

**South Puget Sound Community College  
BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
Tuesday, December 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 meeting to order at 2:05 p.m.

**ROLL CALL**

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

**EXECUTIVE SESSION**

At 2:10 p.m. Chair Fuller announced that the Board was going into executive session to plan or adopt the strategy or position to be taken in collective bargaining, negotiations, grievances, or mediation (RCW 42.30.140(4)(a)). 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 ended at 2:55 p.m.

**RECONVENE REGULAR MEETING**

The regular meeting reconvened at 3:00 p.m., and Chair Fuller reported no action was taken during the executive session.

**APPROVAL OF CONSENT AGENDA**

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

**A. ADOPTION OF MINUTES**

- November 14, 2017 regular board meeting
- November 14, 2017 special board meeting (Scholarship Reception)

**B. MEETINGS AND CONFERENCES**

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

**C. ANNOUNCEMENT**

- Building 28 Social and Tours start at 4:30 p.m. and Ribbon Cutting at 5:00 p.m., December 12

**D. DATE OF THE NEXT BOARD MEETING**

Regular Meeting  
January 9, 2018  
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 Women's Basketball Team, Head Coach Mike Moore, and Director of Athletics Vernell Willingham, were present for introductions.

**COMMENTS FROM THE AUDIENCE** None.

**BOARD SPECIAL COMMITTEE LIAISON REPORTS**

- Board of Directors, SPSCC Foundation – Trustee Clarkson reported the following:
  - Four new Foundation Board members were approved in November: Mark Beardemphl, KMB Architects; Linda Bremer, Strategic Planning Consultant; Brent Dille, Bean, Gentry, Wheeler, and Peternell Law Firm; and Becci Welsh, Batdorf & Bronson.
  - Scholarship awarding for 2017-18 academic year has been completed:
    - Total Awarded: 311 scholarships
    - Grand Total of 2017-18 scholarships, grants, and special awards: \$525,835
  - The Scholarship Reception in November was a celebration of student success, with over 400 recipients and donors in attendance.
  - Planning is underway for the Martin Luther King Banquet scheduled on January 13, 2018.
- Trends in Higher Education – Trustee Davis had no report.
- ACT Legislative Action Committee (LAC) – Chair Fuller had no report. Trustee Hartmann reported the following:
  - The State Board has adopted the 2018 Legislative Agenda, and copies are at the trustees' tables. She pointed out the following:
    - Supplemental Operating Budget Request for \$16 million. She noted the request item, "Move maintenance and operation funding back to the operating budget," and reported that she and Dr. Stokes met with Rep. Beth Doglio and discussed this item.
    - Supplemental Capital Budget Request for \$323 million
  - The Supplemental Capital Budget Request includes the two COP projects for SPSCC for: 1) Property Acquisition and Improvements and 2) Health and Wellness Center.
- Budget and Finance – Trustee Mah had no report.

**REPORT FROM THE COLLEGE PRESIDENT**

- ASB President Ashleigh DeBuse reported the following:
  - Launched a Canvas page for students for further Senate outreach.
  - Over 250 students participated in the State Board's Open Educational Resources survey.
  - They have been conducting presentations and visitations, particularly to HDEV classes.
  - They have begun conversation to streamline both name and gender change for SPSCC students.
  - They registered 25 students to vote in the last quarter.
  - Daniela Suarez, Sen. of Legislative Affairs, has received an internship with the State Board.
  - Theron Wahkinney, Sen. of Administrative Affairs, was featured on King 5 News for the Food Pantry.
  - Clarice Villanueva, VP of Finance, has started the S&A Fee Budget process.
  - Masato Wada, VP of Clubs and Organizations, has conducted Club roundtables.
  - The new Coordinator of the Food Pantry is Madelyn Olson. Some Food Pantry information: open for 23 days; 98 signed up; 156 household members fed during fall quarter; 278 visits; 1,250 hygiene & toiletry items. Chair Fuller coordinated the facilitation of an off-campus drive for the highest need: baby items.
  - They finished a successful Shoe Box for Christmas drive.
- Yvonne Fish, Math Professor and Faculty Senate President, reported the following:
  - They had their first Faculty Senate meeting on November 17, 2017. The meeting centered on Student Services and communicating with them more, especially on Pathways; and more conversation needed on testing as there is only one evening testing.
- Annamary Fitzgerald, ABE Professor and Faculty Union President, reported the following:
  - This is her last reporting to the Board as the Union President. C.J. Dosch, English Professor, will be the new Union President and will start reporting to the Board in January.
  - She will continue to serve the Union on the Bargaining Team and work with the Committee on Political Education.
  - Chair Fuller thanked her for her service beyond her duties as faculty.
- Dr. Stokes reported the following:
  - He provided copies of the FY18 WorkFirst Funding table which shows an example of how the proposed formula revision would have impacted the current year's award totals.
  - He noted other information located in the board binders:
    - President's Outreach Activities List
    - Personnel Update

## INFORMATIVE REPORT

### Adults in Transitions Update

Dawn Murphy, Associate Dean of Transition Studies, noted that Transition Studies provides one of the only gateways to college that many of these most vulnerable students ever have, being in a different socio and economic status in this country. The new Center will allow these students to feel that they are a part of this college environment and that they can move forward. Students are set up for success from intake, orientation, progression, to transition. She presented a PowerPoint presentation on Transition Studies that lead to certificate and degree programs:

- High School 21+: Competency-based high school diploma granted by SPSCC for students aged 21 and over. Credits are granted from: high school transcript; prior learning narrative and documentation; and coursework completed at SPSCC.
- Adult Basic Education (ABE): Prepares students for college Pathways at SPSCC with a Pathway Orientation and Career Pathway Exploration.
- English as a Second Language (ESL): Focused on English language skills and technology skills.
- Integrated Basic Education Skills Training (I-BEST): Designed for students to earn the first certificate in a sequence toward a degree or earn foundational Pathways course credit or exit into a living-wage job.

### HS 21+ Current Partners:

- Tribal Programs: Nisqually, Skokomish, Squaxin
- Sound Learning, a non-profit, community-based organization in Shelton

### Transition Studies on the horizon:

- Future HS 21+ Partners with Yelm Community Schools and Timberland Library

## POLICY

### Discontinuation of Program: FEST

Vice President for Instruction Dr. Michelle Andreas and Dean of Applied Technology Kathleen Hoover presented an informative report on the Fire Emergency Service Technology Program (FEST) at the November Board meeting, and at the December Board meeting, made a recommendation for the Board's consideration to discontinue the FEST program, with currently-enrolled students provided the opportunity to finish the program as planned through a one-year teach-out. The Board of Trustees retains the authority to discontinue academic and professional and technical degree programs.

The college contracted with Lori Banaszak to conduct a formal review of the FEST program. Over a year of extensive research and interviews with the program advisory committee, faculty, current students, FEST program alumni, representatives from McLane Fire District and local fire and emergency services community in Thurston County, college staff, and administrators of similar college programs, reveal areas of concern:

- FEST enrollments have significantly dropped in the last six years.

- An average of 40% of FEST students leave after the first year.
- An average of 28% of students complete the FEST associate degree over a six-year period.
- Based on employment data, the number of job seekers in fire safety outweigh the available jobs.
- Students who completed the FEST program in the last four years make 12% less money compared to students who did not complete the FEST program.
- Over a five-year period, 43 students completed the FEST associate degree and 18 of those students found employment in ambulance services and fire protection.
- The cost of students participating in FEST often requires years of volunteer work after degree completion and prior to full-time employment averages \$7,569 per year.

It was also clear from the interviews that there is a need among career firefighters to find opportunities that allow them to meet professional development requirements. College staff in the Applied Technology Division, representatives from regional fire departments, and Corporate & Continuing Education staff are working to determine the next steps in providing education and training needs to career firefighters in Thurston County.

It was moved by Trustee Mah and seconded by Trustee Davis **THAT THE BOARD OF TRUSTEES APPROVE THE DISCONTINUATION OF THE FIRE EMERGENCY SERVICE TECHNOLOGY PROGRAM (FEST) EFFECTIVE WINTER 2018, AUTHORIZE THE COLLEGE TO NO LONGER ADMIT STUDENTS TO THE FEST PROGRAM BEGINNING WINTER 2018, AND AUTHORIZE A TEACH-OUT OF CURRENT STUDENTS IN THE FEST PROGRAM THROUGH JUNE 2019, WITH FULL PROGRAM CLOSURE OCCURRING NO LATER THAN JULY 1, 2019, AS PRESENTED IN TAB 3. THE MOTION CARRIES.**

#### Adoption of Policy Changes

The Board of Trustees retains the authority to adopt, amend or repeal policies for the governance of the college and the conduct of the business of the Board of Trustees.

Dr. Stokes presented the policy updates as discussed by the Board at their August retreat:

- Policy 108: Function, Purpose, and Authority of the Board of Trustees
- Policy 110: Delegation of Authority to the President

It was moved by Trustee Hartmann and seconded by Trustee Davis **THAT THE BOARD OF TRUSTEES ADOPT THE PROPOSED CHANGES TO POLICY 108: FUNCTION, PURPOSE, AND AUTHORITY OF THE BOARD OF TRUSTEES AND POLICY 110: DELEGATION OF AUTHORITY TO THE PRESIDENT, AS PRESENTED IN TAB 4. THE MOTION CARRIES.**

Dr. Stokes presented the policy updates as discussed by the Board at their August

retreat:

- Policy 111: Delegation of the President's Authority to a Designee

It was moved by Trustee Clarkson and seconded by Trustee Mah **THAT THE BOARD OF TRUSTEES ADOPT THE PROPOSED CHANGES TO POLICY 111: DELEGATION OF THE PRESIDENT'S AUTHORITY TO A DESIGNEE, AS PRESENTED IN TAB 5. THE MOTION CARRIES.**

## **BUILDINGS AND GROUNDS**

### 2019-21 Capital Budget Request

Al Brown, Vice President for Administrative Services, updated the Board on the status of the 2019-21 Capital Budget Request, which is due to the State Board in December 2017. Director of Facilities Laura Price ran the following projects to see if one will score at least 70 to make it on the capital list:

- New Area: Lacey 4 project for the Center for Business & Information Technology
- Renovation/Replacement: Building 34 (Technical Education Center/Dental Clinic)
- Renovation/Replacement: Building 26 (Lecture Hall)

After running the three projects through the State Board's scoring criteria, in particular the utilization data for all three projects, it was determined that a capital request would not score high enough to be considered. Based on the anticipated scoring outcome, it was recommended to the Board that a 2019-21 capital project request not be submitted to the State Board at this time.

**BUDGET AND FINANCE** No Report.


## **COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES**

- Given recent events in the news on harassment, it was suggested that this would be a good retreat topic since it is on everyone's radar.
- Chair Fuller congratulated the college for a momentous year on various accomplishments and also noted how proud she is of the Board's engagement and dedication.

**ADJOURNMENT** 4:45 p.m.

## **RIBBON CUTTING FOR BUILDING 28**

  
LEONOR FULLER, BOARD CHAIR  
SOUTH PUGET SOUND COMMUNITY COLLEGE

  
TIMOTHY STOKES, SECRETARY  
SOUTH PUGET SOUND COMMUNITY COLLEGE