

**South Puget Sound Community College  
BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
Tuesday, May 14, 2019  
Building 1-Room 194  
TwinStar Community Foundation Event Center  
4220 6<sup>th</sup> Ave. SE  
Lacey, WA 98503**

**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.

**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 conclude after 15 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 2:45 p.m., and the regular meeting reconvened at 2:45 p.m. Board 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:**

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

- April 9, 2019 regular board meeting
- April 17, 2019 special board meeting (Health & Wellness Center Groundbreaking)

**B. MEETINGS AND CONFERENCES**

- May 14, 2019 special board meeting (Tour of Lacey 3)

- May 23-24, 2019 special board meeting (ACT Spring Conference)
- October 16-19, 2019 ACCT Leadership Congress, San Francisco

**C. ANNOUNCEMENT**

- Saturday, June 15, 2019, Graduation, The Evergreen State College

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

Regular Meeting

June 11, 2019

3:00-4:30 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
  - There was no committee meeting and no report. Trustee Fuller said that Dr. Stokes has kept everyone updated on legislative news, and noted that at the upcoming ACT Conference, there will be a LAC Interim Planning Panel.
- Ad-Hoc Governance Committee: Judy Hartmann, Doug Mah
  - Trustee Hartmann noted that the Board Policies review was on the afternoon's board 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:
    - This past legislative session has had a profound impact on our college and the work and goals of Foundation. Prior to session, we had \$2 million in unmet State Need Grant. As a result of the allocations, we now only have \$.5 million in unmet need, allowing Foundation to refocus its fundraising and allocations towards other programs.
    - This year's fundraising goal is \$1.35 million, and as of the end of April, Foundation is at \$300,000 and on target to meet their goal.
    - Foundation Board member Michelle Wickett, hosted a Party with a Purpose, raising \$20,350 for the Phil Weigand Scholarship for Boys & Girls Club students at SPSCC.
    - Kristin Barsness was hired as campaign consultant to help with the upcoming fundraising campaign to raise \$3 million. A contract grant writer was also hired.
    - Foundation approved one of its attorney members, Brent Bille, a

local estate and business attorney, to file paperwork for the formation of LLCs to oversee the enterprise of the Brewing & Distilling program.

- The Foundation's Governance Committee has decided to create a College Foundation Emeritus Club for former members to continue their engagement.
- Estate Planning Class Bundle is being offered at CCE in Lacey in partnership with the Foundation.
- The annual Clipper Scramble is on June 7 preceded by the new Clipper Crawl beer tasting event 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.
  - We had the Employee Appreciation Celebration on May 13, where employees received their longevity awards and some faculty, exempt and classified staff received special recognition for their outstanding work.
  - The Percival Place at Ben Moore's update: The inaugural opening during the Olympia Arts Walk on April 26-27 was very successful and well-attended.
  - At the 2019 Thurston County Tourism Awards, SPSCC received from the Visitor and Convention Bureau, the *Community Unity Award*, for our work around Brewing & Distilling.
  - LLC draft Articles are being developed by the Foundation Board. The draft Business Plan looks promising.
  - April and May issues 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

After the Board's April Study Session on the Strategic Plan, Vice President for Instruction Dr. Michelle Andreas and Dr. Jean Hernandez, our Strategic Planning consultant, incorporated the board's feedback on the draft core themes and measures. At the May Study Session, they continued discussion and review of the draft Strategic Plan, focusing on the Mission, Vision, Core Themes and Measures. The Board provided additional feedback, which will be incorporated in finalizing the Strategic Plan to be presented for Board approval in June.

## Board Policies Review

After a few months of working with the rest of the trustees in reviewing and updating the Board Policies, the Ad-Hoc Governance Committee's final draft policies were presented for Board approval.

The following policies are recommended to continue without amendment:

<u>Number</u>	<u>Name</u>
101	Name, Composition and Powers of the Board of Trustees
102	Officers of the Board and their Powers and Duties
104	Committees
106	Establishment, Revision and Oversight of Board Legislation
108	Function, Purpose and Authority of the Board of Trustees
110	Delegation of Authority to President
111	Delegation of the President's Authority to a Designee
112	Board Role in College Governing Bodies
114	Conflict of Interest
115	Academic Freedom
117	Financial Stability and Solvency
118	Governance Model
133	Naming Structures and Programs Policy

Amendments are recommended for the following policies:

<u>Number</u>	<u>Name</u>
105	Meetings <ul style="list-style-type: none"> <li>▪ Amended to provide procedures for the handling of meeting disruptions and procedures for meeting attendance by technological means.</li> </ul>
113	Code of Ethics <ul style="list-style-type: none"> <li>▪ Amended to provide a statement on the expectation for responsible use of social media and a statement on expectations regarding sexual harassment, discrimination, or improper conduct, and procedures for addressing complaints.</li> </ul>
116	College Foundation <ul style="list-style-type: none"> <li>▪ Amended to provide the updated mission statement of the Foundation.</li> </ul>

The Board discussed the proposed amendments to the three policies above and decided the following:

- Policy 113 Code of Ethics – No recommended amendment
- Policy 105 Meetings – Change the word “Agendum” to Agenda
- Policy 116 College Foundation – As Foundation Board Liaison, Vice Chair Fuller was appointed to work on this policy, and Board Chair Mah agreed to her request to further develop this policy together.

There will be a briefing from AAG Wilkinson to ensure their policy aligns with state law.

It was moved by Trustee Hartmann and seconded by Trustee Fuller, **THAT THE RECOMMENDED POLICY CHANGES TO POLICIES 105, 113, AND 116 BE ADOPTED BY THE BOARD AS PRESENTED IN THE MATERIALS FOR THIS MEETING, WITH THE ORAL AMENDMENT INCLUDED FOR POLICY 105, WHICH AMENDS "AGENDUM" TO AGENDA. THE MOTION CARRIES.**

**ADJOURNMENT** 4: 50 p.m.



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DOUG MAH, BOARD CHAIR  
SOUTH PUGET SOUND COMMUNITY COLLEGE



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TIMOTHY STOKES, SECRETARY  
SOUTH PUGET SOUND COMMUNITY COLLEGE