

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

EXECUTIVE SESSION

At 2:30 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 last until 3:00 p.m., and no action would be taken by the Board during the executive session.

RECONVENE REGULAR MEETING

The regular meeting reconvened at 3:00 p.m., and Chair Mah reported no action was taken during the executive session.

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

- November 5, 2018 special board meeting (Trustees' Lunch & Tour)
- November 8-9, 2018 special board meeting (ACT LAC Retreat & Fall Conference)
- November 13, 2018 regular board meeting
- November 13, 2018 special board meeting (Scholarship Reception)

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

D. DATE OF THE NEXT BOARD MEETING

Regular Meeting: Study Session

January 8, 2019

2:30-4:30 p.m.

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E. 2019-2020 BOARD MEETING SCHEDULE**F. 2020-2021 COLLEGE INSTRUCTIONAL CALENDAR****SPECIAL INTRODUCTIONS**

- (Association of College Trustees) ACT's Transforming Lives Awards are given to students who have overcome significant barriers in achieving their educational goals. Each college board nominates a student from their college. Student Eli Cortes, the Board's nominee for the 2018 Transforming Lives Award, was recognized at the board meeting and awarded a \$100 bookstore gift card from the Board of Trustees.
- The Women's Basketball Team and coaches and the Men's Basketball Team and coaches were present for introductions. Director of Athletics Vernell Willingham was with the teams as well. The trustees thanked the student-athletes for coming to the meeting and wished them well for the rest of their season.

COMMENTS FROM THE AUDIENCE None.**BOARD SPECIAL COMMITTEE LIAISON REPORTS**

- ACT Legislative Action Committee: Leonor Fuller, Jeff Davis
 - Trustee Fuller reported that she gave a full report last month on the ACT LAC retreat that she and Trustee Davis attended on November 8.
 - The Governor's budget will be released on December 13. Two components of our operating budget request involving Guided Pathways and High-Demand programs correlate directly with the Governor's Career Connect Initiative. Last month's study session on student onboarding and navigation was a cogent example of why we need more Guided Pathways funding that directly correlates with retention strategies.
 - She noted important legislative leadership and committee assignments: Sen. Andrew Billig, Senate Majority Leader; Sen. Christine Rolfes, Chair for Senate Ways & Means; and Rep. Timm Ormsby, Chair for House Appropriations.
 - She noted the January 21-22, 2019 ACT Winter Conference and Legislative Contact Conference. This is a time when all CTC trustees will be lobbying in support of the CTC legislative priorities.
- Ad-Hoc Governance Committee: Judy Hartmann, Doug Mah

- Trustee Hartmann gave a heads up that in January, trustees will receive a set of board policies for the trustees to start reviewing in January.
- Board Finance Committee: Jeff Davis, Steven Drew
 - Trustee Davis reported that the Board Finance Committee met on November 27 to review the financial documents presented under Tab 6. The reports indicate that the college is in good financial order and that there are no items of concern.
- CTC Strategic Advocacy Committee: Judy Hartmann
 - Trustee Hartmann noted The Seattle Times editorial about the State Board's funding request for the legislature to reinvest in Washington's community and technical college system. This follows an editorial by the presidents of UW and WSU and the SBCTC executive director a week earlier. There are three general areas and points that the Strategic Advocacy Committee is working on that are all about students and serving our state, which came through in both editorials. Dr. Stokes noted that if anyone would like to help with the advocacy, they can share the link to the editorials from his Facebook page.
- Foundation Board: Leonor Fuller
 - Trustee Fuller reported that she sent her Foundation liaison report to the trustees in advance of the board meeting. From the report, she highlighted the nine new scholarships for 2018: Second Chance Scholarship, Reykdal Family Scholarship in Education, Reykdal Family Endowed Scholarship in Education, SPSCC Alumni Scholarship, Major Ralph Paduano Scholarship in Education, Major Ralph Paduano Endowed Scholarship in Education, Be the Change Fund, Psalms 34:10 Promise Scholarship, and the LGBTQ+ Fund.
 - The Foundation, in partnership with the Center for Business & Innovation, has launched a fund to give entrepreneurs access to small business loans and ongoing business support, especially targeted for entrepreneurs who have or are taking business training through our credit or CCE programs.
 - The get-together for trustees and Foundation board of directors is scheduled at 4:30 p.m. on January 7 at the Olympia Country and Golf Club.

REPORT FROM THE COLLEGE PRESIDENT

- Dr. Stokes called on the following for their reports:
 - Student Senate Report – ASB President Jonathan Fink
 - Food Pantry update: over 350 visits since the start of fall quarter; received over 1,000 Toiletry Drive items—“Thank you, Trustee Fuller, for the donations”; Winter Warmth Drive starts Jan. 7, 2019.
 - 25 children received 50 Shoebox Holiday gifts.
 - They are partnering with Faculty Senate on textbook affordability.
 - Sen. of Legislative Affairs Tim Catlin organized a legislative day for civic engagement with Rep. Dan Griffey and Rep. Laurie Dolan.

- The S&A Budget process will start in January.
 - They are working on a design process for a college mascot.
 - Two student awards received: The Next Generation Philanthropist Award for the Food Pantry and the Auditor's Cup in the college category for the Voter Registration Challenge through the Thurston County Auditor's Office.
 - Faculty Senate Report – Yvonne Fish, Math Professor & Faculty Senate President
 - They are excited to have regular meetings with students for better communication and collaboration on advocating for better-priced textbooks and materials.
 - They are taking a more active role in welcoming and mentoring new faculty.
 - Faculty Union Report – Dr. CJ Dosch, English Professor & Faculty Union President
 - He welcomed Steven Drew, new Trustee on the Board.
 - They are initiating a Building Steward program for stronger union communication and engagement across campus.
 - They changed their meeting schedule agenda to hold more forums and educational spaces and host meetings and professional development workshops for faculty.
 - Post-Janus Supreme Court case, they have lost fee payers as expected would happen, but since then, have done educating and recruiting among new faculty this year, so membership has increased.
 - AFT-WA working on (Re)Invest in Our Colleges campaign, which aligns with ACT and CTC strategies. AFT-WA is requesting \$500M over two years. Their emphasis is group counseling which aligns with the Guided Pathways request; enhancing faculty professional development; increased compensation for faculty and staff; premium pay for faculty teaching at correctional facilities; and funding equity, diversity, and inclusion across the system in more focused ways. They are excited to be doing legislative advocacy work alongside all of the constituencies, with the president and students.
 - Local 4603's lobbying is on January 30-31, and AFT-WA's lobbying is on February 18, 2019.
 - Winter Quarter Enrollment Update: As of December 5—almost even with last winter quarter, and if things hold the way they are, enrollment will be in good shape.
 - Accreditation Update: The college has provided NWCCU three factual corrections and two pieces of evidence related to Standard 2E correction, and NWCCU has accepted all the requested corrections on:
 - 1. Information regarding our financial audits.
 - 2. Information regarding Standard 2E Library and Information Resources.
 - 3. Small correction on the number of College-Wide Abilities.
- The College is scheduled to meet with the Commission to discuss the

- review on January 9 in Seattle.
- Bowen Building closed on November 30, 2018.
- Brewing & Distilling lease is done, and construction will begin middle to late January 2019.
- Strategic Planning Committee meetings will start January 2019.
- Thanks to Trustee Fuller for her Party with a Purpose for the Food Pantry.
- He noted other information located in the board binders:
 - President's Outreach Activities List
 - Personnel Update

INFORMATIVE REPORT No Report.

POLICY

Faculty – Award or Denial of Contract Renewal

The Probationary Review Committees (PRC) for Dental Assisting Professor Evelyn Harry and Welding Professor Zack Martin completed their activities and prepared evaluation and progress reports. Committee reports were reviewed by the Board prior to the December meeting. Dr. Andreas noted that these two are off-cycle because they were hired in winter quarter. Trustee Fuller also noted that Dr. Andreas has presented to the Board at two Executive Sessions, on the background and progress of the two faculty probationers.

It was moved by Trustee Fuller and seconded by Trustee Drew **THAT THE BOARD OF TRUSTEES, AFTER HAVING GIVEN REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE, DIRECT THE PRESIDENT TO GIVE NOTIFICATION OF CONTRACT RENEWAL EFFECTIVE WITH THE 2018-2019 CONTRACT YEAR TO EVELYN HARRY, DENTAL ASSISTING PROFESSOR. MOTION CARRIES.**

It was moved by Trustee Hartmann and seconded by Trustee Davis **THAT THE BOARD OF TRUSTEES, AFTER HAVING GIVEN REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE, DIRECT THE PRESIDENT TO GIVE NOTIFICATION OF CONTRACT RENEWAL EFFECTIVE WITH THE 2018-2019 CONTRACT YEAR TO ZACK MARTIN, WELDING PROFESSOR. MOTION CARRIES.**

Exceptional Faculty Awards – Fall Quarter

The Exceptional Faculty Awards Committee reviewed the applications for the Fall Quarter 2018 Exceptional Faculty Awards. Vice President for Instruction Dr. Michelle Andreas reviewed the committee's recommendations as presented in TAB 4:

Food and Beverage Arts, Exceptional Faculty Award: \$6,500

The food and beverage arts team, which includes the Culinary Arts Program and the Baking and Pastry Arts Program, is responsible for four significant enterprise operations at SPSCC. These include Clipper Café, Clipper Bake Shop, Percival Restaurant, and

SPSCC Catering. Over the past four years, instructional programs have implemented curriculum re-designs, and enterprise operations have grown and continue to grow substantially. The team proposed to attend a planning retreat, which will focus on a 3-5 year strategic plan that outlines the growth of the instructional program and the enterprises, as well as clarifies the working relationship and connections between instruction and enterprise employees. The planning retreat would provide a full day and a half away from campus, and would take place on a Friday/Saturday to limit disruption to the instructional schedule. The funds would be used for lodging, food per diem, mileage, and employee compensation for Saturday time.

Food for Thought Symposium, Exceptional Faculty Award: \$5,050

Joe Batt and Liza Brenner, Art Professors, proposed to host a two-day "Food for Thought Symposium" exploring the relationship between art and food. They plan to build connections with the community by inviting participation from local artists, activists, nutritionists, gardeners, food experts, and community members, who can offer a foundation of experience and insight to topics around food, hunger, and nutrition. They will also talk about how art can be a tool for expression, education, and activism. The symposium will offer contextualized learning opportunities for students, which will provide opportunities and perspective beyond the classroom. Funds would be used for honoraria for local presenters, honorarium for installation artist, lodging for out-of-state presenters, supplies, and refreshments.

Trustee Fuller suggested perhaps contacting Walla Walla Community College's retired president, Dr. Steve VanAusdler, for his perspective on the synergy between quality of life experiences and food and art; and Celia Nightingale, Director of the Center for Business & Innovation, for her perspective on the entrepreneurial spirit in the food industry—particularly local foods.

It was moved by Trustee Fuller and seconded by Trustee Davis **THAT THE BOARD OF TRUSTEES APPROVE THE TWO PROPOSALS FOR THE EXCEPTIONAL FACULTY AWARDS FOR FALL QUARTER 2018 AS PRESENTED IN TAB 4. THE MOTION CARRIES.**

Board of Trustees Resolution 18-02

Dr. Stokes presented Resolution 18-02 for Board adoption to recognize Barbara Clarkson for her many dedicated years of service as a member of the Board of Trustees and a tireless advocate for the students, the college, and the community.

WHEREAS, Barbara Clarkson served South Puget Sound Community College for fourteen years as a Trustee; and

WHEREAS, during Barbara Clarkson's time on the Board of Trustees, the college grew its services and capabilities by adding seven buildings on the Olympia campus and creating a second campus in the City of Lacey to increase access for geographically dispersed students; and

WHEREAS, Barbara Clarkson served as a dedicated Trustee Liaison to the South Puget Sound Community College Foundation Board for eight years, demonstrating her commitment to supporting student success through giving her own time and resources as well as through connecting others in the community with the Foundation; and

WHEREAS, Barbara Clarkson worked tirelessly to advance access to higher education for African American students through scholarship fundraising with the Thurston Group of Washington State and partnerships

with the college including the annual Martin Luther King, Jr., Banquet, and the Historically Black Colleges and Universities recruitment and scholarship program; and WHEREAS, Barbara Clarkson built goodwill and created bridges between the college and the greater community by spearheading impactful community events like the Lacey Sister City Program's Evening with Chopin piano competition, performance, and art installation; and WHEREAS, Barbara Clarkson is respected and honored by her peers as a sincere and impassioned advocate for education as the key to creating an equitable future; NOW THEREFORE, BE IT RESOLVED, the Board of Trustees acknowledges Barbara Clarkson's legacy of compassion, commitment, and support of South Puget Sound Community College and extends a unanimous vote to name the college's Diversity, Equity, and Inclusion Center within the Center for Student Success the "A. Barbara Clarkson Diversity, Equity, and Inclusion Center."
Presented this 11th day of December 2018.

It was moved by Trustee Drew and seconded by Trustee Davis **THAT THE BOARD OF TRUSTEES APPROVE RESOLUTION 18-02 TO NAME THE DIVERSITY, EQUITY, AND INCLUSION CENTER WITHIN THE CENTER FOR STUDENT SUCCESS, THE "A. BARBARA CLARKSON DIVERSITY, EQUITY, AND INCLUSION CENTER" IN RECOGNITION OF BARBARA CLARKSON'S LEGACY OF COMPASSION, COMMITMENT, AND SUPPORT OF SOUTH PUGET SOUND COMMUNITY COLLEGE. THE MOTION CARRIES.**

BUILDINGS AND GROUNDS No Report.

BUDGET AND FINANCE

Quarterly Financial Report

Director of Budgeting & Fiscal Services Rochele Johnson briefly reviewed the following reports: 2018-2019 Operating Budget through September 30, 2018; Non-Operating Accounts Statement of Revenue & Expense Year-to-Date through September 30, 2018; and Capital Budget Status as of September 30, 2018. She noted that there is nothing of concern to highlight for the first quarter of the academic year.

COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES

- Trustee Davis said that he appreciated the tour of the campus and of a couple programs in November. He came away with a tremendous sense of pride-- "Everyone's doing a lot of good here." He hopes that next year is just as good, if not better than, this year.
- Trustee Drew agreed that their campus tour with Dr. Stokes and Chair Mah was very valuable, especially for a new trustee.
- Trustee Fuller congratulated the president and staff on two momentous accomplishments: signing on the lease for the Brewing & Distilling Center and closing on the acquisition of the Bowen Building.
- Chair Mah noted that there is so much to be thankful for in 2018—it was a huge year of accomplishments, with a tremendous amount of hard work and dedication on the successful accreditation visit, the number of students touched, Foundation's work, the capital projects, and all the milestones reached. It appears that 2019 is also a tremendous amount of work, but we all know that this community is up to the task. It is a great community and a great organization to be part of.

- Chair Mah passed around to the trustees the sign-up sheet for the ACT Winter Conference in January.

EXECUTIVE SESSION

At 4:20 p.m. Chair Mah announced that the Board was going into executive session to discuss with legal counsel litigation or potential litigation. The executive session was estimated to last no longer than half an hour, and no action would be taken by the Board during the executive session.

4:20-4:25 p.m. BREAK

RECONVENE REGULAR MEETING

The regular meeting reconvened at 4:47 p.m., and Chair Mah reported no action was taken during the executive session.

ADJOURNMENT 4:47 p.m.



DOUG MAH, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE