

**South Puget Sound Community College
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday, May 8, 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 2:33 p.m.

ROLL CALL

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

EXECUTIVE SESSION

At 2:33 p.m. Chair Fuller announced that the Board was going into executive session to review the performance of a public employee ((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.

The executive session concluded at 3:00 p.m.

BREAK 3:00-3:08 P.M.

RECONVENE REGULAR MEETING

The regular meeting reconvened at 3:08 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 Davis, and carried **THAT THE FOLLOWING CONSENT AGENDA ITEMS BE APPROVED AS PRESENTED.**

A. ADOPTION OF MINUTES

- April 10, 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

June 12, 2018

3:00-4:30 p.m.

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SPECIAL INTRODUCTIONS None.

The board and audience were notified that a student reporter from The Sounds newspaper would be recording the meeting.

COMMENTS FROM THE AUDIENCE None.**COMMENTS FROM THE BOARD**

- On behalf of the Board, Chair Fuller congratulated Dr. Stokes for receiving the 2018 ACT Chief Executive Officer award, which will be commemorated at the ACT Spring Conference in Vancouver on May 10.
- She also congratulated the College Foundation, catering, and all those who helped host a successful and well-attended President's Club event on May 3.
- On behalf of Trustee Mah, Chair Fuller reported that the Board Finance Committee (Chair Fuller, Vice-Chair Mah, Dr. Stokes, and Al Brown) met to discuss the projected revenue and the budget for the third quarter of FY 2018. They also discussed the preliminary 2018-2019 budget. She noted the relationship between the projected budget decrease pegged to the state enrollment and the Running Start funding rate increase. They also reviewed the State Auditor's executive summary reports on the College's 2016 and 2017 Financial Statements, which indicate no significant financial concerns.
- She and Dr. Stokes will welcome the Olympia City Council that is conducting their meeting on campus to discuss homelessness and housing affordability.
- Trustee Clarkson reported: College Foundation Board of Directors is updating its by-laws; the Clipper Scramble is on June 1; and The Experience, with a New Orleans theme, is on October 6, 2018.

REPORT FROM THE COLLEGE PRESIDENT

- ASB President Ashleigh DeBuse reported the following:
 - She and half of the Senate attended the President's Club event.
 - Director of Student Life Robert Lane and Senator of Legislative Affairs Daniela Suarez attended the WACTCSA (Washington Community & Technical College Student Association) Voice Academy. Some of the items included in next year's legislative agenda include: student sustainability, college affordability, and textbook affordability.

- Their hiring for student positions is underway.
- The Undergraduate Research poster session is on June 8 at 1:00-3:00 p.m.
- Yvonne Fish, Math Professor & Faculty Senate President, said she wanted to highlight what faculty are doing outside of the classroom. She reported that there was a Lacey STEM Fair that included automotive, welding, and the sciences—it looked like a great outreach opportunity—over 200 young children from all over Thurston County enjoyed hands-on activities and displays.
- Dr. C.J. Dosch, English Professor and Faculty Union President, reported the following:
 - Union – state level: They are re-grouping and celebrating the “wins” this spring.
 - Union – on-campus: They are finalizing contract negotiations this week; uncertain whether or not the contract will be ratified by the faculty by the June 12 board meeting.
- Dr. Stokes reported the following:
 - He thanked the Board for nominating him as the 2018 ACT Chief Executive Officer.
 - Culinary Accreditation Update: The American Culinary Federation (ACF) Visit was on April 24-26. It went extremely well, with no findings and with a 5-Year Accreditation.
 - Faculty Hiring: Updates from the Human Resources Office were provided.
 - IGNITE: The DEIC will be launching a student success program that offers services and resources for low-income, first-generation students and students with disabilities, to help them succeed.
 - The Bowen Building Update: The College expects to sign a Purchase Sale of Agreement by the end of May.
 - Brewing & Distilling Update: They expect that there will be a lease by the end of June signed by the Dept. of Enterprise Services (DES) and the College. It appears that construction will get started early June. Certificate of Occupancy signed by DES and the College in March; and in the building next summer.
 - Commencement Update: Friday, June 15, 6:00 p.m.; at Tumwater High School Stadium.
 - Percival Plaza Update: There will be a patio for outdoor dining in the summer.
 - La Cage Aux Folles: May 13 Mother's Day. Doors open 11:30; Brunch at noon; Show at 2:00 p.m.
 - He noted other information located in the board binders:
 - President's Outreach Activities List
 - Personnel Update

INFORMATIVE REPORTS

Strategic Plan--Core Theme #5

Vice President for Administrative Services Al Brown, Foundation Executive Director

Tanya Mote, and Chief Communications & Legislative Affairs Officer Kelly Green, presented an update on Core Theme #5: Build Community.

“We engage our community of students and stakeholders by enhancing campus culture, increasing access to college services, and growing economic development.”

The dashboard shows the mission fulfillment for the following indicators are positive:

- Objective 1: Deepen engagement
 - Measurement 1: External Partnership Experience
 - Survey indicates the college received overall positive rating with a 37% response rate and the level of satisfaction was still well above 90%.
 - Measurement 2: Campus Giving Campaign
 - Baseline: 37.9%; Mission Fulfillment: Annual 2.5% / 5-yr growth: 10% (41.8%); Stretch Goal: Annual 5% / 5-yr growth: 21% (46.1%)
 - 47.3% Giving: FT Faculty; 41.5% Giving: FT Staff
- Objective 2: Foster Economic Development
 - Measurement: Amount of Funding
 - Baseline:\$634,622; 2016-17=\$2,058,991; Mission Fulfillment: \$1.5M; Stretch Goal: \$2.25M

They reviewed college engagements and other examples of enhancing campus culture:

- On-campus Outreach: FIRE Summit: 125 high-schoolers; Choir & Band Festivals: 600+ middle- and high-schoolers; Expanding Your Horizons:375 middle-schoolers; Historically Black Colleges & Universities Recruiting Day: students from Thurston, Pierce, and JBLM;
- Lacey: Thurston Economic Development Council events sponsorships; Veterans Hub; Corporate & Continuing Education; Washington State Patrol partnerships and SWAT team exercises;
- Students supporting the community: Athletes; Student Life; Food Pantry;
- Food: Percival Restaurant; Catering; Box Truck;
- The Minnaert Center (beyond Artist & Lecture Series): Studio West Nutcracker; Naturalization Ceremonies; Candidate Swearing-in; Emerald City Music; Olympia Symphony & Olympia Chamber Orchestra;
- Internal Community-Building: Waffle breakfast; Thank You Grams; All-Campus Forums; Faculty Receptions;
- Legislative Advocacy: Going beyond the borders of the Capitol Campus (visits and presentations to students by Gov. Inslee, U.S. Sen. Denny Heck, Sen. Sam Hunt, and Rep. Beth Doglio.
- What's Next: Yelm; Bowen Building and Allied Health; Brewing & Distilling; Health & Wellness; Student Success Campaign; and Alumni Association.

POLICY

Exceptional Faculty Awards – Spring Quarter

Kehli Kealy, Executive Assistant to the Vice President for Instruction, gave a brief

overview of the proposals on behalf of Dr. Michelle Andreas. The Exceptional Faculty Awards Committee reviewed the applications for the Spring Quarter 2018 Exceptional Faculty Awards. She noted that the Exceptional Faculty Award fund has a current balance of \$16,745.64. The proposals being considered add up to \$16,914.00 so Instruction is using unused funds from previous awards to make up the \$168.36 difference so that all three can be approved.

- **Emporium Mathematics: Exceptional Faculty Award \$9,030**

The proposal is a change to the curriculum so that any student testing at the Math 09X level has the opportunity to complete college-level math in their first quarter. The plan is to create one class called "Pre-College Mathematics" that would include Math 90, Math 94, and Math 96 students. Students would work towards completing the main topics for each class as one uniform group. The number of proctored tests will be reduced and replaced with packets from the MATH 107 class. The Pre-College Mathematics class will provide just-in-time remediation for each packet. Math 107 packets will be introduced in class and parts of each packet will be completed as group activities. At mid-quarter, based on each student's performance, students will either continue on in the Pre-College Mathematics class, or will move into the support or "fall back" class. The support class is a fall back option for students who are not capable of the more rigorous expectations in the Pre-College Mathematics class. Any work completed in the first quarter can be carried forward to the next quarter so that many students who do not complete the first quarter will be able to complete in the second quarter. At the end of the quarter, students who complete the Pre-College Mathematics class and the Math 107 packets will receive credit for Math 107, and an entry on their transcript that shows they met the Math 96 requirement. The hope is that they can get 45% of the students enrolled in our Emporium Math classes to receive college-level math credit in their first quarter. This project was born directly out of data and findings presented at a number of Pathway, College Spark, and Achieving the Dream gatherings. Funds would go towards the time put in to complete the project.

- **Technical Mathematics: Exceptional Faculty Award \$1,092**

The plan is to create contextualized activities and/or projects for the culinary and baking and pastry arts to better serve multiple technical programs in one math class. They do not have the enrollments to support a technical math class for each program, but by developing some assignments that specifically meet the needs as outlined by the professors in that area of study, they can create a class that is worthwhile for everyone. One of the outcomes of the Pathways initiative is to help students reach their college-level math requirement sooner. The removal of the prerequisites for math 101 can help towards this goal, but the class will not have meaning unless students have the math skills they need to be successful in their fields when they leave the class. Another facet of Pathways work is to provide contextualization and integration into every pathway. This project will help students meet their math requirement sooner, and the contextualized work will make the course more meaningful to the students. Funds would go towards the time put in to complete the project.

- **Reading Apprenticeship: Exceptional Faculty Award \$6,792**
One of the greatest barriers to student success in community college is students' reading ability. In fact, we lose many students, who are otherwise successful in drive and determination, due to their lack of reading comprehension and analysis skills. Although these skills are addressed in pre-college English courses, the issue applies to students in every course and discipline found in our SPSCC Pathways. Therefore, the pre-college English faculty team proposes to attend the Reading Apprenticeship Professional Development opportunity, "Reading Apprenticeship for First Year Experience" in San Francisco, CA. The conference reflects the support of student reading strategies and proficiency that SPSCC Transition Studies, IBEST faculty, and English department are working toward. Specifically, the workshop targets building students' willingness and capacity to read more rigorous (college-level) texts and accelerating students' learning and literacy, simultaneously, as they transition to college. In addition, the workshop will address how to engage students in understanding their own thinking processes--the power of metacognition--and how to foster learning dispositions of persistence, problem-solving, and collaboration. The objective is to return to SPSCC with more informed, current knowledge on highly effective reading strategies for incoming college students. In turn, they will apply this knowledge to programs to facilitate greater student success, predominantly with regards to student retention and completion for underrepresented students. Funds would go towards the cost of the conference and travel arrangements.

It was moved by Trustee Clarkson and seconded by Trustee Hartmann **THAT THE BOARD OF TRUSTEES APPROVE THE EXCEPTIONAL FACULTY AWARDS FOR SPRING QUARTER 2018 AS PRESENTED IN TAB 3. THE MOTION CARRIES.**

Election of 2018-2019 Board of Trustees Officers

Trustee Hartmann and Trustee Davis worked together as the nominating committee and recommended the following candidates for officers of the Board of Trustees for 2018-2019: Trustee Doug Mah as Chair and Trustee Leonor Fuller as Vice Chair. The Board will have its second reading and take action in June.

Board of Trustees Meeting Schedule

The Board had its first reading of the proposed 2018-2019 Board of Trustees meeting schedule:

- Tuesday, September 11, 2018, 3:00 p.m.
- Tuesday, October 9, 2018, 3:00 p.m.
- Tuesday, November 13, 2018, 3:00 p.m.
- Tuesday, December 11, 2018, 3:00 p.m.
- Tuesday, January 8, 2019, 3:00 p.m.
- Tuesday, February 12, 2019, 3:00 p.m.
- Tuesday, March 12, 2019, 3:00 p.m.
- Tuesday, April 9, 2019, 3:00 p.m.
- Tuesday, May 14, 2019, 3:00 p.m.

- Tuesday, June 11, 2019, 3:00 p.m.

It was moved by Trustee Hartmann and seconded by Trustee Clarkson **THAT THE BOARD OF TRUSTEES ADOPT THE 2018-2019 BOARD OF TRUSTEES MEETING SCHEDULE AS PRESENTED IN TAB 4. THE MOTION CARRIES.**

BUILDINGS AND GROUNDS No Report.

BUDGET AND FINANCE

Quarterly Financial Report

Al Brown, Vice President for Administrative Services, reviewed the FY 18 Projected Revenue vs Budget:

- Student Tuition: positive because we budgeted for a 5% decrease; we have a positive variance of \$169,099.
- Running Start: we budgeted for that to be flat and it is above 7%; we have a positive variance of \$436,027.
- International Students we budgeted 29 FTE, and we are spot on.
- State Allocation: positive variance of \$47,739.
- Corporate & Continuing Education Transfer: negative variance of \$51,439.
- Other Miscellaneous Revenues: positive variance of \$1,500.
- Total positive variance of \$602,926 on the revenue side.

Rochele Johnson, Director of Budget and Fiscal Services, reported on the financial operation of the third quarter of the FY 2018 through March 31, 2018. Her reports included the Operating Budget; Non-Operating Accounts Statement of Revenue & Expense; and Capital Budget Status. She reported that they are expecting revenue to come in higher by about \$600,000 and projecting expenses to stay fairly close to budget overall. There may be some increased spending in Instruction because of enrollment and that will come out of contingency.

Preliminary 2018-2019 Budget

Vice President for Administrative Services Al Brown reviewed the revenues and expenses for FY 2019 Operating Budget:

- State Allocation: Positive variance of \$755,958 (this will fund the state-funded portion of the wage and compensation increases).
- Local Revenue: Decrease of \$292,623 from tuition. We are budgeting for a 5% enrollment decline and a 2% state-approved tuition increase.
- Running Start: While we are projecting a 2% decline, the RS funding rates increase about 23%, which overrides the projected decline.
- They are looking at \$2,184,781 positive variance in revenue, and are spending all that on the expense side.

He also reviewed the following:

- 2018-19 Operating Budget by Source of Funds: State Allocation: 50.1%; Local

Tuition: 25.3%; Running Start: 22.1%; International 0.7%; Other Local Revenue: 0.4%; and Transfers In: 1.4%.

- 2018-19 Operating Budget by Source of FTE: Base Enrollment: 72.9%; Running Start 24.0%; International: 0.6%; and Worker Retraining 2.6%.
- 2018-19 Operating Budget by Program Area: Instruction 41.2%; Primary Academic Support 5.8%; Library Services 2.2%; Student Services 14.0%; Institutional Support 22.7%; Plant Operations 13.0%; and Equipment Pool 1.1%.
- 2018-19 Operating Budget by Category: Employee Wages & Benefits 80.35%; Goods & Services 16.00%; Equipment 2.45%; and Travel, Grants & Debt Services: 1.20%.

He also reviewed major initiatives and new positions funded that support the different Core Themes.

Auditor's Reports

Vice President for Administrative Services Al Brown and Chief Enterprise Services MaryAn Schmidt, presented the Board the audit reports, which were provided in advance of the meeting for their review.

The Northwest Commission on Colleges and Universities (NWCCU) decided that each college should have their own audit. Administrative Services started with FY 2014 in FY 2016 so they had to do some catch up. Last year they did FY 2015, (for which the Auditor's Report for FY ending June 30, 2015 was accepted by the Board in April 2017). This year they did FY 2016 and FY 2017 in order to get on track because additionally, NWCCU decided that the audit must be complete by the end of the 9th month of the fiscal year.


The Washington State Auditor completed an audit of the college's FY 2016 and FY 2017 Annual Financial Reports, and they were both clean audits.

As there were no questions, the Board considered a motion to accept the Reports.

It was moved by Trustee Hartmann and seconded by Trustee Clarkson **THAT THE BOARD OF TRUSTEES ACCEPT THE WASHINGTON STATE AUDITOR'S REPORT FOR FISCAL YEAR ENDED JUNE 30, 2016 AND FOR FISCAL YEAR ENDED JUNE 30, 2017 AS PRESENTED. THE MOTION CARRIES.**

EXECUTIVE SESSION None.

ADJOURNMENT 4:20 p.m.



LEONOR FULLER, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE