

**South Puget Sound Community College
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday, November 14, 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 2:30 p.m.

ROLL CALL

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

STUDY SESSION

Vice President for Instruction Dr. Michelle Andreas and Dean of Applied Technology Kathleen Hoover, reported on the Fire and Emergency Services Technology (FEST) Program.

Over the last four years, they have extensively reviewed the professional-technical programs beyond the regular program review process to look at program viability and connection with industry. The FEST program was one that presented complications because it is off-site and managed by McLane Fire Department. McLane Fire Department does all the instruction and related fire experience, and the students are their volunteers, doing their internships exclusively at McLane Fire Department. Consultant Lori Banaszek was hired to conduct a comprehensive review that started over a year ago, which included interviews with students, faculty, FEST advisory committee members, fire chiefs, and McLane Fire Department personnel. Their goals for the program review included: increase our partnership; move back some of the administrative parts of the FEST program to campus; and ensure accreditation compliance.

Some concerns about the FEST program:

- Enrollment has been up and down, but recently in decline; from 32 students in 2010-11 to 21 in 2014-15.
- 1st year cohort--Fall had 17 and now has 12; 2nd year cohort is down to 7.
- 60% of students leave after the first year because the Fire Academy and EMT certification are completed by the end of the first year, and these are what

volunteers need to volunteer for a fire department. The way one gets hired at a fire department is to volunteer for a number of years; there is no criteria for an Associate's degree; and there is no preference for graduates, not even at McLane Fire Department.

- Contact to credit-hour ratio for cooperative internship-type of learning: four years ago it was 40 contact hours:1 credit; which became 5:1; then the State Board made it 3:1.
- Completion rate is at 36%.
- Upon completion of FEST 2-year degree program, graduates have a lower wage and lower employment rate than non-graduates of the program.

The college recommendation is to transition from the 2-year Associate in Applied Science-FEST degree program to a series of professional development courses for career firefighters through Corporate and Continuing Education.

Currently-enrolled students have the opportunity to finish the program as planned, through a one-year teach-out.

APPROVAL OF CONSENT AGENDA

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

A. ADOPTION OF MINUTES

- October 7, 2017 special board meeting (The Experience)
- October 10, 2017 regular board meeting
- ACT Legislative Action Committee Retreat, November 9 and ACT Fall Conference, November 10, Seattle

B. MEETINGS AND CONFERENCES

- ACT Winter Legislative Conference, January 22-23, 2018, Olympia

C. ANNOUNCEMENT

- Scholarship Reception, November 14, 2017, 4:30 in the SUB
- Building 28 Social/Tours at 4:30 and Ribbon Cutting at 5:00, December 12

D. DATE OF THE NEXT BOARD MEETING

Regular Meeting
December 12, 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

The Men's Soccer Team and Coach Chris Crowe were present for introductions.

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 following:
 - They attended the ACT Legislative Action Committee Retreat on Nov. 9 and the ACT Fall Conference on Nov. 10. This year's level of discussion was the most sophisticated—legislative and constituent advocacy has been a big part of the trustees' role so they are more conversant, and there are more trustees on the LAC who have experience in the legislative process. There was a call for trustees to consider running for office to champion higher education.
 - She reviewed the re-shifting of committee chairs now that the Democrats are in control of the Senate.
 - They have discussed the 2018 Legislative Agenda:
 - \$9 million: state compensation funding--to fill the funding gap
 - \$3.7 million: teaching and learning--to convert part-time to full-time faculty positions
 - \$2.2 million: student success/Guided Pathways—to provide planning funds to implement Guided Pathways
 - \$745,000: student financial aid updates—for Opportunity Grant program and Worker Retraining
 - Cost-neutral request: move maintenance and operation funding back to the operating budget
- Budget and Finance – Trustee Mah reported the following:
 - One of the handouts at the ACT Conference was a list of colleges waiting for authorization to finance capital projects including SPSCC's two COP requests for: \$16 million for the Health & Wellness Center and \$7 million for property acquisition.
 - They had a Board Finance Committee meeting to review the financial reports that would be discussed later on the agenda. There are no surprises for the first quarter. Projections look good, revenues are good, and expenses are in line with what they have anticipated.
 - ctcLink Update: a project manager has been hired to bring things in line. The project is way over budget and way behind schedule, and will require another round of oversight review by the State Chief Information Officer. SPSCC is in Wave 3, and we will need to be ready and participate fully when the time comes.

REPORT FROM THE COLLEGE PRESIDENT

- ASB President Ashleigh DeBuse reported the following:
 - They chartered 17 clubs and organizations this quarter.
 - The Food Pantry has served 77 students since the October 12, 2017 opening. They are currently running a toiletries drive for the Pantry.
 - Shoe Box Christmas is underway.

- She acknowledged and thanked Board Chair Fuller for facilitating an off-campus drive to meet our highest need from students.
- Annamary Fitzgerald, ABE Professor and Faculty Union President, reported the following:
 - The Union is collecting nominations for the December election of faculty union officers.
 - The Negotiations Team has been identified to include cross-sectional representatives from transfer, applied technology, adjunct faculty, and faculty at large.
 - They are working with the Labor Management Communication Team to identify items in the contract to know where each is at. To be as productive as possible in the process, their approach is interest-based rather than positional.
 - She and Dr. Stokes had a lunch meeting with Union leaders of AFT and WEA to discuss working productively together on legislative positions.
- Yvonne Fish, Math Professor and Faculty Senate President, reported the following:
 - Their first Faculty Senate meeting is on November 17, 2017.
 - The Faculty Senate officers include: Carlea McAvoy, Margaret Thomas, and Jason Salcedo.
- Dr. Stokes did not provide a report in the interest of time, but noted other information located in the board binders:
 - President's Outreach Activities List
 - Personnel Update

INFORMATIVE REPORT

CCSSE Update

Jennifer Tuia, Director of Institutional Research, provided an update of the 2017 Community College Survey of Student Engagement (CCSSE) key findings. CCSSE is designed to capture student engagement as a measure of institutional quality. Student engagement is the amount of time and energy students invest in meaningful educational practices and the institutional practices and student behaviors that are highly correlated with student learning and retention. There were 38 questions around the five Benchmarks: Active & Collaborative Learning; Student Effort; Academic Challenge; Student-Faculty Interaction; and Support for Learners. There was no meaningful difference when comparing SPSCC with medium colleges and all other colleges. Disaggregated benchmark areas show part-time student scores are lower than full-time student scores. She also reviewed core theme indicators, areas of excellence and improvement and areas of concern.

POLICY

Exceptional Faculty Awards – Fall Quarter

The Exceptional Faculty Awards Committee reviewed the applications for the Fall

Quarter 2017 Exceptional Faculty Awards. Dr. Michelle Andreas, Vice President for Instruction, presented the committee's recommendations in TAB 3.

Marie Dunn and Lynette Rushton, Exceptional Faculty Award: \$3,200

Chemistry Professor Marie Sidnee-Dunn and Biology Professor Lynette Rushton would like to provide increased access to research experiences for the students enrolled in the Undergraduate Research classes for the 2017-18 academic year. Research shows that when students participate in undergraduate research, they are more likely to graduate, transfer to a baccalaureate STEM program, or find employment as a technician. Sixteen students participated in the undergraduate research experience during the 2016-17 year and fourteen of those students will be continuing their education in a STEM pathway during the 2017-18 year. Funds would include activities for winter and spring quarters, including van rental for field trips, fees, materials/supplies, and stipends for lab technicians. The committee approved all expenses and referred the faculty to the Foundation for the requested scholarships. The committee approved \$3,200 after removing the scholarship request.

Parakh Hoon and James Schneider, Exceptional Faculty Award: \$6,164

Political Science Professor Parakh Hoon and English Professor James Schneider would like to develop and offer an annual cross-disciplinary study abroad program in India. Requested funds would be used to travel to India to meet with potential host institutions and service providers, and to visit potential travel sites for students. They would then develop for participating students, a finalized student fee structure, a detailed program itinerary including lodging, classroom space, field visits, and arrangements with local travel agents, local colleges, and non-governmental organizations.

Sally Sharbaugh, Exceptional Faculty Award: \$18,695

Sally Sharbaugh, Counselor, is requesting funds for 10 faculty to travel and participate in the annual On Course National Conference in Anaheim, CA in April 2018. The conference will focus on instructional and counseling strategies that increase retention and student academic success. The faculty who would attend have already completed On Course level 1 training with Skip Downing in August 2017. By attending the conference, the faculty will deepen their understanding of learner-centered teaching strategies and gain additional strategies to use in their classrooms. The funds cover registration and travel, including a pre-conference day.

It was moved by Trustee Mah and seconded by Trustee Davis **THAT THE BOARD OF TRUSTEES APPROVE THE EXCEPTIONAL FACULTY AWARDS FOR FALL QUARTER 2017 AS PRESENTED IN TAB 3. THE MOTION CARRIES.**

BUILDINGS AND GROUNDS

Lacey 3 Renovation Project

Laura Price, Director of Facilities, provided a presentation on the Lacey 3 renovation project at the October Study Session and also presented the first reading to request funds for the renovation. She reviewed the schematic design, preliminary timeline, and preliminary cost estimate for the project. At the last Board meeting, Dr. Stokes asked if

she might explore the cost of demolishing Lacey 4 and 5 to be done around the same time as this project. They had an environmental survey and cost estimates done, and it is about \$250,000-\$270,000 per building plus other permitting and fees. They asked for Board approval to use additional funds associated with the sale of the Hawks Prairie property for the renovation of Lacey 3 and the removal of Lacey 4 and 5.

Trustee Mah read Resolution 17-07 for Board consideration:

*WHEREAS, South Puget Sound Community College needs additional classroom space on the Lacey Campus; and
WHEREAS, there is great benefit in co-locating the CAD/BIM and Advanced Manufacturing programs in Building 3 on the Lacey Campus; and
WHEREAS, the renovation of Building 3 is included in the Campus Master Plan; and
WHEREAS, Buildings 4 and 5 are in extremely poor condition and invite vandalism and other problems;
NOW THEREFORE, BE IT RESOLVED that the Board of Trustees authorizes the College to spend up to \$3,803,000 in local funds; proceeds from the sale of the Hawks Prairie property, for the renovation of Building 3 and the removal of Buildings 4 and 5.
Presented this 14th day of November 2017.*

It was moved by Trustee Mah and seconded by Trustee Hartmann **THAT THE BOARD APPROVE RESOLUTION 17-07 AS READ, AUTHORIZING THE COLLEGE TO SPEND UP TO \$3,803,000 IN LOCAL FUNDS, PROCEEDS FROM THE SALE OF THE HAWKS PRAIRIE PROPERTY, FOR THE RENOVATION OF BUILDING 3 AND THE REMOVAL OF BUILDINGS 4 AND 5 AT THE LACEY CAMPUS. THE MOTION CARRIES.**

2019-21 Capital Budget Request

Laura Price provided information on the 2019-21 Capital Budget Request: Major Request (Center for Business & Information Technology at Lacey), which is due to the State Board in December 2017. They are looking at space to meet the needs of Business & Information Technology, and she has been working with the architect, Dr. Andreas and the academic deans and gathering and evaluating data. There is quite a list of prescribed information required to develop the request to the State Board. Dr. Stokes added that there are some areas of concern about this being a growth project, so he asked Laura to look at the renovation for Building 34 as well, and run both of those through the State Board's scoring matrix to see if either one will score at least 70 to make it on the capital list. These two projects are on the Campus Master Plan.

BUDGET AND FINANCE

Quarterly Financial Report

Director of Budget and Fiscal Services Rochele Johnson and Vice President for Administrative Services Al Brown reported on the financial operation of the first quarter of the 2017-2018 academic year through September 30, 2017. Their reports included the Operating Budget; FY17 Projected Revenue vs Budget; and Non-Operating Accounts Statement of Revenue & Expense.

Rochele Johnson reported that the operating budget is coming in a little better than projected. The college is on track to either come in about the same as last year or

maybe about \$100,000-\$150,000 ahead of last year, but this is only the first quarter and things may still change.

Al Brown cautions about saying that we are going to be ahead of last year because there are other considerations:

- Right now we have recorded all of the state revenue for the whole year, which shows a big increase, while only three months of wages and benefits are reflected, so the variance of prior years will disappear over the course of the year.
- If the capital budget is passed and the college gets the \$319,000 that would go in to facilities for operation and maintenance, then the college will be on track to finish close to last year.

COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES

- Chair Fuller noted that the memorial services for Charlene Hunt, Sen. Sam Hunt's wife, is on November 17, 2017. Flowers will be sent to the service from the board, faculty, staff, and students of SPSCC.
- She thanked the college and Foundation for sponsoring their attendance at the St. Martin's University's Fundraising Gala. It is good to extend this support to one of SPSCC's educational partners.
- She noted the 2017 Southwest Washington Juried exhibition, with some of the art work displayed outside the Boardroom.

EXECUTIVE SESSION

At 4:22 p.m. Chair Fuller announced 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 ten minutes, and no action would be taken by the Board during the executive session.

The executive session was extended to 4:45 p.m.

RECONVENE REGULAR MEETING

The regular meeting reconvened at 4:45 p.m., and no action was taken during the executive session.

ADJOURNMENT 4:45 p.m.



LEONOR FULLER, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE