

**South Puget Sound Community College  
BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
Tuesday, March 12, 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 12:02 p.m.

**ROLL CALL**

Trustee Doug Mah, Trustee Leonor Fuller, Trustee Jeff Davis, Trustee Steven Drew, and Trustee Hartmann were present. Assistant Attorney General (AAG) Jean Wilkinson was present.

**EXECUTIVE SESSION**

At 12:02 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 at 3:00 p.m. unless otherwise extended at that time. No action would be taken by the Board during the executive session.

**RECONVENE REGULAR MEETING**

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

**APPROVAL OF CONSENT AGENDA**

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

**A. ADOPTION OF MINUTES****(TAB 1)**

- February 26, 2019 regular board meeting

**B. MEETINGS AND CONFERENCES**

- Board Special Meeting, March 20, 2019, 4:30-5:15 p.m., Center for Student Success; 5:30-7:00 p.m., Percival Restaurant
- Board Special Meeting, April 17, 2019, 11:30-12:30 p.m., Health &

Wellness Center Groundbreaking

**C. ANNOUNCEMENTS**

- Newly-Tenured Faculty Reception, March 12, 2019, 4:45 p.m., Building 25-1st Floor
- All-Washington Academic Team Ceremony, March 21, 2019, 12:00-2:00 p.m., Student Union Building

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

Regular Meeting: Study Session

April 9, 2019

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** None.

**COMMENTS FROM THE AUDIENCE** None.

**BOARD SPECIAL COMMITTEE REPORTS**

- ACT Legislative Action Committee: Leonor Fuller, Jeff Davis
  - Trustee Fuller reported these items:
    - February 22 was the last day to pass bills out of committees, and March 13 is the last day to pass bills in house of origin. Several of our system bills are moving along. The College Promise Bill to fully fund the State Need Grant, has passed the Senate and is expected to pass the House. The "Homeless" Bill has passed the Senate and is anticipated to pass the House. This bill creates a pilot program for four community colleges to create on-campus assistance to homeless students. The House and Senate passed another bill to allow colleges to award high school diplomas automatically to students who earn an associate degree.
    - Operating Budget: We are still waiting, and may hear by the end of March. We continue our advocacy to fully fund our compensation request and to eliminate the 12% salary gap with our peer states. The Trustees jointly sent a letter to area legislators urging them to support this request. Senator Sam Hunt informed the trustees that, "this is one of my budget priorities this session."
    - Capital Budget: We may see funding slightly beyond the #17 item that the Governor's budget funded.
    - Kudos to Timothy Catlin, student Senator of Legislative Affairs, for effectively communicating and giving a valuable student's perspective and speaking with such conviction during their one-on-one legislative meetings.
- Ad-Hoc Governance Committee: Judy Hartmann, Doug Mah
  - Trustee Hartmann reviewed that at the last board meeting, the Ad-Hoc



Governance Committee provided copies of the Status of Board of Trustees Policy Review, which detailed their work to date. She asked the trustees to review the list as she and Chair Mah will discuss the proposed changes to the policies at the April study session. The Committee's goal is to have the proposed changes to the trustees in the packet they will get for the next meeting.

- Board Finance Committee: Jeff Davis, Steven Drew
  - Trustee Davis reported that the Board Finance Committee met to review and discuss three items. They reviewed the financial reports in TAB 8. He noted that there is nothing of concern in the reports, and that the college is doing better than expected. They also reviewed the Brewing and Distilling tenant improvements under TAB 7 for board funding authorization. The Ad-Hoc Governance Committee delegated to the Board Finance Committee the review of Policy 117: Financial Stability and Solvency. The Board Finance Committee reviewed Policy 117 and decided that that they will not be proposing any changes to the policy.
- CTC Strategic Advocacy Committee: Judy Hartmann
  - There was no committee report.
- Foundation Board: Leonor Fuller
  - Reminder that the official dedication of the A. Barbara Clarkson Diversity, Equity, and Inclusion Center is on March 20, 2019 at 4:30-5:15 p.m.
  - The Campus Cares Campaign: Payroll deductions are up 15% in one year; 39% of employees are giving approximately \$35,600 annually through payroll deduction. They raised an additional \$3,387 in one-time gifts.
  - Year-to-date, nearly \$109,000 has been raised, with some major gifts and pledges not yet included.
  - The Experience 2019 planning has begun, and the Clipper Crawl and Clipper Scramble planning has also begun, with a fundraising goal of \$75,000 this year.

## REPORT FROM THE COLLEGE PRESIDENT

- ASB President Jonathan Fink reported the following:
  - They have added a clothing rack as part of the Food Pantry.
  - Food Pantry: 726 visits at the end of spring quarter; 602 visits at this point in winter quarter
  - They are assessing student needs for feminine hygiene products.
  - S&A Budget: The Student Senate has reviewed the initial S&A Budget allocation. Sixteen Clubs are chartered.
  - The Mascot Committee decided on their top 3 mascots with 2 alternatives. This mascot will not replace the clipper ship, but will be more of a character brand to work with the clipper ship.
- Yvonne Fish, Math Professor and Faculty Senate President

- There was no report.
- Dr. CJ Dosch, English Professor & Faculty Union President, reported the following:
  - Local: They are working through basic contract maintenance. This quarter and part of fall, they worked with addressing the paid FMLA. They are working on language around faculty advising, highlighting formation of the teaching and excellence committee, and reimbursement options for faculty professional development.
  - They have a membership meeting on March 15. They are working to educate adjunct faculty on contract issues, responsibilities, and professional development opportunities, as well as providing an open forum.
  - He thanked student Senator of Legislative Affairs Tim Catlin for his and student participation these last two quarters with the faculty petition and said we are the only campus that had students engaged with faculty.
  - The AFT-WA Convention is on May 18-19. He will be nominating their Bargaining Team for an executive award for the work they did last year on the contract—It was the first contract to be ratified and signed, and it went smoothly, was on schedule, and was under budget.
  - AFT National will host a Contingent Faculty Mobilization Training in Washington State this summer and will be hosted at The Evergreen State College.
  - Local would like to congratulate all faculty candidates for tenure and contract renewals.
  - Dr. Stokes thanked Dr. Dosch for his help and for getting the faculty organized in sending some messaging to our legislative delegation about compensation.
- Dr. Stokes reported the following:
  - Enrollment Update: Spring enrollment could potentially come in above what we budgeted for, so that would be very helpful, and that would mean we would be adding some classes for spring quarter.
  - He noted other information located in the board binders:
    - President's Outreach Activities List
    - Personnel Update

**INFORMATIVE REPORT**      No Report.

## **POLICY**

### Faculty Award/Denial of Tenure and Contract Renewal/Non-Renewal

Review Committees for each of the probationary faculty have completed their activities and prepared final committee reports, which were reviewed by the Board prior to the March Board meeting. The Board reviewed the reports and had discussions with each of the tenure candidates during a three-hour executive session prior to the regular meeting.



The Board considered tenure for third-year probationers and contract renewals for first-year and second-year probationers. Probationary faculty members include the following:

**Third Year**

Chad Bacon, Advanced Manufacturing

Kathleen Enseñat, Physics

Michael Gray, Film

Parakh Hoon, Political Science

Lauren Love, Drama

Scott McLean, Culinary Arts

Amanda Ybarra-Rotelli, Sociology

It was moved by Trustee Davis and seconded by Trustee Drew **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, GRANT TENURE TO CHAD BACON, ADVANCED MANUFACTURING PROFESSOR. THE MOTION CARRIES.**

It was moved by Trustee Fuller and seconded by Trustee Drew **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, GRANT TENURE TO KATHLEEN ENSEÑAT, PHYSICS PROFESSOR. THE MOTION CARRIES.**

It was moved by Trustee Hartmann and seconded by Trustee Davis **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, GRANT TENURE TO MICHAEL GRAY, FILM PROFESSOR. THE MOTION CARRIES.**

It was moved by Trustee Hartmann and seconded by Trustee Fuller **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, GRANT TENURE TO PARAKH HOON, POLITICAL SCIENCE PROFESSOR. THE MOTION CARRIES.**

It was moved by Trustee Fuller and seconded by Trustee Davis **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, GRANT TENURE TO LAUREN LOVE, DRAMA PROFESSOR. THE MOTION CARRIES.**

It was moved by Trustee Davis and seconded by Trustee Fuller **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, GRANT TENURE TO SCOTT MCLEAN, CULINARY ARTS PROFESSOR. THE MOTION CARRIES.**

It was moved by Trustee Drew and seconded by Trustee Hartmann **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, GRANT TENURE TO AMANDA YBARRA-ROTELLI, SOCIOLOGY PROFESSOR. THE MOTION CARRIES.**

**Second Year**

Eric Chase, History  
Stephanie Lee, Biology  
Laura Martin, History  
Thad O'Dell, Math

It was moved by Trustee Davis and seconded by Trustee Drew **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEES AND REVIEWING THE TOTALITY OF INFORMATION, DIRECT THE PRESIDENT TO GIVE NOTIFICATION OF CONTRACT RENEWALS EFFECTIVE WITH THE 2019-2020 CONTRACT YEAR TO: ERIC CHASE, HISTORY; STEPHANIE LEE, BIOLOGY; LAURA MARTIN, HISTORY; AND THAD O'DELL, MATH. THE MOTION CARRIES.**

**First Year**

Jolynn Amrine, English Comp/Ethnic Multi. Studies  
Sailaja Arungundram, Chemistry  
Emily Boyce, Math  
Kiffen Dosch, English Comp  
Brian Eriksen, Automotive  
Elena Garrison, Business  
John Guarente, Choral Ensemble & Music Theory  
Gordon Gul, CIS  
Rembrandt Haft, Biology  
Annette Hill-Onstott, Nursing  
Jessie Hubbard, Nursing  
Andy Leiren, Cybersecurity  
Cameron May, Instrument Ensemble & Music Theory  
Adam Tenenbaum, Paralegal  
Emily Wallace, Culinary  
Adam Waters, Architecture, Engineering & Construction

It was moved by Trustee Fuller and seconded by Trustee Hartmann **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEES AND REVIEWING THE TOTALITY OF INFORMATION, DIRECT THE PRESIDENT TO GIVE NOTIFICATION OF CONTRACT RENEWALS EFFECTIVE WITH THE 2019-2020 CONTRACT YEAR TO: JOLYNN AMRINE, ENGLISH COMP/ETHNIC MULTI. STUDIES; SAILAJA ARUNGUNDRAM, CHEMISTRY; EMILY BOYCE, MATH; KIFFEN DOSCH, ENGLISH COMPOSITION; BRIAN ERIKSEN, AUTOMOTIVE; ELENA GARRISON, BUSINESS; JOHN GUARENTE, CHORAL ENSEMBLE & MUSIC THEORY; GORDON GUL, CIS; REMBRANDT HAFT, BIOLOGY; ANNETTE**



**HILL-ONSTOTT, NURSING; JESSIE HUBBARD, NURSING; ANDY LEIREN, CYBERSECURITY; CAMERON MAY, INSTRUMENT ENSEMBLE & MUSIC THEORY; ADAM TENENBAUM, PARALEGAL; EMILY WALLACE, CULINARY; AND ADAM WATERS, ARCHITECTURE, ENGINEERING & CONSTRUCTION. THE MOTION CARRIES.**

Exceptional Faculty Award – Winter Quarter

The Faculty Awards Committee reviewed the applications for the Winter Quarter 2019 Exceptional Faculty Awards. Vice President for Instruction Dr. Michelle Andreas presented the committee's recommendations in TAB 4.

**Associate in Music DTA/MRP; Exceptional Faculty Award: \$6,527.00**

The Music Department proposes to restructure and update the music curriculum to align with the Associate in Music DTA/MRP as outlined by the SBCTC. The introduction of a new degree opportunity for SPSCC students and the music program redesign will require significant revision of music course numbering, course sequencing, and departmental curricular planning that goes beyond regular instructional duties. The requested funds will be used to provide stipends for faculty participating in the program redesign, including benefits.

**Computer Programming and Database Management Programs; Exceptional Faculty Award: \$7,138.00**

This proposal is to support the planned evaluation and revision of the Computer Programming and Database Management programs. They will undertake a comprehensive review of current content and timing, with input from potential students as well as employers both in and out of the Olympia area. The review will most likely result in changes to programming and database management course requirements and sequence, to enable SPSCC students to find employment and advance in their careers. This effort builds on work continued over the last several years, an ongoing effort to ensure that our courses and programs are of high value. The effort required from each of them will be substantial, well beyond the typical work day. This remuneration will help to recognize the time and energy needed to successfully complete the project, while maintaining full-time course loads and the associated duties of full-time faculty.

It was moved by Trustee Mah and seconded by Trustee Drew, **THAT THE BOARD OF TRUSTEES APPROVE THE TWO EXCEPTIONAL FACULTY AWARDS FOR WINTER QUARTER 2019 AS PRESENTED IN TAB 4. THE MOTION CARRIES.**

Sabbatical Leave Request

The sabbatical leave request for the 2019-2020 academic year has been reviewed by the Faculty Awards Committee and the president. Dr. Michelle Andreas presented the recommendation for Sabbatical Leave Request for Board action.

**James Schneider:** One crucial element for student success is that students must feel engaged in their learning--their learning must feel relevant to their interests, goals, and lives. This goes beyond assisting students in identifying educational and career goals,



although these are good first steps. It also involves helping students tap into their own creative passions, which drive engagement, inquiry, agency, and grit to persevere. For Professor Schneider's sabbatical, he plans to study how creative thinking and creative expression can support students' sense of agency, their academic inquiries, and ultimately, their completion. He will return with tangible strategies for teaching students to develop and harness creativity toward their own academic and professional success and will utilize these strategies in all of his Humanities classrooms. He will also share what he has learned with colleagues, through faculty professional development and within pathways curricular development.

It was moved by Trustee Fuller and seconded by Trustee Davis **THAT THE BOARD OF TRUSTEES APPROVE THE SABBATICAL LEAVE REQUEST FOR ENGLISH PROFESSOR JAMES SCHNEIDER, FOR TWO QUARTERS DURING THE 2019-2020 ACADEMIC YEAR, AS PRESENTED IN TAB 5. MOTION CARRIES.**

Board of Trustees Resolution 19-01

Foundation Executive Director Tanya Mote presented Resolution 19-01 for Board consideration and adoption. Wilton Funk has been a champion for the College and the Foundation through direct support of an endowed scholarship.

*WHEREAS, South Puget Sound Community College places the highest importance on developing and nurturing our relationships with the community we serve; and  
WHEREAS, the mission of the South Puget Sound Community College Foundation is to raise funds and raise friends in the community on behalf of the college and its students; and  
WHEREAS, the Funk-Zuckerman Family have been friends and champions for South Puget Sound Community College and the South Puget Sound Community College Foundation through their support of education and support of an endowed scholarship; and  
WHEREAS, Wilton Funk and Marilyn Zuckerman have nurtured children that value access to higher education and have committed to South Puget Sound Community College as alumni, employees, and faculty;  
NOW THEREFORE, BE IT RESOLVED, that the South Puget Sound Community College Board of Trustees, on behalf of the entire college community, extends a unanimous vote of thanks and appreciation, and in recognition of Wilton Funk's dedicated and generous support and friendship, votes unanimously to name the Study Room, 22-150 within the Library in the Center for Student Success, the "Marilyn Zuckerman and Bill Funk Study Room."  
Presented this 12<sup>th</sup> day of March, 2019.*

It was moved by Trustee Davis and seconded by Trustee Drew **THAT THE BOARD OF TRUSTEES APPROVE RESOLUTION 19-01, TO NAME THE STUDY ROOM 22-150 THE MARILYN ZUCKERMAN AND BILL FUNK STUDY ROOM, IN RECOGNITION OF BILL FUNK'S DEDICATED AND GENEROUS SUPPORT OF STUDENTS, SOUTH PUGET SOUND COMMUNITY COLLEGE, AND THE COLLEGE FOUNDATION. THE MOTION CARRIES.**

2019-2020 Board of Trustees Officers

Board Chair Mah appointed Trustee Judy Hartmann and Trustee Steven Drew as the nominating committee to submit recommendations for the 2019-2020 Board officers for election in June.



## BUDGET AND FINANCE

### Brewing & Distilling Tenant Improvements

Vice President for Administrative Services Al Brown reviewed that prior to having a definite cost for Brewing & Distilling tenant improvements, the college asked the Board to approve \$1.3 million, with the thought of having the developer finance the costs in excess of \$1.3 million. The college currently has a more accurate figure for tenant improvements, which is approximately \$2,000,000.

The college asked for Board approval to use an additional \$700,000 of reserves to fund tenant improvements for Brewing & Distilling. Using \$700,000 from reserves will still leave nearly \$600,000 in excess of the reserve requirement of 15% of the operating budget.

It was moved by Trustee Fuller and seconded by Trustee Davis **THAT THE BOARD OF TRUSTEES OF SOUTH PUGET SOUND COMMUNITY COLLEGE, GRANT APPROVAL FOR THE COLLEGE TO USE \$700,000 OF RESERVES TO PAY FOR TENANT IMPROVEMENTS FOR THE CENTER FOR CRAFT BREWING & DISTILLING, AS PRESENTED IN TAB 7. THE MOTION CARRIES.**

### Quarterly Financial Report

Al Brown reviewed the financial operation of the second quarter of the 2018-19 academic year. FY19 Operating Budget through December 31, 2018 shows the breakdown of the revenues and expenses in the major categories. The other side shows that their forecast is that the college will be under budget for the state allocation, but will make that up in local revenue. In tuition, we had budgeted a 4% decrease for FTE and we are down by 3%; In Running Start, we budgeted 2% decrease and we are up about 3%; In international students, we budgeted for 95 and we have about 110. These are good gains on revenues, where we are up \$444,636. On the expense side, we are projecting that we will not exceed the expense budget. He noted that we will close the year positively, but is not making a projection at this point as what that figure might be.

2018-19 Operating Budget through December 31, 2018:  
FY19 Variance Forecast to Budget

- Sub-Total State Allocation: \$ (85,898)
- Sub-Total Local Revenue: \$ 712,021
- Sub-Total Transfers: \$ (181,487)
- Total Operating Revenues: \$ 444,636
- Operating Surplus: \$ 444,636

Al Brown also provided a report on the FY19 Projected Revenue vs Budget; Non-Operating Accounts Statement of Revenue and Expense Through December 31, 2018; and the Capital Budget Status as of December 31, 2018.

**COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES**

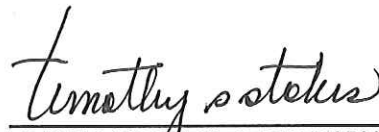
Some of the comments included:

- We have very rich and robust discussions of probationary review faculty members in executive session.
- We take the responsibility of granting tenure very seriously.
- The faculty that received tenure was an impressive group, many of them contributing and being leaders in their areas from the get-go. Kudos as well to the 1<sup>st</sup>- and 2<sup>nd</sup>-year faculty.
- We recognize faculty and staff for all the work and mentoring involved in the probationary review process.
- We recognize the thoughtfulness that goes in to the preparation of the materials for our review. It really does form the basis of our thinking and our conversation, and ultimately our decision.

**ADJOURNMENT** 4:32 p.m.



DOUG MAH, BOARD CHAIR  
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY  
SOUTH PUGET SOUND COMMUNITY COLLEGE