

**South Puget Sound Community College
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday, April 10, 2018
Building 1-Room 194
TwinStar Community Foundation Event Center
4220 6th Ave. SE
Lacey, WA 98503**

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 12:02 p.m. Chair Fuller announced that the Board was going into executive session 1) to review the performance of a public employee ((RCW 42.30.110(1)(g)) and 2) 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 conclude at 3:00 p.m. unless otherwise extended at that time. No action would be taken by the Board during the executive session.

The executive session concluded at 2:59 p.m.

BREAK 2:59-3:10 P.M.

RECONVENE REGULAR MEETING

The regular meeting reconvened at 3:10 p.m., and Board Chair Fuller reported no action was taken during the executive session.

APPROVAL OF CONSENT AGENDA

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

A. ADOPTION OF MINUTES

- March 13, 2018 regular board meeting

B. MEETINGS AND CONFERENCES

- ACT Spring Conference, May 10-11, 2018, Vancouver, Washington

C. ANNOUNCEMENTS

- Graduation, Friday, June 15, 2018

D. DATE OF THE NEXT BOARD MEETING

Regular Meeting
May 8, 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 None.

COMMENTS FROM THE AUDIENCE None.

COMMENTS FROM THE BOARD

- Congratulations to Trustee Clarkson who will be awarded an honorary doctorate degree from St. Martin's University next month.

REPORT FROM THE COLLEGE PRESIDENT

- ASB President Ashleigh DeBuse reported the following:
 - Food Pantry Update: 514 visits for the school year since opening.
 - As part of civics week, Student Senate has arranged a Student Town Hall on April 17 for a conversation with Sen. Sam Hunt and Rep. Beth Doglio from Legislative District 22.
- No Faculty Senate report.
- Dr. C.J. Dosch, English Professor and Faculty Union President, reported the following:
 - Local 4603 is still in negotiations.
 - State AFT endorsing funding for community and technical colleges and support for resolution--"how do we do a big ask for change"?
 - It is campaign season, so AFT will be sending a survey to find out who to endorse.
- Dr. Stokes reported the following:
 - The State Board has increased our WorkFirst Delivery Agreement Grant by \$88,000; the new Grant Amount is \$472,905.
 - Brewing & Distilling Update – Fall Program Start
 - Lacey Campus Building 3 Renovation Update – June Start; Drawings were provided to the Trustees
 - He noted other information located in the board binders:
 - President's Outreach Activities List
 - Personnel Update

INFORMATIVE REPORTS

Strategic Plan--Core Theme #4

Jennifer Tuia, Director of Institutional Research, presented an update on Core Theme #4: Champion and Reward Innovation, on behalf of Chief Information Officer Lori Casile, who had laryngitis.

The following information was reviewed:

- “We promote a culture of creativity among staff and faculty by encouraging innovation leading to student success. Teamwork and collaboration across disciplines and work areas are essential aspects of the innovation we seek.”
- Innovation is ongoing, so some items get on the list, while others drop off the list.
- The college has met or exceeded targets for the following indicators:
 - Number of emerging, promising and excellent practices implemented collaboratively:
 - Some new and innovative initiatives: Guided Pathways; Compass (Starfish) rollout – advising, degree planning, student retention; Financial aid form online with electronic signatures; Customer Relationship Management (CRM) software; Student Success course – excellent practice serving vulnerable populations; e-Learning workshops; Undergraduate research; Exchange program with Hagaromo University; Contract credit Nursing Assistant credential
 - Number of emerging, promising and excellent practices implemented by single source/unit.
 - Some measurable highlights: Math & English bucket courses; High School 21 classes at the reservation; Food Pantry; Academic Warning policy
 - Number of faculty and staff recognized for innovation.
 - 4 Team innovations recognized and 8 Individual faculty and staff recognized
- SPSCC moves the innovation needle by implementing programs and technology and building teams to change the way we deliver services to students.

Corporate and Continuing Education

Noel Rubadue, Dean of Corporate and Continuing Education, provided the following Corporate and Continuing Education (CCE) update:

2016-17 Breakdown of Net Revenue at Lacey Campus:

- Classes – 78%
- Consulting – 18%
- Testing – 3%
- Miscellaneous – 1%

2016-17 Breakdown of Enrollment by Program:

- Computer Technology courses – 32% (104 current classes on schedule)
- Customized Training – 14%; 107; 2017-18 as of Spr Qtr: 140
- Continuing Education – 21%
- Leadership – 8%

- Human Resource – 4%
- Business Analysis – 7%
- Project Management – 13%
- Brewing – 2%
- CB&I – 1%

Other information:

- Professional Development courses – 12 new classes added this year or launching Smr Qtr 2018
- Professional Certificate programs – 10 programs; 3 new certificates Smr 2018
- Technical & Corporate consulting – 2016-17: 35 contracts; 2017-18 as of 3/15/18: 33 contracts
- Professional Testing Center – 2016-17 enrollment: 3%, (2610 testers); 2017-18 (2010 testers)
- Tribal Programming – 2016-17: 29 graduates; 2017-18: 8 as of Wtr Qtr
- Small Business Development Center – 2017 businesses served 116; counseling hours 1080; jobs created or retained 135; capital investment \$1,778,955; increased sales \$4,467,939

POLICY

Sabbatical Leave Requests

The sabbatical leave requests for the 2018-2019 academic year have been reviewed by the Sabbatical Leave Taskforce and the president. Vice President for Instruction Dr. Michelle Andreas presented the recommendations for the Board's first reading in March. Kaidren Winiecki, Communication Studies Professor and member of the Sabbatical Leave Committee, was available to answer questions for the Board's second reading.

- Annamary Fitzgerald, Adult Basic Education Professor, requested two quarters sabbatical (winter and spring of the 2018-2019 academic year) to expand on her technology skills to help students. Professor Fitzgerald has two purposes for her sabbatical: to update her knowledge and use of technology tools for accommodated learning of written materials, and to develop knowledge of technology skills for low/no-cost multimedia tools that allow students to demonstrate proficiency in alternative ways. She would like to explore emerging technological options for text-to-speech tools on a variety of devices and platforms. Many transition studies students are particularly vulnerable and struggle with the physical act of reading written academic texts, and many do better if they can hear the text, and even better if they can read and listen simultaneously. Once completed, she would create informational how-to videos and audio recordings for use by faculty and students.
- Jennifer Berney, English Professor, requested three quarters of sabbatical (fall, winter, and spring of the 2018-2019 academic year) to research issues of representation in literature, with an emphasis on Multi-Ethnic and Queer American Literature, as well as study Creative Non-fiction formally. She would use her time to attend conferences, read books, study critical frameworks,

responses, historical contexts, and creative non-fiction. An outcome would be to offer more texts that reflect students' own experiences and give them an opportunity to develop empathy and challenge their worldviews. A deeper understanding of this content would allow her to design a curriculum that engages students with diverse backgrounds in meaningful ways and also challenges worldviews. Completing additional studies on Creative Non-fiction will enhance her ability to instruct students in all of her English and Literature courses.

The Sabbatical Leave Taskforce recommended granting two quarters to Professor Berney.

It was moved by Trustee Mah and seconded by Trustee Hartmann, **THAT THE BOARD APPROVE THE SABBATICAL LEAVE REQUESTS FOR 2018-2019 AS PRESENTED IN TAB 3 FOR ANNAMARY FITZGERALD, ADULT BASIC EDUCATION PROFESSOR, TWO QUARTERS; AND JENNIFER BERNEY, ENGLISH PROFESSOR, TWO QUARTERS. THE MOTION CARRIES.**

2018-2019 Board of Trustees Officers

Board Chair Fuller appointed Trustee Hartmann and Trustee Jeff Davis as the nominating committee to submit recommendations for the 2018-2019 Board officers for election in May.

BUILDINGS AND GROUNDS

Health & Wellness Center

James Hill of KMB architects, presented the schematic design package for the Health and Wellness Center renovation and addition project. The design integrated the renovation of the 21,000 SF existing gym and a 19,000 SF connecting addition to its south side. Spaces for students to study and socialize include large corridors and a central lobby space with seating, team rooms and a Wellness Café, weights/cardio room, a main gym and an auxiliary gym. The project is on schedule, with anticipated opening in the spring of 2020. The renovation and addition project cost estimate is just under \$14M.

BUDGET AND FINANCE

2018-2019 Services & Activities Fee Budget

Clarice Villanueva, ASB's Vice President of Finance and Chair of the S&A Budget Committee, presented the list of allocations for the 2018-19 Services and Activities Fee Budget. The S&A Budget Committee considered funding requests totaling \$1,513,980.69 from 41 different campus clubs, programs and groups, from a budget of \$1,150,000.00 to allocate for the 2018-19.

She reported that as a committee, they agreed to approach each request with the desire to provide funding that allows each program to achieve its mission. They also considered data from the past three years with previous program allocations and expenses, foreseeable projections of next year's expenses and budget impacts such as existing inventory and minimum wage increases.

There are two changes they tried:

- 1) The Club Model: allocation of \$1200 for clubs that have submitted budget requests before, and \$800 to clubs that are submitting theirs for the first year. They are not at all limited to this amount--they can always request money from the contingency fund should the new leadership of the clubs choose to participate in more activities. The committee recommended that this pilot model be used for a year to see whether it works before implementing it into the process, so for now, no governance changes have been made.
- 2) The Student Salaries: Instead of having one line item that includes all of the student salaries, they are now incorporated into the programs to which they are tied. This will help with tracking, and budget managers have a better picture of their student wages. For instance, the peer mentor wages that used to be part of student life administration, are now included in the peer mentorship program line item.

She noted that the committee is confident in the fairness, equity, and fiscal responsibility tied to their decisions.

It was moved by Trustee Clarkson and seconded by Trustee Mah **THAT THE BOARD OF TRUSTEES APPROVE THE 2018-2019 SERVICES AND ACTIVITIES FEE BUDGET AS RECOMMENDED AND PRESENTED IN TAB 4. THE MOTION CARRIES.**

EXECUTIVE SESSION

At 4:56 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 conclude at 5:10 p.m. unless otherwise extended at that time. No action would be taken by the Board during the executive session.

BREAK 4:56-5:06 P.M.

RECONVENE The executive session was extended to, and concluded at, 5:20 p.m.

The regular meeting reconvened at 5:20 p.m. There was no action taken during the executive session.

ADJOURNMENT 5:20 p.m.


LEONOR FULLER, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE


TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE