

South Puget Sound Community College
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday, October 9, 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 3:00 p.m., and noted their goal to finish with board business before the new faculty and staff reception at 4:30 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 present.

Chair Mah acknowledged among the board meeting guests, Steven Drew, the incoming Trustee in November.

APPROVAL OF CONSENT AGENDA

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

A. ADOPTION OF MINUTES

- September 11, 2018 regular board meeting

B. MEETINGS AND CONFERENCES

- Board-Hosted Pre-Legislative Session Dinner, October 16, 2018
- ACCT Leadership Congress, October 24-27, 2018, New York
- NWCCU Accreditation Evaluation Committee Meeting with the Board of Trustees, October 31, 2018
- ACT Legislative Action Committee Retreat, November 8, 2018 and ACT Fall Conference, November 9, 2018, Seattle

C. ANNOUNCEMENTS

- Board-Hosted New Faculty & Staff Reception, October 9, 4:30-5:30 p.m.
- Foundation Annual Scholarship Reception, Nov. 13, 4:30 p.m.

D. DATE OF THE NEXT BOARD MEETING

Regular Meeting: Study Session
November 13, 2018

2:30-4:30 p.m.
Building # 25 - Boardroom
South Puget Sound Community College
2011 Mottman Road, S.W.
Olympia, WA 98512-6292

SPECIAL INTRODUCTIONS

The Women's Volleyball Team and coaches and the Men's Soccer Team and coach were present for introductions. Director of Athletics Vernell Willingham distributed copies of home game schedules and calendars and invited the trustees to send in their SPSCC athletic team merchandise selections. The trustees thanked the student-athletes for coming to the meeting and also for volunteering at The Experience.

COMMENTS FROM THE AUDIENCE None.

BOARD SPECIAL COMMITTEE LIAISON REPORTS

- ACT Legislative Action Committee: Leonor Fuller, Jeff Davis
 - Trustee Fuller reported that she and Trustee Davis will attend the Legislative Action Committee (LAC) Retreat on November 8. The LAC trustee representatives will brainstorm the talking points and strategies to utilize as a system to advocate for the community and technical colleges' operating and capital budget requests.
 - The State Board has finalized the Community and Technical Colleges' legislative agendas for the 2019-21 Operating Budget and Capital Budget requests:
 - 2019-21 Capital Budget Request:
 - \$623 million capital budget
 - SPSCC does not have a specific project on the system-wide prioritized list.
 - 2019-21 Operating Budget Request:
 - Competitive compensation for student success (\$68 million)
 - Pathways to jobs for all Washingtonians (\$86 million)
 - High-demand training locally and statewide (\$35 million)
- Ad-Hoc Governance Committee: Judy Hartmann, Doug Mah
 - Trustee Hartmann reported that at the July Board retreat, the trustees discussed the review and update of the Board policies as part of the five-year review cycle. She and Chair Mah met and decided to start their work after the accreditation visit.
 - They did decide that the policy on financial stability and solvency will be forwarded to the Board Finance Committee for their input and feedback.
- Board Finance Committee (Quarterly Reports: October, February, May): Jeff Davis, Barbara Clarkson
 - Trustee Clarkson reported on the financial documents that Vice President for Administrative Services Al Brown and Dr. Stokes reviewed at their Board Finance Committee meeting.

- CTC Strategic Advocacy Committee: Judy Hartmann
 - Trustee Hartmann reported that this is the State Board's committee with several trustees, presidents, PIOs, and system leadership charged to develop a long-term advocacy plan to push forward the CTC system's legislative agendas. She and Dr. Stokes are on this committee. Consultants put together talking points that will be discussed at the WACTC meeting and the ACT Conference. She noted the following:
 - There has been much background work done in researching what people think about the CTC system--both inside and outside the system, policy makers, and other influential people in business, unions, and other organizations in the state of Washington. The research has been broad and thorough and includes a large amount of data from personal interviews, and online data to support the recommendations.
 - What has come across is that the system crosses geographic, demographic, and political party interests in the state of Washington, and it is well thought of. There is strong support for the community and technical college system and a universal appreciation for what it does.
 - The committee is only looking forward--because we are a student-based group of institutions focused on students and our communities, the message is all around what the system can do to make improvements to support activities to increase success.
- Foundation Board: Leonor Fuller, Barbara Clarkson
 - Trustee Fuller called on Foundation Executive Director Tanya Mote, who reported \$461,000 as the latest count to date for how much The Experience has raised (which is already exceeding last year's total). Trustee Fuller congratulated the College Foundation for a wonderful event and record-breaking year.

REPORT FROM THE COLLEGE PRESIDENT

- Dr. Stokes welcomed and congratulated the Student Senate, Campus Activities Board, Dean of Student Engagement & Retention Jen Manley, and Director of Student Life Robert Lane, for a great and smooth kickoff for the year for the students.
 - The following 2018-2019 Associated Student Body officers introduced themselves:
 - ASB President: Jonathan Fink
 - Vice President of Finance: Thanh Tran
 - Vice President of Clubs & Organizations: Kristina Hoferer
 - Senator of Legislative Affairs: Timothy Catlin
 - Senator of Information & Health: Katie Lowery
 - They distributed copies of the Senate's Goals for Fall Quarter 2018:
 - Enhance student success by developing programs that support the basic needs of students.
 - Partner with faculty on strategies to advocate for student needs.

- Promote the implementation of health, wellness, and sustainability projects.
 - Cultivate an atmosphere of belonging and unity.
- Jonathan Fink provided a Food Pantry update: 97 full visits since the start of fall quarter; toiletry drive October 15-31, 2018.
- Dr. C.J. Dosch, English Professor and Faculty Union President, had a schedule conflict, but provided a written report for the trustees regarding activities of the Local 4603 and the AFT Washington.
- Yvonne Fish, Math Professor & Faculty Senate President, was not present to provide a report.
- Dr. Stokes reported the following:
 - The Yelm Extension fall quarter enrollment has gone so much better than anticipated. We were anticipating 15 in our HS 21+ program and we have over 25 earning their diplomas. We have 42 students in our Math and English college courses. We signed an agreement with Yelm to provide bus transportation from the district to the college, and we have 11 doing that. Overall, the partnership with Yelm Community Schools, Yelm Timberland Library, and the South Sound YMCA has been beneficial to the community and good for the college.
 - Our Catering team is expanding its catering services out into the community as they advertise our college and food services program in their new catering truck.
 - The Advanced Manufacturing program is back in the building for fall. We still have the second floor to get done, but we should finish with Lacey 3 in February or March.
 - Articles shared with the trustees:
 - "Today's Jobs Demand Education Beyond High School," Dr. Stokes' opinion piece in the Thurston County Chamber VOICE magazine and
 - "Meet the Candidates for Thurston County Commissioner: Bud Blake & Tye Menser," Chair Mah's piece in the Thurston County Chamber VOICE magazine. There is an upcoming Meet the Candidates Forum hosted by the Chamber of Commerce and moderated by Doug Mah.
 - He noted other information located in the board binders:
 - President's Outreach Activities List
 - Personnel Update

INFORMATIVE REPORT

Accreditation: Mission Fulfillment & Sustainability

Dr. Michelle Andreas, Vice President for Instruction, facilitated the Board's Study Session on accreditation in September. She provided a brief accreditation update since the Board Study Session:

- They are continuing to work on finalizing the agenda schedule with the visiting Evaluation Committee members.

- She and Dr. Dave Pelkey are reviewing councils, committees, and task forces related to our core themes and standards, and identifying the right people with the right areas with the evaluators.
- She will conduct accreditation study sessions with deans and directors, faculty, and classified staff.
- They have started messaging to students about accreditation.

Chair Mah added that in the end we will get an evaluation report from them and an opportunity for us to recognize and celebrate the amount of effort and work that has been accomplished, and de-brief on what we have learned from the process in addition to all the things we were expected to learn from it.

POLICY No Report.

BUILDINGS AND GROUNDS No Report.

BUDGET AND FINANCE

Budget Closeout

Director of Budgeting & Fiscal Services Rochele Johnson and Vice President for Administrative Services Al Brown reported on the 2017-2018 budget closeout activities.

Rochele Johnson reported the total operating revenues for the year exceeded the year before by almost \$800,000 and exceeded our budget by \$850,000, so we did very well. In operating expenses we were above last year's by \$850,000, but we were actually below budget by about \$23,000, which is still good. The closing funds of \$877,371 will be put toward projects.

Al Brown reviewed current assets, current liabilities, dedicated balances, and reserves. The administration recommends board approval of the expenditure of \$1.3 million from the college reserves for the Craft Brewing & Distilling Center. His analysis of current account balances as of June 30, 2018 shows that there will be excess reserves above the level of the Board reserve requirement, even after the expenditure approval.

It was moved by Trustee Davis and seconded by Trustee Hartmann **THAT THE BOARD OF TRUSTEES APPROVE THE EXPENDITURE OF \$1.3 MILLION OF COLLEGE RESERVES TO PAY FOR TENANT IMPROVEMENTS FOR THE CRAFT BREWING & DISTILLING CENTER. THE MOTION CARRIES.**

2018-2019 Grants and Contracts

Rochele Johnson reviewed the list of grants and contracts secured through the State Board for Community and Technical Colleges, state agencies, and local partnerships for fiscal year 2018-19. The total grants equal \$1,839,043 and last year's grants totaled \$1,761,182. The total contracts equal 8,875,760, and last year's contracts totaled \$12,939,488.

COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES

- Recognition of Trustee Barbara Clarkson for serving on the Board of Trustees for fourteen years. Chair Mah read the letter from Governor Jay Inslee to Trustee Clarkson:

"I would like to thank and commend you for your dedicated service as a member of the South Puget Sound Community College Board of Trustees. I truly appreciate the considerable time and energy you have devoted. I hope that it has been a rewarding experience. The influential decisions you made helped shape the quality of life for the residents of our state. Additionally, the personal responsibility you took to ensure the South Puget Sound Community College Board of Trustees operated with transparency and responsiveness for the citizens of State of Washington is to be applauded. Again, thank you for your service and best wishes in your future endeavors."

- Individual trustees, Dr. Stokes, and Tanya Mote recognized Trustee Barbara Clarkson with just some of the highlights below:
 - Remarkable trustee, great friend and advisor; Strong woman and mentor; Ambassador for our college; Long-time Foundation Board liaison
 - Has a wealth of knowledge, wisdom, resilience, and energy
 - Her community connection is strong and her influence is deep
 - Her dedicated service and the considerable time and energy she has devoted to the students, College, and Foundation
- Trustee Clarkson thanked the trustees for their leadership and the faculty and staff for their hard work. Through the years she has devoted considerable time and energy to various events and efforts such as Brown vs Board of Education as part of the Artist & Lecture Series, Dr. Martin Luther King Banquets, Historically Black Colleges & Universities Recruitments, and Lacey Sister-City of Poland's Evening with Chopin. She said that the time and energy she has devoted to these meant that college representatives also had to work hard-- "whatever I do, you do, too."

EXECUTIVE SESSION None.

ADJOURNMENT 4:35 p.m.

NEW FACULTY & STAFF RECEPTION – 4:30-5:30 P.M.

The Board of Trustees hosted a reception in Building # 25 to meet the new probationary faculty members and new staff.



DOUG MAH, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE