

**South Puget Sound Community College  
BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
Tuesday, November 13, 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 Steven Drew, were present. Assistant Attorney General (AAG) Jean Wilkinson was absent.

Chair Mah welcomed Steven Drew, new Trustee on the Board effective November 2018. Trustee Drew said that it is an honor for him to join this board and that he will work on behalf of staff, faculty, students and the community; endeavor to do his homework and come prepared; remain engaged throughout the community; and represent the Board and the College well.

**APPROVAL OF CONSENT AGENDA**

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

**A. ADOPTION OF MINUTES**

- October 6, 2018 special board meeting (The Experience)
- October 9, 2018 regular board meeting
- October 15, 2018 special board meeting (SBCTC Dinner)
- October 16, 2018 special board meeting (Legislative Dinner)
- October 31, 2018 special board meeting (NWCCU Evaluation Committee Interview)

Note: Trustee Drew voted in favor of the approval of the October 6, 2018 minutes as he attended the event, but abstained from voting on the rest for non-attendance.

**B. MEETINGS AND CONFERENCES**

- January 21-22, 2019 ACT Winter Conference and Legislative Contact Conference (New Trustee Orientation and Transforming Lives Award Dinner on January 21)

**C. ANNOUNCEMENTS**

- Foundation Annual Scholarship Reception, Nov. 13, 4:30 p.m.

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

Regular Meeting  
December 11, 2018  
2:30-4:30 p.m.  
Building # 25 - Boardroom  
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Olympia, WA 98512-6292

**BOARD SPECIAL COMMITTEE REPORTS**

- ACT Legislative Action Committee: Leonor Fuller, Jeff Davis
  - Trustee Fuller reported that she and Trustee Davis attended the LAC Retreat on November 8. The LAC trustee representatives discussed the talking points and strategies to utilize as a system to advocate for the community and technical colleges' operating and capital budget requests. She noted takeaways from the discussion:
  - Main components of the 2019-21 Operating Budget Request: Competitive compensation, Guided Pathways, and High-demand program funding. The Guided Pathways and High-demand programs correlate directly with Governor Inslee's Career Connect Initiative.
  - There are other funding priorities in the upcoming session: mental health initiatives, fire suppression, and healthy salmon runs--We should be hammering on our competitive compensation request.
  - SBCTC's Executive Director talked about capitalizing on the CTC system as a statewide system and efforts to engage in a more statewide approach to advocacy and attempts to create more coalitions with statewide organizations such as the Association of Washington Business, Washington Roundtable, Career Connect Council, and 4-year institutions, to get them to also message our priorities for better funding of higher education.
- Ad-Hoc Governance Committee: Judy Hartmann, Doug Mah
  - There was no report at this time.
- Board Finance Committee: Jeff Davis
  - There was no report at this time.
- CTC Strategic Advocacy Committee: Judy Hartmann
  - Trustee Hartmann reported that at the ACT Conference, there was a report given by the Strategic Advocacy Committee. As mentioned before, their work is going forward to build a structure for the CTC system to increase overtime its effectiveness with state policy makers. Goals and measures will be put in place. The messages that they have come up with feed directly into the system's budget requests, and those are all structured in a way so that they have measurable outcomes. The key behind all the messages is to tell the story of how we are connected to the priorities of the state and most importantly, to our students.

- Foundation Board: Leonor Fuller
  - Total Scholarships awarded for 2018-19 = \$403,425; 63.3% of applicants received scholarships for an average scholarship amount of \$1,281; 346 scholarships awarded.
  - Total Grants for 2018-19 = \$71,574; 559 recipients; 81.73% received a grant, which averaged to \$276.
  - Jason Robertson will be replacing outgoing Board of Directors President Lynnette McCarty.
  - SPSCC's Food Pantry will receive the New Generation Philanthropist Award at the South Sound Partners for Philanthropy luncheon on November 15.
  - Alumni Relations & Community Engagement Coordinator Shannon Glenn reported that they have identified 52,000 SPSCC alumni (attained 45 credits or completed a program).

### REPORT FROM THE COLLEGE PRESIDENT

- Dr. Stokes reported the following:
  - No Faculty Union, Faculty Senate, or Student Senate reports today.
  - Accreditation Site Visit Update: It was a successful accreditation visit. The college received four commendations and two recommendations from the Evaluation Committee. They will send the draft report for college review of errors of fact. College representatives will appear before the Board of Commissioners in January.
  - He will be on vacation the week of November 19.
  - He noted other information located in the board binders:
    - President's Outreach Activities List
    - Personnel Update

Board Chair Mah thanked Dr. Andreas for getting the board and the entire college prepared for the evaluation visit.

### STUDY SESSION

Dr. Stokes noted that oftentimes the college is the first interaction for young and working adults in navigating a complex organization. Dr. Pelkey and the Student Services team have done tremendous work the last five years, thinking strategically about how we recruit students, how we onboard them, and how we move them through the first year of their academic experience. What we are seeing as the outcome of this work is that our retention numbers are up for all students. Part of this work was to try to close the achievement gap that we have in the community so that our graduating cohort mirrors the community we serve, and we are very close. Dr. Pelkey added that in terms of completion and closing the gap, we do great work with 45 credits. Student Services and Instruction teams continue to work together in moving students at the 15- and 30-credit level. In those early quarters is where the focus is on the onboarding and retention piece of what we do.

Student Services staff from Outreach and Advising facilitated a session on student onboarding and educational planning.

Meg Estep Woolf, Director of Outreach, Recruitment & Assessment, presented on CRM:

- Client Relationship Management (CRM) Radius is a two-way (database) tool used to make supportive connections with prospective students through the enrollment process, from inquiry; application (apply, get connected, financial aid, assessment, new student orientation); and enrollment (register for classes, pay tuition) by allowing faculty and staff to deliver information that is personalized, just-in-time, and targeted to student interests.

Jennifer Fenn, Associate Director of Enrollment Systems, presented on Starfish:

- Starfish is the college early alert and advising software (re-branded by the college as Compass). This tool allows for easy communication among students, faculty, assigned educational advisors and assigned financial aid advisors and allows for improved interventions with students. She discussed how the CRM, Compass, and Canvas (software the college uses for online learning, grading, and discussions) are all integrated in the system for student success.

Director of Counseling & Advising Laura Antczak and Educational Planners Sarah Clarke, Rumi Minowa, Michelle Hanley, and Dietrich Romero worked through a hands-on demonstration with each trustee to show them how Compass works.

## EXECUTIVE SESSION

At 4:20 p.m. Chair Mah announced that the Board was going into executive session to review the performance of public employees ((RCW 42.30.110(1)(g)). The executive session was estimated to conclude about 4:30 p.m., and no action would be taken by the Board during the executive session.

## RECONVENE REGULAR MEETING

The executive session concluded at 4:33 p.m., and the regular meeting reconvened at 4:33 p.m. No action was taken during the executive session.

**ADJOURNMENT** 4:33 p.m.

## SCHOLARSHIP RECEPTION

The trustees attended the annual Scholarship Reception in the Student Union Building.



DOUG MAH, BOARD CHAIR  
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY  
SOUTH PUGET SOUND COMMUNITY COLLEGE