156,307
- FY18 Budget: \$34,029,698
- Budget Variance: \$ 1,242,484

It was moved by Trustee Clarkson and seconded by Trustee Hartmann **THAT THE BOARD OF TRUSTEES ADOPT THE 2017-2018 COLLEGE OPERATING BUDGET AS PRESENTED IN TAB 6. THE MOTION CARRIES.**

Budget Closeout

The college has finalized the process of closing for fiscal year 2016-2017. Dr. Stokes reviewed that the college had a very good closeout for the year. It was a collective effort from across the institution. The college paid for needed repairs with the closing funds, which helps with management of reserve funds for special one-time expenditures.

Rochele Johnson, Director of Budgeting and Fiscal Services, reviewed the Operating Budget closeout including allocations, revenue collections, and expenditures. Other handouts distributed included the Non-Operating Accounts Statement of Revenue & Expense Year-to-Date Through June 30, 2017; Capital Budget Status Report as of June 30, 2017; and Board of Trustees Reserve Report as of June 30, 2017.

2017-2018 Grants and Contracts

Rochele Johnson reviewed the list of grants and contracts secured through the State Board for Community and Technical Colleges, state agencies, and local partnerships for fiscal year 2017-18. The total grants equal \$1,761,182 and last year's grants totaled

\$1,688,205. The total contracts equal \$12,939,488, and last year's contracts totaled \$9,190,444.

COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES

- Chair Fuller commended the President for a herculean year.
- Trustee Clarkson encouraged everyone to attend The Experience on October 7.

BREAK 4:35-4:43

EXECUTIVE SESSION

At 4:43 p.m. Chair Fuller 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. She then made a correction that the Board was going into executive session: 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 was extended to 5:40 p.m.

RECONVENE REGULAR MEETING

The regular meeting reconvened at 5:40 p.m., and Chair Fuller reported no action was taken during the executive session.

ADJOURNMENT 5:40 p.m.



LEONOR FULLER, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE