

**South Puget Sound Community College  
BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
Tuesday, June 12, 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 11:20 a.m.

**ROLL CALL**

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

**EXECUTIVE SESSION**

At 11:20 a.m. Chair Fuller announced that the Board was going into executive session 1) to plan or adopt the strategy or position to be taken in collective bargaining, negotiations, grievances, or mediation (RCW 42.30.140(4)(a)) and 2) to review the performance of a public employee ((RCW 42.30.110(1)(g))). The executive session was estimated to conclude at 2:00 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 1:55 p.m.

**BREAK** 1:55-2:00 P.M.

**RECONVENE REGULAR MEETING**

The regular meeting reconvened at 2:00 p.m., and Board Chair Fuller reported that no action was taken during the executive session.

**STUDY SESSION**

Dr. Michelle Andreas, Vice President for Instruction, reviewed the accreditation process and provided an update:

- Northwest Commission on Colleges and Universities (NWCCU) is the regional accreditation body for Washington state public and independent colleges, including WGU. It has five Standards, with 114 Elements (Sub-Standards).
  - Standard 1: Mission and Core Themes
  - Standard 2: Resources and Capacity
  - Standard 3: Planning
  - Standard 4: Effectiveness and Improvement
  - Standard 5: Mission Fulfillment, Adaptation, and Sustainability
- NWCCU accreditation process: Seven-Year Cycle
  - First 18 months—written report to NWCCU regarding Standard 1
  - Mid-cycle review—3-year collegial visit and discussion regarding college's readiness to meet mission fulfillment
  - Mission fulfillment—7-year comprehensive self-study of all standards followed by a complete evaluation by peers
    - SPSCC is going through its Year 7 Comprehensive Self-Evaluation, with evaluation peers visiting the college October 31-November 2, 2018.

Dr. Andreas also reviewed the importance of regional accreditation; SPSCC's self-study process; and SPSCC's review, assessment, and improvement process:

- Strategic Plan: Core Themes, Strategic Objectives, Indicators of Achievement
- Operational Plan: Strategies, Outcomes, Analysis for Improvement
- Unit Work Plans: Tasks, Projects

## **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**

- May 8, 2018 regular board meeting
- May 10-11, 2018 special board meeting (ACT Spring Conference)

### **B. MEETINGS AND CONFERENCES**

### **C. ANNOUNCEMENTS**

- Graduation, Friday, June 15, 2018

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

Regular Meeting  
September 11, 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**

Dr. Stokes recognized Associate Dean of Nursing Laurie Choate for her service to the College (2014-2018) and her work in the accreditation of our Associate Degree Nursing

Program and making SPSCC the first college to implement the Nursing Direct Transfer Agreement with universities.

**COMMENTS FROM THE AUDIENCE** None.

### **COMMENTS FROM THE BOARD**

Chair Fuller attended the Undergraduate Research poster session on June 8, which included ASB President Ashleigh DeBuse's project. Chair Fuller was very impressed with the caliber of research done from practical to global applications and the enthusiasm of the students who talked articulately about their research.

### **REPORT FROM THE COLLEGE PRESIDENT**

- ASB President Ashleigh DeBuse reported the following:
  - All Senate positions are filled, with the exception of one, which will be re-opened.
  - The KMB architect reviewed the Health & Wellness Center project at a joint meeting of the 2017-18 and the 2018-19 Student Senate.
  - Food Pantry update: Served 215 individuals; over 500 full visits; 131 supplemental visits.

Dr. Stokes noted that the Board will carry out its tradition of having a Percival Plaza brick engraved and installed in the Percival Plaza to recognize Ashleigh DeBuse as the 2017-18 ASB President.

- Yvonne Fish, Math Professor & Faculty Senate President, had no report.
- Dr. C.J. Dosch, English Professor and Faculty Union President, reported the following:
  - Local Union: They are waiting to hear the ruling on the Janus v. AFSCME Supreme Court case against public sector unions.
  - Union – on-campus: They are pleased that the bargaining season went smoothly and happy about the contract and the contract structure. They are excited that there is relief from the long-time salary stagnation and compression, and this contract is a positive step toward rectifying that compression. He thanked the faculty bargaining team for an excellent job of working on the faculty's behalf: David Hyde, Annamary Fitzgerald, Carlea McAvoy, Amy Warren, and David McAvoy.
- Dr. Stokes reported the following:
  - The college hosted the House and Senate Higher Education staff for an overview of how the college awards financial aid and also hosted them for lunch in the Percival Room.
  - He has been asked to serve on the Port of Olympia Vision 2050 Task Force, and asked the trustees to let him know if they have any concerns.
  - End-of-Year celebrations, concerts, and performances were all successful.
  - Trustees were provided copies of the ACCT Publication: Accreditation & Community College Trustees.

- He noted other information located in the board binders:
  - President's Outreach Activities List
  - Personnel Update

## INFORMATIVE REPORTS

### Foundation Annual Report

Lynnette McCarty, President of the College Foundation Board of Directors, provided Foundation's 2017 annual report that highlighted Foundation's financial status during their last fiscal year, current friendraising and fundraising efforts, and activities and recent developments.

#### Revenue and Fund Balance:

- January 1, 2017-December 31, 2017: Revenue and support received \$2,613,260, up \$929,205 from last year.
- For the first time, Foundation raised more than \$2.5 million in cash, pledges, and in-kind contributions and investment income.
- Revenue increase of 54.9% from 2016 to 2017.
- Fund balance for all Foundation assets as of December 31, 2017 was \$8,597,295. This is a significant progress towards the Foundation goal of \$10 million by 2020.

The Foundation provided \$1,145,968 in institutional support to the college from January 1 to December 31, 2017 in the following areas:

- Student Scholarships and Emergency Grants: \$169,681
- Exceptional Faculty Grants: \$45,000
- Classified Staff Professional Development Grants: \$10,000
- College Programs (support to department classroom/activities): \$131,734

#### Foundation operating expenses in 2017:

- Operational and Investment Management Fees: \$211,453
- Event and campaign expenses for The Experience and Clipper Scramble: \$105,581

#### Operational Activities:

- New Mission: To engage community and build resources to support success for all students.
- Alumni: Hired Alumni & Community Engagement Coordinator to launch the Alumni Association.
- Board Governance: Established the Board Governance Committee to oversee board education, recruitment and board policies.
- Student Success: Launched the Student Success online grant application.

She also reviewed highlights of Foundation's friendraising and fundraising events. Upcoming Events: July 12 Foundation Board/Trustees Reunion; October 6 The Experience.

She thanked the trustees for their support of the Foundation, attending Foundation events, donating generously, and encouraging the Foundation Board of Directors and staff.

## POLICY

### Election of 2018-2019 Board of Trustees Officers

Trustee Hartmann and Trustee Davis worked together as the nominating committee to submit recommendations for the 2018-2019 Board officers for election.

It was moved by Trustee Davis and seconded by Trustee Hartmann **THAT THE BOARD OF TRUSTEES APPROVE THE BOARD NOMINATING COMMITTEE'S RECOMMENDATION FOR THE 2018-2019 OFFICERS AS FOLLOWS: TRUSTEE DOUG MAH AS CHAIR AND TRUSTEE LEONOR FULLER AS VICE CHAIR. THE MOTION CARRIES.**

### Board of Trustees Resolution 18-01

The Naming of Structures and Programs Policy is to leverage gifts through naming of college structures and programs in honor of persons or entities that have made major financial contributions or for other purposes. Tanya Mote, Executive Director of College Foundation, presented a Resolution for Board consideration and adoption. The Rotary Club of West Olympia has made considerable financial contributions to the College Foundation for over 36 years to support student success through multiple scholarships.

Board Chair Fuller read Resolution 18-01 for Board consideration:

*WHEREAS, the Rotary Club of West Olympia has made one of the first donations to the South Puget Sound Community College Foundation and has continued to support student success through considerable financial contributions and multiple scholarships for over 36 years; and*  
*WHEREAS, the Study Room, room 149, is housed within the Library in the Center for Student Success on the Mottman campus; and*  
*WHEREAS, the Rotary Club of West Olympia has offered its substantial and consistent support to the College; NOW THEREFORE, BE IT*  
*RESOLVED, that the Board of Trustees acknowledges the dedicated support of the Rotary Club of West Olympia to South Puget Sound Community College and, in recognition of the Rotary Club of West Olympia's consistent and generous support and friendship to the college, extends a unanimous vote to name the Study Room 22-149 within the Library in the Center for Student Success the "Rotary Club of West Olympia Study Room."*  
*Presented this 12<sup>th</sup> day of June 2018.*

It was moved by Trustee Clarkson and seconded by Trustee Mah **THAT THE BOARD APPROVE RESOLUTION 18-01, TO NAME THE STUDY ROOM 22-149 THE ROTARY CLUB OF WEST OLYMPIA STUDY ROOM, IN RECOGNITION OF ITS DEDICATED SUPPORT OF STUDENTS, SOUTH PUGET SOUND COMMUNITY COLLEGE, AND THE COLLEGE FOUNDATION. THE MOTION CARRIES.**

## Faculty Contract

A new tentative Agreement By and Between the Board of Trustees of South Puget Sound Community College and the Federation of Teachers, Local Number 4603, AFT/AFL-CIO, has been reached by the negotiations team and ratified by the faculty. The administration recommended the Board approve the proposed New Agreement effective July 1, 2018-June 30, 2021.

Board Chair Fuller noted that the Board has been very adequately informed about the key components of the contract and has spent many hours discussing it, including during the Executive Session earlier.

It was moved by Trustee Davis and seconded by Trustee Hartmann **THAT THE BOARD APPROVE THE PROPOSED THREE-YEAR AGREEMENT FOR JULY 1, 2018-JUNE 30, 2021, BY AND BETWEEN THE BOARD OF TRUSTEES OF SOUTH PUGET SOUND COMMUNITY COLLEGE DISTRICT XXIV AND THE SOUTH PUGET SOUND FEDERATION OF TEACHERS, LOCAL 4603, AFT/AFL-CIO. THE MOTION CARRIES.**

Dr. Stokes thanked the negotiating teams of both sides. He noted that he was most delighted to reach that point and to be the first college to ratify a new faculty contract since the equal bargaining rights bill passed--“that says a lot about our ability to work together and accomplish good things for the college.”

Dr. Andreas recognized Chief Human Resources Officer Ken Harden, for helping create an atmosphere and a culture of trust and fair conversations. She said they have all learned from him and that their great negotiations happened primarily because he led their work and their efforts. The trustees also thanked him for all the work he has done and expressed their gratitude and congratulations on this accomplishment, for the hard work and solid negotiating on both sides, and the steps that were taken to create a respectful working relationship.

## President's Contract

The Board conducts an annual presidential evaluation process. Trustee Mah commented that the Board had an executive session earlier to conduct a final review and assessment of the college president's performance and consideration of his employment contract. He also noted that last month, the Washington State Association of College Trustees (ACT) named Dr. Stokes the 2018 CEO of the Year.

It was moved by Trustee Mah and seconded by Trustee Clarkson **THAT AFTER HAVING COMPLETED AN ANNUAL AND THOROUGH ASSESSMENT OF THE COLLEGE PRESIDENT'S PERFORMANCE AND REVIEW OF HIS EMPLOYMENT CONTRACT, THE BOARD OF TRUSTEES OF SOUTH PUGET SOUND COMMUNITY COLLEGE, OFFERS DR. TIMOTHY STOKES, THE FOLLOWING:**

- **AN EXTENSION OF HIS CONTRACT AS PRESIDENT OF THE COLLEGE FOR THE PERIOD OF JULY 1, 2020 THROUGH AND INCLUDING JUNE 30,**

**2021 WITH THE TERMS AND CONDITIONS SPECIFIED; A 3.0% COLA INCREASE EFFECTIVE JULY 1, 2018; AND A 2.0% BASE SALARY INCREASE EFFECTIVE JULY 1, 2018 IN ORDER TO RETAIN DR. STOKES' EMPLOYMENT AT SPSCC. THE MOTION CARRIES.**

## **BUILDINGS AND GROUNDS**

### Lacey 3 Building

Al Brown, Vice President for Administrative Services, provided a Lacey 3 project update, which is included in the Capital Projects Update list provided to the trustees. This is a project to renovate Lacey 3 with a very tight timeframe of this summer in order to have the Advanced Manufacturing program back in the building for fall.

- The plans are with the City of Lacey for review and permitting.
- It is a combined project: the contract part was put out to bid and the one bid was almost double what was anticipated, so it was rejected. In order to complete the project, there will be two phases. Phase 1: proceed this summer with the ESCO part of it—sidings, roof, doors, windows, HVAC, downstairs restrooms, and downstairs, anticipated to be completed for the start of Fall Quarter 2018; and Phase 2: the 2nd floor component will be re-bid out as a separate project, anticipated to be completed for the start of Spring Quarter 2019.

### Capital Projects

Al Brown provided a Capital Projects update, which he and Laura Price created.

- Health and Wellness Center: Construction underway by March 2019. Completion expected by end of Spring Quarter 2020.
- Wayfinding/Signage: Fabrication should be underway by July with installation anticipated by late August/early September.
- Brewing and Distilling: Getting close to having a signed lease. Expected to be available for classes Fall Quarter 2019.
- Bowen Building: Purchase and sale agreement signed by the seller. Close late summer/early fall.

## **BUDGET AND FINANCE**

### 2018-2019 Budget

Al Brown briefly reviewed the 2018-2019 Budget, which is a fairly conservative budget based on enrollment projections. The Budget was also reviewed in detail at the May Board meeting, and the Board Finance Committee also met to review the details and related financial reports.

It was moved by Trustee Hartmann and seconded by Trustee Mah **THAT THE BOARD OF TRUSTEES ADOPT THE 2018-2019 COLLEGE BUDGET AS PRESENTED IN TAB 4.**

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

- Dr. Stokes recognized Chief Human Resources Officer Ken Harden for leading the Human Resources office and helping move the culture of the college forward.
- Trustee Clarkson thanked Amy VanSurksum and Juana Alcala for working with her and Lacey's Sister City, Minsk Mazowiecki, Poland, for student tours of SPSCC, TESC, and SMU. She also thanked Jen Manley for working with a Running Start student, who had just been accepted to a Historically Black College, Paine College in Augusta, Georgia.
- Board Chair Fuller thanked Diana Toledo for all her work and the support she provides the Board of Trustees.

**EXECUTIVE SESSION** None.

**ADJOURNMENT** 4:10 p.m.



LEONOR FULLER, BOARD CHAIR  
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY  
SOUTH PUGET SOUND COMMUNITY COLLEGE