

South Puget Sound Community College
Special Board of Trustees Meeting
MINUTES
Tuesday, July 10, 2018, 12:00-4:45 P.M.
Building # 25 – Boardroom
South Puget Sound Community College
2011 Mottman Road, S.W.
Olympia, WA 98512-6292

SPECIAL MEETING 12:00-4:45 P.M.

Under RCW 42.30.080, a special meeting of the Board of Trustees, District 24, South Puget Sound Community College, was held on Tuesday, July 10, 2018 in Building 25-Boardroom, 2011 Mottman Road S.W., Olympia, WA 98512.

Trustee Doug Mah, Trustee Barbara Clarkson, Trustee Jeff Davis, Trustee Leonor Fuller, and Trustee Judy Hartmann, were present.

Lunch 12:00-12:30 P.M.

Operational Plan 12:30-1:30 P.M.

Vice President for Student Services Dr. Dave Pelkey and Vice President for Instruction Dr. Michelle Andreas presented the 2017-2019 Operational Plan for Board review and approval. Accreditation looks at our continuous improvement process that targets our Strategic Plan, core themes, and how we are continuing to improve the measures that we set related to the core themes by the work that we do. The Operational Plan is our college work plan that sets in motion all of the work that we, as a collective, believe will move the needle on those measures that get us to mission fulfillment. This is the first year we have shifted to a two-year Operational Plan that is more functional.

Chair Mah asked them to identify where the Board has a role within the Operational Plan, in addition to the strategy related to the Strategic Plan. They discussed with the Board in detail the strategies and expected outcomes for the Core Themes: Student Retention and Completion; Teaching and Learning Excellence; Equity and Diversity; Innovation; and Community.

It was moved by Trustee Fuller and seconded by Trustee Hartmann **THAT THE BOARD OF TRUSTEES APPROVE THE 2017-2019 OPERATIONAL PLAN AS PRESENTED BY DR. PELKEY AND DR. ANDREAS. THE MOTION CARRIES.**

BOARD RETREAT 1:30-4:45 P.M.

The Board of Trustees had a retreat for their special meeting, which included updates on the following:

President's Goals

As part of Dr. Stokes' presidential evaluation, his 2018-2019 goals were reviewed by the Board. Two internal goals were suggested, which Dr. Stokes will add to his list.

Board Discussion Items

- Board Meeting Schedule: The Board considered and discussed a modified Meeting Schedule that will:
 - Enable the Board more discussion and in-depth review of items in a more informal setting and help the Board with education and awareness and generative discussions about topics.
 - Utilize less staff time around the creation of formal meeting packets and less of the formal fiduciary discussion around what has happened in the past, such as budget review and performance monitoring.
 - The Board-approved 2018-2019 meeting dates will remain the same, but the modified schedule will have fewer formal meetings (4) and have dedicated Study Sessions (6) where the Board can have informal discussions about specific items and topics.
 - The agendas for the Study Sessions will include the standard language for an Executive Session to allow discussion of items allowable under Executive Sessions.
 - A section on the "College/Board Business" will be added at the beginning of each study session, to allow for emerging items or decisions that the Board has to make.
 - The meeting time will be 2:30-4:30 p.m.
- Board Governance: The board discussed board policy review and update process. Identified in the 2018-2019 work schedule is board policy review. The board policy review is on a five-year cycle, and the last review was in 2014. Another item tied in with this discussion was one that Trustee Clarkson raised about the trustees voting if they were not together and Dr. Stokes' suggestion about electronic voting. Board Chair Mah noted that review of existing policies and best practices that other organizations have, seems to be in order. He gauged the board's interest on whether or not they should have an ad-hoc committee or the full board to look at board governance, specifically around policy.

- Committee Assignments: The Board reviewed the proposed Trustee Committee Assignments:
 - CTC Strategic Advocacy Committee: Trustee Judy Hartmann – Lead
 - ACT Legislative Action Committee (LAC): Trustee Leonor Fuller – Lead (primary); Trustee Jeff Davis – Alternate (secondary)
 - Foundation Board: Trustee Leonor Fuller – Lead; Trustee Barbara Clarkson – Alternate
 - Board Finance Committee: Trustee Jeff Davis – Lead; Trustee Barbara Clarkson – Member
 - Ad-Hoc Governance Committee: Trustee Judy Hartmann – Lead; Trustee Doug Mah – Member. This Ad-Hoc Governance Committee was added as a result of the Board’s earlier discussion on Board Governance.

- Board/Chair Communications: The Board reviewed and clarified some expectations. The State Board, ACT and ACCT have an expectation that “the Board” is empowered to operate as the Board (as one unit), and no single trustee has authority to speak as an individual. As such, the Chair is the designated spokesperson on behalf of the entire Board. They also clarified expectations around Board/Chair communication with the president and staff and communication around emergencies.

Board Self-Assessment

The Board of Trustees annually completes a Board Self-Assessment. This year, the Board Self-Assessment Report was compiled and prepared by the Association of Community College Trustees (ACCT). The Board reviewed and discussed the report.

Bowen Building Tour 4:15-4:45 P.M.

ADJOURNMENT 4:45 P.M.



DOUG MAH, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE