

**South Puget Sound Community College
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday, February 13, 2018
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 2:02 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 2:05 p.m. Chair Fuller announced that the Board was going into executive session to review the performance of public employees ((RCW 42.30.110(1)(g))). The executive session was estimated to conclude at 3:00 p.m. unless otherwise extended at that time. No action would be taken by the Board during the executive session.

RECONVENE REGULAR MEETING

The executive session concluded at 2:55 p.m., and the regular meeting reconvened at 3:05 p.m. Board Chair Fuller reported no action was taken during the executive session.

APPROVAL OF CONSENT AGENDA

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

A. ADOPTION OF MINUTES

- January 8, 2018 special board meeting (College Foundation Board Winter Celebration)
- January 9, 2017 regular board meeting
- January 22-23, 2018 special board meeting (ACT Winter Legislative Conference, Olympia)

B. MEETINGS AND CONFERENCES

C. ANNOUNCEMENTS

- Faculty Tenure Reception, March 13, 2018, 4:30 p.m., Building 25-1st Floor
- All-Washington Academic Team Ceremony, March 22, 2018, 12:00-2:00 p.m., Student Union Building

D. DATE OF THE NEXT BOARD MEETING

Regular Meeting
March 13, 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

- Torrence Douglas, Director of Career Services
- Dr. Laura Antczak, Director of Counseling and Advising

COMMENTS FROM THE AUDIENCE None.

BOARD REPORTS

- ACT Winter Legislative Conference:
 - Trustee Jeff Davis reported on the session, "Preparing for the Unexpected: What To Do When Your College is Facing a Crisis," and highlighted lessons learned from presenters Dan Altmayer, Highline College Trustee; Darrell Mitsunaga, Lake Washington Institute of Technology Trustee; and Kirby Unti, Renton Technical College Trustee. The session instilled responsibility in individual trustees, particularly when conducting presidential searches/selections.
 - Trustee Judy Hartmann reported on the session, "Statewide Advocacy Plan: Overview and Update". The State Board assembled the Long-Term Strategic Advocacy Taskforce to develop the long-term advocacy plan for the entire CTC system. The representatives from SPSCC are Dr. Stokes, Trustee Hartmann, and student Daniela Suarez, Senator of Legislative Affairs. She said the goal is to "move more people from liking us to speaking out for us." The Taskforce of 24 very engaged members works with a consultant. She said that their work will result in a strategic plan for how we advocate in the future with targeted groups, how we can tailor messages for individual colleges, as well as stay within the overall themes for the system, and how we can systematically implement the plan. There will be measures for attainment.
 - Trustee Doug Mah reported on the session, "ctcLink Project Update." He reviewed that ctcLink started out with a pilot project for three colleges that did not go very well. There are steps to closure of the pilot remediation phase, and there are seven conditions for sign-off.

- There is a new ctcLink investment plan that includes nine internal and external project controls/checkpoints for success. The next steps: common process workshops, governance membership, college executive sponsors and project managers' summit, project staff, deployment schedule, and PeopleSoft upgrade project.
- Trustee Leonor Fuller was going to give a bill watch list synopsis, but in the interest of time, she noted that out of about 17 bills that our system is watching, only about 7 bills survived so far, including Collective Bargaining, Higher Education (DACA students), Opportunity Scholarship, and the Civil service/part-time employee bill.
 - Board of Directors, SPSCC Foundation – Trustee Barbara Clarkson reported the following:
 - The Experience, Hosting, and Clipper Scramble Golf Tournament Committees kicked-off last week.
 - The Foundation is selling and delivering *Thank You grams* for \$3 each. All proceeds will go to student emergency grants.
 - The 2018-19 Scholarship cycle opens next week.
 - The President's Club Event honoring Lifetime Circle members and President's Club members will be held on May 3, 2018.

REPORT FROM THE COLLEGE PRESIDENT

- Senator of Legislative Affairs, Daniela Suarez, gave the Student Report on behalf of ASB President Ashleigh DeBuse and reported the following:
 - Food Pantry: 54 individuals served; 209 total visits; and 50 supplemental visits.
 - The Student Engagement Network is a network of public institutions, independent colleges, and community and technical colleges, and provides opportunity for students in our system and Washington. They highlight certain issues, and this year and the past year, they have been highlighting fully funding the State Need Grant. On February 4-5, students met with over 50 or 60 legislators at the Capitol; SPSCC students met with 18 legislators.
- Yvonne Fish, Math Professor and Faculty Senate President, reported the following:
 - They had questions about the Program Review process as well as the Student Learning Assessment process and brought those to Dr. Andreas, who addressed them at the All-Faculty meeting last week.
- Dr. C.J. Dosch, English Professor and Faculty Union President, reported the following:
 - Local 4603: re-focusing on information outreach to our adjunct and part-time faculty including contract and work rights.
 - Currently on negotiations, and phase 3 is going smoothly.
 - Pleased to see HB 1237 passed (bill modifies collective bargaining law to authorize providing additional compensation to academic employees at community and technical colleges).
- Dr. Stokes reported the following:

- Colleges will not receive the additional funding that should be coming with Running Start (RS) over the next biennium. There is a movement in the Senate that that money will be sent to K-12. He has been in communication with our District 22 delegation expressing concerns about that plan. The challenge around this is that we have planned on that money coming to the college as part of the RS formula. We planned on it in the form of adding educational advisors; some of the work we are doing in the more rural districts in the College in the High School; conversations with Intercity Transit around running vanpools to some of the more rural districts; but most importantly, that is the money we were planning on to address the collective bargaining. That is the only revenue source because while tuition is increasing, that is to backfill compensation increases. This is a point of contention in the legislature. This goes against the long history in our state of K-12 money following the students, and it is detrimental to providing some of the services for RS students.
- Copies of the 2017-18 Operational Plan updates were provided to the trustees.
- Based on the 2016-17 (Basic Education for Adults) BEdA Annual Performance Report, we are ranked 2nd in the state. We have exceeded or met all of our targets this year and in some cases have increased performance gains by as much as 122%. The average performance increase for all levels in our program is 44%.
- Governor Inslee will have a press conference on our campus on February 20, regarding the work of the Career Connect Washington Task Force on career-connected learning.
- The 22nd Legislative District Town Hall Meeting is scheduled on February 22, 6:30-8:00 p.m. at the Lacey Event Center.
- He noted other information located in the board binders:
 - President's Outreach Activities List
 - Personnel Update

INFORMATIVE REPORT

Strategic Plan--Core Theme #2

Dr. Michelle Andreas, Vice President for Instruction, presented an update on Core Theme #2: Inspire Teaching and Learning Excellence. She reviewed the following in her presentation:

- Inspire Teaching and Learning Excellence: Balance between academic rigor and support for student success.
- Faculty need encouragement; time for reflection; and resources.
- Strategy: Support Faculty Growth
 - Indicator: Amount invested for faculty development and training--Baseline \$87,000; 2016-17 \$230,110 (this figure is a conservative estimate of college funding only)
 - Indicator: Participation Rate--Baseline 29.8%; 2016-17 64.2%
- Strategy: Increase Learning

- Indicator: CCSSE CWA--Baseline 48.5%; 2016-17 55.8%
- Indicator: Active and College Learning--Baseline 52.9; 2016-17 48.5
- Indicator: Academic Challenge--Baseline 53.6; 2016-17 49.2
- Indicator: Student/Faculty Interaction--Baseline 49.2; 2016-17 46.9
- What we are doing: Revising the Teaching Excellence Committee requirements and processes (post-tenure review); Revising the role of faculty in advising to be more “coaches” for education and career; Requiring all faculty to have a professional development strategy related to equity and diversity, student engagement, and Universal Design; Revised and improved our new program review process; Revise embedded tutoring and other academic supports; Continue Open Education Resources efforts in collaboration with student government; Grow in our participation in state and national conference attendance; Enhance professional development for faculty; and Recognize and reward innovative teaching and learning ideas.

POLICY

Faculty Award/Denial of Tenure and Contract Renewal/Non-Renewal

Review committees for probationary faculty are progressing with their activities and preparing evaluation reports. Committee reports for all probationary faculty will be sent to the Board prior to the March Board meeting, at which time the Board is to award or deny tenure for third-year probationary faculty and renew or non-renew contracts for first-year and second-year probationary faculty. Dr. Andreas reviewed the process.

Chair Fuller added that for this cycle, the Board of Trustees, the President and Dr. Andreas have discussed this topic at the January and February Board Executive Sessions, and will continue the discussion during a three-hour Board Executive Session in March, including interviews with the 3rd-year probationers, and on top of reviewing the materials that have gone through the process with quality-control scrutiny and comments. This is very important, and the trustees devote quite a bit of time to it.

The probationary faculty members include the following:

Third Year

Liza Brenner, Art
Kathleen Ensenat, Physics
Tim Madeley, Accounting
Liza Rendon, Psychology
Melanie Shelton, Baking & Pastry Arts
Alexander Wittmann, Automotive
Bin Zhang, Communications

Second Year

Chad Bacon, Advanced Computer Manufacturing
Michael Gray, Film
Sandra Guth, Transition Studies
Parakh Hoon, Political Science
Lauren Love, Drama

Scott McLean, Culinary Arts
Amy Warren, Office Administration
Amanda Ybarra-Rotelli, Sociology

First Year

Eric Chase, History
Stephanie Lee, Biology
Laura Martin, History
Thad O'Dell, Math

BUILDINGS AND GROUNDS No report.

BUDGET AND FINANCE

Quarterly Financial Report

Chair Fuller reported that the Board Finance Committee (Chair Fuller, Vice Chair Mah, Dr. Stokes, and Vice President Al Brown) met to discuss the financial reports.

Vice President Al Brown reviewed the FY18 Projected Revenue vs. Budget Report. We are looking to finish with a positive balance based on what summer, fall, and winter enrollment looks like so far, and projecting spring to come in right at budget. For the state student tuition, we are projecting we would pick up about \$141,000 from what was budgeted, and that is because we budgeted for 5% enrollment decrease, and while enrollment is down, it is not down 5%. For RS, we are picking up revenue because we budgeted for flat enrollment. For State Allocation, we picked up a little more than initially indicated received. Corporate and Continuing Education transfer and miscellaneous revenues are on budget. Fifty percent (50%) of revenue is state allocation and the other 50% is student tuition and RS fees. The current projection rate, based on the revenue side, is about \$500,000.

Director of Budget and Fiscal Services Rochele Johnson reported on the financial operation of the second quarter of the 2017-2018 academic year.

2017-18 Operating Budget through December 31, 2017:

FY18 Variance Forecast to Budget

- Sub-Total State Allocation: \$ 47,739
- Sub-Total Local Revenue: \$ 502,214
- Sub-Total Transfers: \$ 49,939
- Total Operating Revenues: \$ 500,014
- Operating Surplus: \$ 500,014

She also provided a report on the Non-Operating Accounts Statement of Revenue and Expense through December 31, 2017. Trustee Mah noted that during their Board Finance Committee meeting, they discussed about perhaps developing a plan for food services because the negative revenue does not really reflect current program performance.

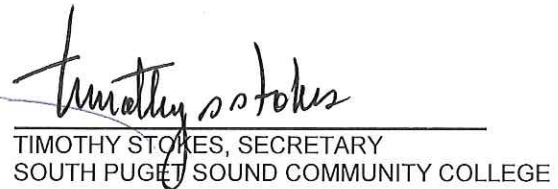
For the Capital Budget Status, she reported that all the numbers have not come in yet from state allocations, so the updates will be reflected on the next report. Dr. Stokes noted that the money coming in for the capital budget covers the expense that the college spent from reserves for Building 28, but not the expense incurred from the six-week delay.

COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES None.

ADJOURNMENT 4:15 p.m.



LEONOR FULLER, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE