

**South Puget Sound Community College
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday, January 8, 2019
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 2:35 p.m.

ROLL CALL

Trustee Doug Mah, Trustee Leonor Fuller, Trustee Jeff Davis, and Trustee Steven Drew, were present. It was announced that Trustee Hartmann would join the meeting at 3:00 p.m., and she did arrive no later than 3:00 p.m. Assistant Attorney General (AAG) Jean Wilkinson was present.

APPROVAL OF CONSENT AGENDA

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

A. ADOPTION OF MINUTES

- December 11, 2018 regular board meeting

B. MEETINGS AND CONFERENCES

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

C. ANNOUNCEMENTS

- All-Washington Academic Team Ceremony, March 21, 2019
- Dr. Stokes added: ACT New Trustee Orientation on January 21-- Board Chair Mah will be on the Trusteeship Panel and Dr. Stokes will be on the New Trustee & New President Onboarding Best Practices Panel.
- Trustee Fuller added: Announcement of the Dr. Angela Bowen Center for Health Education on January 16, 2019

D. DATE OF THE NEXT BOARD MEETING

Regular Meeting
February 12, 2019
2:30-4:30 p.m.
Building # 25 - Boardroom
South Puget Sound Community College
2011 Mottman Road, S.W.
Olympia, WA 98512-6292

BOARD SPECIAL COMMITTEE REPORTS

- ACT Legislative Action Committee: Leonor Fuller, Jeff Davis
 - Trustee Fuller reported on the upcoming ACT Winter Conference in Olympia in January:
 - The legislative session starts January 14, 2019, so one of the panel discussions is to help trustees become more conversant about the System's priorities.
 - Noah Purcell, Washington State's Solicitor General, will be a conference speaker.
 - Governor Inslee released his budget on December 13, but without final analysis yet from the State Board on how it aligns with the System's legislative priorities. Some generalities about the Governor's budget:
 - System allocation is the highest ever at \$144 million.
 - It includes a 3% increase per biennium for employee compensation.
 - Funding is allocated for Guided Pathways, but nowhere near the System request.
 - More funding for High-Demand programs because the Governor included funding for his Career Connect Initiative.
 - Two Capital Budget proposals, including all alternative funding requests. SPSCC has no specific requests, but stands to benefit from allocations for operation, maintenance, repairs, and minor improvements.
 - Trustee Fuller provided two handouts: Important Senate and House of Representatives Committees for 2019 and the 2019 House Democratic Leadership Teams and House Republican Leadership Teams.
- Ad-Hoc Governance Committee: Judy Hartmann, Doug Mah
 - Board Chair Mah reported that Trustee Hartmann sent out an overview of the trustees' next steps in reviewing the Board policies. The committee referred the policy on financial stability and solvency to the Board Finance Committee for review.
 - Trustees will review the policies separately and Chair Mah, Trustee Hartmann, and Dr. Stokes will meet and identify recommended changes and bring those changes to the full Board for consideration.

- Board Finance Committee: Jeff Davis
 - There was no committee meeting and no report.
- CTC Strategic Advocacy Committee: Judy Hartmann
 - Dr. Stokes reported that the CTC Strategic Advocacy Committee received the research report and are implementing the recommendations. Some of their work is paying off as there is more social media and press coverage on two-year colleges and re-investing in Washington's CTC system. Some of the work they are doing is helping get the message out early.
 - Opinion piece in the South Sound Business published on January 7, 2019 written by Dr. Stokes; David Schaffert, President and CEO of Thurston County Chamber of Commerce; and Michael Cade, Executive Director of the Thurston County Economic Development Council, "Opinion: It's time for the Legislature to invest in training and education beyond high school."
- Foundation Board: Leonor Fuller
 - She attended the Foundation's annual retreat on January 7, with Jason Robertson as the new Foundation Board president, who skillfully guided them through a successful and informative retreat.
 - Foundation's assets now total almost \$8.5 million; about \$4.2 million in 2013. Foundation anticipates hiring a new staff member in 2019 in addition to the staff members hired in 2018.
 - One of her goals is to better inform the Foundation Board on key items that affect the work of the Board of Trustees, so she and Tanya Mote will work on how to regularly fit this in on the Foundation meeting agenda. The reverse of that is that she also hopes to better inform the trustees on some of the Foundation's key initiatives.
 - One of the things she mentioned was the possible reason behind the commendation that the Foundation got from the accreditation team on the availability of student success grants, is its correlation to the national dialogue around the importance of understanding the impact of student food and housing insecurity on retention, progression, and completion.

REPORT FROM THE COLLEGE PRESIDENT

- Dr. Stokes reported the following:
 - Dr. Stokes called on Chair Mah, who reported that he and Dr. Stokes attended the Thurston County Shared Legislative Agenda dinner with legislators. Seven of the twelve Thurston delegation joined them. SPSCC is part of the Shared Legislative Partnership, which includes Olympia, Lacey, Tumwater, Yelm, Thurston County, Port of Olympia, Thurston Economic Development Council, Thurston Chamber of Commerce, and Thurston Regional Planning Council. This group identifies and advances priorities and projects of regional significance and demonstrates to the legislature their ability to work together in some common projects that have regional benefit across jurisdiction. He reviewed the five regional requests. Doug Mah facilitated the legislative discussion in his role with the Thurston Chamber of Commerce.
 - No Faculty Union, Faculty Senate, or Student Senate reports.

- Enrollment Update: Winter Quarter was very good with higher than expected enrollment. We had projected down 4% in state enrollment and down 2% in Running Start, and are even with the last year.
- SPSCC was selected to receive the 2018 Community Business Award from the Tumwater Area Chamber of Commerce on January 16 at the Capital Event Center.
- City of Olympia Partnership Update: The city has been wanting our college presence in downtown. They are offering SPSCC the Ben Moore's Restaurant for 3-5 years for a no-cost lease to house catering, Brewing & Distilling tasting room, additional event space, and a place to have events during Arts Walk. Vice President for Administrative Services Al Brown is working on the details.
- Lacey MakerSpace Partnership Update: We have a small MakerSpace on campus. We are partnering with the City of Lacey and Saint Martin's University to combine our MakerSpace with the one that will be in Lacey.
- He noted other information located in the board binders:
 - President's Outreach Activities List
 - Personnel Update

STUDY SESSION

Strategic Plan Process

Dr. Stokes introduced Dr. Jean Hernandez, consultant for our Strategic Planning process. She is the former President of Edmonds Community College and is working with other community and technical colleges as a Guided Pathways Coach.

She noted that this is a perfect time to start moving forward on the strategic planning process, which is after having just completed our Year Seven Accreditation visit. She said that the college has an opportunity for continuous improvement, to think through what makes sense for SPSCC, and to consider on which areas to refocus and which to refine.

Our Strategic Plan leads to Mission Fulfillment—this is what the NWCCU is looking for. The core themes, objectives and indicators create the means to measure how well we are achieving Mission Fulfillment. One of the Accreditation Evaluation Team's recommendations was for the college to reduce the number of core themes on which to focus and strengthen the measures.

She gave an overview of developing the new Strategic Plan and timeline:

- Campus Survey on the core themes:
 - 170 total respondents
 - Most Meaningful is Core Theme 1: Expand Student Retention & Completion
 - Top three Core Themes that support the mission: Core Theme 1 Expand Student Retention & Completion; Core Theme 2 Inspire Teaching & Learning Excellence; and Core Theme 3 Advance Equity & Embrace

- Diversity
 - Most Meaningful Core Theme 1 Objectives: Support student completion and increase student retention
 - Least Meaningful Core Theme 4 Objectives: Establish culture of creativity and reward innovation
- Strategic Planning Committee reviews the survey results during winter quarter, gathers additional feedback, and synthesizes information
- Draft Strategic Plan is presented at a Board Study Session
- Strategic Plan is presented for Board approval

The trustees discussed their robust engagement and participation in providing input prior to the final draft of the Strategic Plan. To this end, the Board will receive continuous Strategic Planning updates from Dr. Andreas, and Dr. Hernandez will conduct an additional Study Session with the Board at the April 9 Board meeting.

Budget Process

Vice President for Administrative Services Al Brown reviewed the Budget Development Process and Timeline for Fiscal Year 2020:

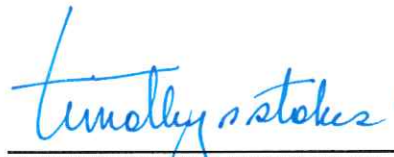
- January: Work begins on the initial FTE enrollment projections, FY19 year-end forecast, and the revenue modeling is started.
- February: Budget input is solicited from college constituencies, the FY20 wage and benefit budget is developed and budget requests are inputted into Smartsheet.
- March: Budget requests are incorporated into the budget spreadsheet, and the Executive Team discusses the budget and reviews new equipment requests.
- April: The Executive Team has a budget retreat and a draft budget is produced.
- May: The Board Finance Committee reviews the budget.
- June: The budget is presented to the Board of Trustees for approval. Approved budgets are sent to the departments.

EXECUTIVE SESSION None.

ADJOURNMENT 4:37 p.m.



DOUG MAH, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE