

**South Puget Sound Community College
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday, April 9, 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 2:30 p.m.

ROLL CALL

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

APPROVAL OF CONSENT AGENDA

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

A. ADOPTION OF MINUTES

- March 12, 2019 regular board meeting
- March 12, 2019 special board meeting (Newly-Tenured Faculty Reception)
- March 20, 2019 special board meeting (DEIC Sign Unveiling and Board-Hosted Dinner)
- March 21, 2019 special board meeting (All-Washington Academic Team Ceremony)

B. MEETINGS AND CONFERENCES

- Board Special Meeting, April 17, 2019, 11:30-12:30 p.m., Health & Wellness Center Groundbreaking

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

Regular Meeting
May 14, 2019
2:30-4:30 p.m.

Lacey Campus-Conference Room 194
4220 6th Ave SE
Lacey, WA 98503

BOARD SPECIAL COMMITTEE REPORTS

- ACT Legislative Action Committee: Leonor Fuller, Jeff Davis
 - Trustee Fuller reported the following:
 - She sent the trustees a Seattle Times article about HB 2158 Workforce Education Investment Act, which would create a dedicated fund for higher education in the state.
 - Dr. Stokes has kept us updated on the budgets from both chambers including the high likelihood of passage of a \$9 million compensation backfill, which is 85% of the 3% ask and the best we have seen since 2018.
 - She asked Chair Mah if he would be interested in being nominated for the ACT Board, and he indicated his interest. Please support his nomination.

- Ad-Hoc Governance Committee: Judy Hartmann, Doug Mah
 - Trustee Hartmann noted that the Board Policies review was on the afternoon's board Study Session agenda.

- Board Finance Committee: Jeff Davis
 - There was no committee meeting and no report.

- CTC Strategic Advocacy Committee: Judy Hartmann
 - There was no committee meeting and no report.

- Foundation Board: Leonor Fuller
 - Trustee Fuller reported the following:
 - A Foundation committee is looking into administrative funding options, whether a percentage of donations should be set aside for administrative costs.
 - A Foundation committee is looking at establishing Foundation governance policies.
 - Foundation is working on a business plan to form an LLC to address the sale of products from the Brewing & Distilling program.
 - Foundation has an initiative called *Community Bridge* that creates a bridge between social service agencies and the populations they serve and SPSCC.
 - The Clipper Crawl is a new fundraising event scheduled the night before the annual Clipper Scramble, to attract younger participants and alumni. This year's Clipper Crawl is on June 6 at the Olympia Country and Golf Club.

REPORT FROM THE COLLEGE PRESIDENT

- Dr. Stokes reported the following:
 - No Student Senate, Faculty Union, and Faculty Senate Reports.
 - Spring Quarter Enrollment Update: We are happy that our overall enrollment is up 3.7%.

- Paralegal Community Justice Clinic (PCJC). The proposal is for PCJC students, under the supervision of staff attorneys, to provide legal services to clients in connection with family law, landlord/tenant, wills and estates, consumer debt, and employment matters. It will be like our dental clinic or automotive lab.
- There is an article on SPSCC's "Certified Leaders" in the South Sound Business, which features Robert Jeffers, SPSCC Leadership Development Certificate program developer.
- April edition of The Sounds were distributed to trustees.
- He noted other information located in the board binders:
 - President's Outreach Activities List
 - Personnel Update

STUDY SESSION

Strategic Plan

Vice President for Instruction Dr. Michelle Andreas, briefly outlined the components of Strategic Planning: Mission, Vision, Values, Diversity Statement, and Core Themes and Measures. Our Strategic Plan leads to mission fulfillment, and is what the NWCCU looks for. She noted that the accreditation evaluation team said that we had too many core themes and too many measures for what they were looking for related to mission fulfillment. She also briefly reviewed the Strategic Planning activities completed by Dr. Jean Hernandez thus far.

Dr. Jean Hernandez reviewed the following:

- The connection between the Strategic Plan, Operational Plan, and Unit Work Plans:
 - 7-Year strategic plan includes mission fulfillment as defined by 3 core themes, goals, and measures of achievement: responsibility of the Executive Team and the Board of Trustees
 - Biennial operational plan supports fulfillment of strategic plan core themes: responsibility of Executive Team
 - Unit work plans support the operational plan and core theme fulfillment: responsibility of Executive Team and deans/directors
- Campus Engagement
 - Strategic Planning Committee meetings
 - Listening Sessions for campus
 - Meetings with Institutional Effectiveness Committee and Diversity, Equity, and Inclusion Committee
 - Meetings with the Board of Trustees
 - Open Forums
- Core Themes and Measures

The discussion revolved around the 3 Core Themes, 7 Goals, and about 20

Measures.

- The mission and vision fall within the purview of the Board and the statements were revised in 2013. The Board decided to table it until the completion of the presentation, to discuss/explore it further.
- Dr. Hernandez noted that the expectation of this process as well as the accreditation is that you can see whatever core themes you come up with in your mission statement, and that the core themes are measurable.
- Dr. Andreas explained that for core themes--there is no science--a bit of an art. Some of the things that you may be looking for are there, but they may not be where you think they are. It has to be broad enough for us to be nimble in our operational strategies, but locked down enough that we can measure it. Not everything that is measureable is the most important, and not everything that is the most important is measureable, but that does not mean we will not be doing it.

Core Theme 1: Student Achievement

Discussion around "Persistence", coupling of Certificate/Degree completion, Student Achievement Initiative (SAI) momentum points, Transfer/Workforce accomplishments.

- Dr. Hernandez noted that all the measures are part of the Student Achievement Initiative (SAI) tied to momentum points for performance funding allocation. Measures 3, 4, and 5 are Guided Pathways, programmatic initiatives tied to measures.
- There was discussion on other important measures and data that could be very informative but are not addressed. Dr. Andreas explained that it is a difficult situation to be aspirational and have those things be meaningful, but they are not measureable, and so they do not work for accreditation. So how we balance that is art, not science. Under every one of these measures we have dashboards that go right down to the classroom level, and we watch data all the time at every level.

Core Theme 2: Diversity, Equity, & Inclusion

Discussion around this core theme looking at closing equity gaps—how students are progressing overall, but then disaggregating the data to look at students by ethnicity. In this case they excluded "Asian" students--as a population they tend to be successful, but if you start to disaggregate the Asian population, the numbers get too small. There was more discussion around rationale for "excluding Asian students" in the measures and perhaps a truly aspirational measure would be using the Asian students as the target or baseline, as opposed to excluding them. Dr. Andreas explained that there are so few Asian students that they skew our data either way--a few were setting the bar very high for the ethnic groups that are very low. Another discussion item was that although the core theme is Diversity, Equity, & Inclusion, it is limited to race and gender—measurements do not reflect the comprehensiveness of the core theme.

Core Theme 3: Learning and Engagement

Discussion around adding a demographic question on the graduation satisfaction

survey and student life survey. For the purpose of the Strategic Plan, the measures work, but to inform us later on, additional data outside of the Strategic Plan measures would be good to have.

From the feedback on the draft core themes and measures that the trustees provided, Dr. Hernandez will update the draft; conduct open information forums; meet with the Strategic Planning Committee another time to finalize the draft; and have another Study Session with the Board at the May 14 Board meeting. The final Strategic Plan will be presented for Board approval in June.

Board Policies Review

The Board decided to defer the Study Session on Board Policies Review, to provide time for the Board's Open Government Training, which is a mandatory training.

Open Government Training

Effective July 1, 2014, a new law, the Open Government Training Act, requires members of governing bodies to receive training on the Open Public Meetings Act (OPMA) every four years. The Board's training was provided during the 2014-15 academic year by our former AAG. Our current AAG Jean Wilkinson provided the 2018-19 refresher training and covered the following:

- Purpose of Open Government Training
- (OPMA) Open Public Meetings Act (RCW 42.30.010)
- Open Public Meetings Required
- What is a Governing Body
- What Constitutes a Meeting
- What is Meant by Action
- Email Discussions
- Travel and Gatherings
- Giving Notice of Regular and Special Meetings
- Interruptions
- Executive Sessions are Authorized for Limited, Specific Topics Listed
- Going Into Executive Session
- Exemptions from OPMA
- Penalties for Violating OPMA
- Public Records Act (RCW 42.56)
- Emails, Texts, Social Media
- Exemptions and Tips
- Records Retention (RCW 40.14)
- Basic Rules, Schedules
- Correspondence, Transitory and Electronic Records

Prior to announcing the Executive Session, Board Chair Mah reminded the trustees to review their Board Policies packets for discussion/action at the May board meeting.

EXECUTIVE SESSION

At 4:58 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 conclude after 10 minutes unless otherwise extended at that time. No action would be taken by the Board during the executive session.

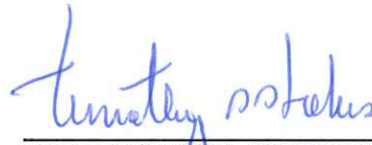
RECONVENE REGULAR MEETING

The executive session concluded at 5:10 p.m. with no action taken, and the regular meeting reconvened at 5:10 p.m.

ADJOURNMENT 5:10 p.m.



DOUG MAH, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE