

**South Puget Sound Community College
BOARD OF TRUSTEES
REGULAR MEETING: STUDY SESSION
MINUTES
Tuesday, September 11, 2018
Building # 25 – Boardroom
South Puget Sound Community College
2011 Mottman Road, S.W.
Olympia, WA 98512-6292**

CALL TO ORDER

Board Chair Doug Mah called the meeting to order at 2:30 p.m.

ROLL CALL

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

BOARD/COLLEGE BUSINESS

It was moved by Trustee Clarkson, seconded by Trustee Fuller, and carried **THAT THE FOLLOWING ITEMS BE APPROVED WITH THE ADDITIONS:**

A. ADOPTION OF MINUTES

- June 12, 2018 regular board meeting
- July 10, 2018 special board meeting

B. MEETINGS AND CONFERENCES

- Association of Community College Trustees (ACCT) Leadership Congress, October 24-27, 2018, New York
- Trustee Fuller added: Board Legislative Dinner, 5:30-7:00 on October 16, 2018 and the Board's meeting with the Accreditation Evaluation Team, 11:00-12:00 on October 31, 2018

C. ANNOUNCEMENTS

- Board-Hosted New Faculty & Staff Reception, October 9, 4:30-5:30 p.m.
- Trustee Fuller added: The Experience on October 6, 2018

D. DATE OF THE NEXT BOARD MEETING

Regular Meeting
October 9, 2018
2:30-4:30 p.m.
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E. REPORT FROM THE COLLEGE PRESIDENT

REPORT FROM THE COLLEGE PRESIDENT

- Special Recognition of Trustee Leonor Fuller as the 2017-2018 Chair of the Board of Trustees:
Dr. Stokes presented a gift from everyone and thanked her for her service as Chair. He noted that she spent considerable time on the telephone with him preparing, then working with all the trustees to allow him time to work on other matters. She did a great job as Chair, and under her leadership, the college:
 - Awarded over 2,300 degrees and certificates in June 2018.
 - Was first in the state to ratify a new faculty contract after the legislature gave each of the faculty unions the power to bargain locally with their institutions.
 - Has robust capital growth and development projects:
 - Expansion of Manufacturing and Architectural, Engineering, and Construction Technology in Lacey.
 - The Center for Brewing and Distilling is in the final stages of the design process.
 - A new Health & Wellness Center will start construction in the spring.
 - Close to an agreement that could give us the opportunity to expand our nursing and medical assisting programs.

Dr. Stokes added that this will go down in the history of the college as one of the best years for the college.
- Brewing & Distilling Update: It has taken a little longer than we expected. As soon as our lease is signed, Heritage is committed to moving forward with the project. Because of the increased cost of the construction and the complexity of the site, we are delayed, but the project is moving forward. The Board had previously approved the program, and has just concurred to move forward on the project as reported.
- Bowen Building Update: Purchase and sale agreement signed by the seller. The close is for November 1, 2018.
- Lacey 3 Update: Will be up and running for the beginning of Fall Quarter for the Advanced Manufacturing program on the first floor. The contractor continues to work until later in winter on the second floor that will house the Architecture, Engineering & Construction Technology program for anticipated move next summer.

- Preliminary Enrollment Report: Enrollment looks like it will come in right even with last year's. State enrollment may be down a little; International is up; if the enrollment holds our budget projections will be in good shape. We projected 4% down for state enrollment and projected Running Start at 2%.
- He noted other information located in the board binders:
 - President's Outreach Activities List
 - Personnel Update

STUDY SESSION

Dr. Michelle Andreas, Vice President for Instruction, reviewed the accreditation process with focus on the Fall 2018 Mission Fulfillment and Sustainability (Year Seven) Self-Evaluation Report:

- Northwest Commission on Colleges and Universities (NWCCU) is the regional accreditation body for Washington state public and independent colleges.
- SPSCC is going through its Year 7 Comprehensive Self-Evaluation, with evaluation peers visiting the college October 31-November 2, 2018.
- Accreditation Process at an Institution:
 - Institution Prepares Self-Study
 - Site Team Visits Institution
 - Site Team Prepares a Report That is Sent to Accreditor
 - Accreditor Sends Team Report to Institution, Receives a Response, and Finalizes Report
 - Accrediting Commission Decides Accreditation Status
- Standard 2: Resources and Capacity (this reports on the State of the College)
 - Governance
 - Leadership and management
 - Policies and procedures
 - Human Resources
 - Educational resources and programs
 - Student support resources
 - Library and information resources
 - Financial resources
 - Physical and technological infrastructure
- Standard 1: Mission and Core Themes
 - Mission
 - Core Themes
- Standard 3: Planning
 - Institutional planning, including Core Theme planning
- Standard 4: Effectiveness and Improvement
 - Assessment
 - Improvement
- Standard 5: Mission Fulfillment, Adaptation, and Sustainability
 - Mission fulfillment
 - Adaptation and sustainability
- Board Involvement
 - Working with presidents and chancellors, engage accreditation reviews

- Stay informed about the policy context and political environment for accreditation
- Play a leadership role in change and innovation in accreditation
- Review of self and president
- Instructional program rigor and student services quality
- Strategic planning and continuous improvement
- The Board's Role at SPSCC—Dr. Andreas compiled a summary of the trustees' responses to the questions below:

What activities do you, as trustees, engage in related to:

- college policy governance?
- institutional planning—core theme and indicators of achievement development?
 - Expand student retention and completion
 - Inspire teaching and learning excellence
 - Advance equity and embrace diversity
 - Champion innovation
 - Build community
- effectiveness, improvement, and mission fulfillment of our five core themes?
- institutional sustainability?

EXECUTIVE SESSION None.

ACTION ITEM FROM EXECUTIVE SESSION None.

ADJOURNMENT 4:45 p.m.



DOUG MAH, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE