

**South Puget Sound Community College
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday, October 10, 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 meeting to order at 1:30 p.m. and announced that Laura Price would not need much time for the Study Session, so the Board would add the extra time to the Executive Session instead.

ROLL CALL

Trustee Leonor Fuller, Trustee Judy Hartmann, Trustee Barbara Clarkson, and Trustee Jeff Davis were present. Trustee Doug Mah arrived a few minutes late from a meeting in Seattle. Assistant Attorney General (AAG) Jean Wilkinson was present.

STUDY SESSION

Building 3 at the Lacey campus is in disrepair and needs a renovation, which will expand educational opportunities at the Lacey campus. The renovation will be funded with local funds from the sale of the Hawks Prairie property.

Laura Price, Director of Facilities, reported on the schematic design, preliminary timeline, and preliminary cost estimate for the Lacey 3 renovation project:

- First floor – Advanced Manufacturing program located on the first floor; Adding additional classroom, program storage, updated offices, restrooms and entry.
- Second floor – dedicated CAD/BIM classrooms, a computer classroom and learning lab, 4 offices, a conference room and student gathering space
- Construction – primarily completed during summer of 2018
- Anticipated occupancy – Winter Quarter 2019
- Total estimated cost – \$3,600,000

EXECUTIVE SESSION

At 1:55 p.m. Chair Fuller announced that the Board was going into executive session to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased prices. 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.

RECONVENE REGULAR MEETING

The regular meeting reconvened at 3:20 p.m., and Chair Fuller reported no action was taken during the executive session. She apologized for the delayed start to the regular meeting due to a robust executive session.

APPROVAL OF CONSENT AGENDA

It was moved by Trustee Hartmann, seconded by Trustee Clarkson and carried **THAT THE FOLLOWING CONSENT AGENDA ITEMS BE APPROVED AS PRESENTED.**

A. ADOPTION OF MINUTES

- September 12, 2017 regular board meeting
- September 25-28, 2017 special board meeting

B. MEETINGS AND CONFERENCES

- ACT Legislative Action Committee Retreat, November 9 and ACT Fall Conference, November 10, Seattle

C. ANNOUNCEMENT

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

D. DATE OF THE NEXT BOARD MEETING

Regular Meeting
November 14, 2017
3:00-4:30 p.m.
Building # 25 - Boardroom
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SPECIAL INTRODUCTIONS

- Chair Fuller announced that before the official start of the meeting, the Women's Volleyball Team was present for introductions and left immediately for their practice.
- Amy Kelly, Dean of Academic Support Services
- Dr. Melissa Meade, Dean of Humanities/Communication
- Robert Lane, Director of Student Life

COMMENTS FROM THE AUDIENCE None.

BOARD SPECIAL COMMITTEE LIAISON REPORTS

- Board of Directors, SPSCC Foundation – Trustee Clarkson reported the following:
 - Foundation's signature event, The Experience, was a full house of community members, speakers and entertainment on October 7. They are

still counting numbers from the event, but know that for the first time in the college history, Foundation will be able to give out half a million dollars in scholarships this year.

- SPSCC Culinary and Baking & Pastry Arts students and faculty partnered with Lucky Eagle Casino to provide an amazing dinner to 430 guests.
- Upcoming community-building events:
 - Food Pantry Ribbon Cutting on October 12, 2017
 - Scholarship Reception on November 14, 2017

Chair Fuller thanked the college for sending all the trustees to the ACCT national conference and noted that rather than provide their liaison reports at this meeting, they would report on sessions from the ACCT Leadership Congress they attended in September.

- Trustee Davis reported that he attended several sessions on workforce demands, leveraging money with partners, paths not taken, pathways to prosperity, partnering with industry and developing skilled workers. The overall theme of these sessions is workforce development and what community colleges are doing to create pathways to success. The overriding theme: Job is hope. He said, "Any time that we could create an environment where somebody can have a pathway to a job, I think that we are doing what we should be doing in the community college system."
- Trustee Hartmann reported Washington State had a great celebration of recognition at the national conference because the new ACCT Board Chair is a trustee from Edmonds Community College and the Trustee of the Year is from Highline College. She highlighted the session she attended on leveraging strategic planning to increase student employability. There are many different ideas on how to pursue a strategic plan, and it was interesting to hear how three colleges approach strategic planning very differently. Some comments on strategic planning included: participants do not see their work in the end; student, faculty and other campus employee engagement is essential; do your mission, vision and value statements after going through the process of gathering information; and strategic planning works to energize your organization.
- Trustee Mah reported that conference panels focus on things that are emerging and evolving, and several of the best practices, we as a college and as well as a board, have already adopted. Perhaps our college could be part of these panels to demonstrate that we have successes where others are just starting. He reported there was emphasis on social justice and social service partnerships, and heightened awareness of what students are going through. Potential areas for high-demand and high-paying jobs we should focus on in the future are cyber security and data analytics technology.
- Chair Fuller reported highlights from The Key Trends Survey session. The survey looks at trends that community colleges will be facing and is a result of interviews conducted of about 600 CEOs/presidents. Trends identified: 1) Compound Interests: More varied constituents with different expectations have resulted in compound interests in enrollment, access, completion, equity, workforce alignment, and social mobility. 2) Affordability Innovation: There are students who

drop out due to life challenges and logistics, so more initiatives are emerging such as free college tuition, scholarship innovation and emergency loans, and summer Pell Grants. 3) Clearing Pathways: Pathways strategies resulted in a 20% increase in retention; 38% more degrees awarded; and 46% more graduates. 4) Ecosystem Urgency: Moving students through the entire ecosystem of education efficiently and cost-effectively. 5) Infrastructure Innovation: Facilities and digital innovation--More alignment with technology, academic planning, and physical infrastructure. 6) Culture of Optimization: How we use data in our reporting and operational analytics to make sure we are serving all types of students. 7) Learning Imperative: Current generation is required to learn in a more accelerated rate. We need to be cognizant of student learning expectations and help create an environment that teaches them not only specific skills and knowledge, but how to learn.

REPORT FROM THE COLLEGE PRESIDENT

- ASB President Ashleigh DeBuse reported the following:
 - Food Pantry ribbon cutting is on October 12, 2017 in the Student Union Building. This is a partnership between the Student Leadership, the Foundation, and the Thurston County Food Bank. Student Senate approved a budget to purchase a very large banner for the Food Pantry and also to be used for any future "drives". They will solicit student feedback after November 1 to find out any gaps they could fill.
 - They want to explore partnerships and improve communication and outreach from the Senate to the students.
 - They want to provide civic, educational, and engagement opportunities for students.
- Annamary Fitzgerald, ABE Professor and Faculty Union President, reported the following:
 - Their first membership meeting was during the first week of instruction.
 - They are gearing up for December election of faculty union officers.
 - They are opening the faculty contract in January.
- Dr. Stokes reported the following:
 - Laura Price, Director of Facilities, has put together a sheet on Building 28 Updates that was distributed to the trustees.
 - Copies of the CCSSE (Community College Survey of Student Engagement) 2017 Key Findings were provided to the trustees. Director of Institutional Research Jennifer Tuia will review the key findings at the November Board meeting.
 - Craft Brewing & Distilling Update: DES is currently negotiating with the developer for our lease. This project is moving along quite well.
 - Automotive Professor Norm Chapman received the Byrl Showmaker ASE Industry Education Alliance Instructor of the Year award.
 - South Sound Food Summit: A Celebration of Local Food Culture: Oct. 20, 6p-9p Local Flavors Tasting Salon; Oct. 21, 9a-5:30p Celebration of Sound Food Culture Summit

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

INFORMATIVE REPORT

Marketing and Enrollment Update

Kelly Green, Chief Communications & Legislative Affairs Officer, and Dean of Enrollment Services Steve Ashpole, provided a marketing and enrollment campaign update. The campaign is a collaborative effort among advising, enrollment, outreach, public relations, financial aid, and instruction to support increased applications and enrollment. The major theme that has emerged is Strategic Messaging. The components of Strategic Messaging (imagery, language, and content) were reviewed:

- Inspired Campaign: features alumni and their paths from SPSCC to their careers; Viewbook; Acceptance Packet; Website; Radius CRM (Customer Relations Management): from gathering information from prospective students to incoming student tracking; Enrollment Steps: streamlined to 5 simple steps to enrollment at SPSCC; Admission Sessions: Group Information Sessions, Start Here Desk, One-on-One Appointments; New Student Advising & Registration (NSAR); Fall Enrollment: State FTE (3125) + Running Start FTE (1090)=Total FTE (8566)

POLICY No Report.

BUILDINGS AND GROUNDS

Lacey 3 Renovation Project

Earlier in the Study Session, Laura Price provided an in-depth presentation on the Lacey 3 renovation project. She reviewed the schematic design, preliminary timeline, and preliminary cost estimate for the project. For the Board's second reading in November, the college will ask for approval to use additional funds associated with the sale of the Hawks Prairie property for the renovation of Building 3 at Lacey.

Bell Towne Center

Vice President for Administrative Services Al Brown presented Resolution 17-06 for Board approval for the College to submit a request for a Certificate of Participation (COP) to the State Board for the Supplemental Capital Budget.

Trustee Mah asked Al Brown to explain the timing requirements around passing a Resolution that authorizes the college use of a COP. Al Brown provided the following explanation:

- We have to submit the request for a major capital project to the State Board for them to approve and submit it to OFM (Office of Financial Management) for inclusion in the 2019-21 Capital Budget.
- Both the Olympia and Lacey campuses are land-locked. The College Campus

Master Plan recommends "acquiring additional parcels for future growth".

- It just came to our attention that there is an opportunity in close proximity to each of the existing campuses in Olympia or Lacey, to potentially purchase a parcel that would allow for expansion.
- We need approval to finance \$7M for the acquisition of additional property using a COP, and we need approval of the COP so we are in the pipeline that could go toward acquiring either one.
- In order to stay consistent and follow the process and procedures that OFM and the State Treasurer's Office have, we need to pass a Resolution this evening, and we are unable to delay it to next month.

Trustee Mah read Resolution 17-06 for Board consideration:

WHEREAS, South Puget Sound Community College lacks expansion space on the Mottman Campus; and WHEREAS, The South Puget Sound Community College Lacey Campus has limited space for expansion; and WHEREAS, the South Puget Sound Community College Campus Master Plan recommends acquiring additional parcels in close proximity to the Mottman and Lacey Campus sites to increase development capacity, visibility, flexibility and parking;

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees authorizes the College to borrow funds of up to \$7,000,000 through a Certificate of Participation with the State Treasurer's Office to purchase and renovate an existing building in close proximity to the Mottman or Lacey campus.

Presented this 10th day of October 2017.

It was moved by Trustee Mah and seconded by Trustee Clarkson **THAT THE BOARD APPROVE RESOLUTION 17-06, AUTHORIZING THE COLLEGE TO BORROW FUNDS OF UP TO \$7,000,000 THROUGH A CERTIFICATE OF PARTICIPATION (COP) WITH THE STATE TREASURER'S OFFICE TO PURCHASE AND RENOVATE AN EXISTING BUILDING IN CLOSE PROXIMITY TO THE MOTTMAN OR LACEY CAMPUS. THE MOTION CARRIES.**

BUDGET AND FINANCE No Report.

COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES

- Trustee Davis congratulated the College Foundation for a wonderful event on October 7. Chair Fuller added that the food was great, entertainment was superlative, and the results speak for themselves.

EXECUTIVE SESSION None.

ADJOURNMENT 4:37 p.m.

NEW FACULTY & STAFF RECEPTION – 4:45-6:00 P.M.

The Board of Trustees hosted a reception in Building # 25 to meet the new probationary faculty members and new staff.


LEONOR FULLER, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE


TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE