

**South Puget Sound Community College
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday, June 11, 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 12:30 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 12:30 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 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

Board Chair Mah noted the following:

- Washington State Auditor's Report listed as part of the Approval of Consent Agenda for Board approval
- Board of Trustees Resolution 19-02 added to the Agenda

It was moved by Trustee Drew, seconded by Trustee Davis, and carried **THAT THE AMENDED CONSENT AGENDA WITH ADDENDUM 11.4 BOARD OF TRUSTEES RESOLUTION 19-02, BE APPROVED.**

A. ADOPTION OF MINUTES

- May 14, 2019 regular board meeting
- May 14, 2019 special board meeting (Lacey Building 3 Tour)
- May 23-24, 2019 special board meeting (ACT Spring Conference)

B. MEETINGS AND CONFERENCES

- October 16-19, 2019 ACCT Leadership Congress, San Francisco

C. ANNOUNCEMENTS

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

D. DATE OF THE NEXT BOARD MEETING

Regular Meeting

September 11, 2018

2:30-4:30 p.m.

Building # 25 - Boardroom

South Puget Sound Community College

2011 Mottman Road, S.W.

Olympia, WA 98512-6292

E. WASHINGTON STATE AUDITOR'S REPORT

- The Washington State Auditor has completed an audit of the college's Financial Statements for the period of July 1, 2017-June 30, 2018. The audit was clean, with no findings. The audit report was reviewed by the Board in advance of the June meeting. Board approval of the June Consent Agenda will indicate Board acceptance of the Washington State Auditor's Report for the period of July 1, 2017-June 30, 2018.

SPECIAL INTRODUCTION None.

COMMENTS FROM THE AUDIENCE

Former Trustee Barbara Clarkson was present to formally thank the Board for the dedication of the A. Barbara Clarkson Center for Diversity, Equity, and Inclusion. She presented each of the trustees with a gift to show her gratitude. She presented Dr. Stokes with a symbolic vase inscribed with, "*Vision is the art of seeing what is invisible to others; SPSCC helps all students see their way.*" She also gave Tanya Mote and Kelly Green gifts to show her appreciation for supporting her throughout the year with her projects on campus.

BOARD SPECIAL COMMITTEE REPORTS

- ACT Legislative Action Committee: Leonor Fuller, Jeff Davis
 - Trustee Fuller attended the ACT Conference held in Walla Walla at the end of May. The LAC met to discuss this year's highly productive legislative session and do some interim planning. SBCTC Executive Director Jan Yoshiwara provided the high-level policy perspective and Dr. Stokes provided details of the past legislative session. She noted a few highlights from their reports:
 - The Governor signed into law HB 2158 which raises \$376 million over the next two years to fund a dedicated account to expand college financial aid and boost high-demand degree programs.

CTCs are the biggest beneficiaries of HB 2158: Half of the monies will benefit low income students in the higher education system and half of those students are in the CTC system.

- The biggest increase in the CTC budget are due to four main reasons:
 - The Long-Term Advocacy Task Force's early start two years ago; the timing was good with certain key people in the legislature; our system spoke in one voice regarding what we wanted and why; and all parts of the system raised their game.
 - She announced that she will be stepping down from the Board in October. She has been the Board's LAC Liaison since its inception, and this completes her final report. She said through LAC, it has been wonderful to see our system change over the years to become out of sheer necessity, more effective in its messaging and engaging trustees in its legislative priorities and more persuasive in convincing the legislature of the value and moral imperative in investing in the CTC system. She is happy that her final report honors the hard work of so many in the system, including Dr. Stokes. She thanked her fellow trustees for the privilege of being their LAC representative all these years.
- 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
 - Trustee Davis reported that the Board Finance Committee met yesterday and discussed the items under Budget and Finance, which Vice President for Administrative Services Al Brown will present. He noted from the Consent Agenda, that the Washington State Auditor has completed an audit of the college's Financial Statements for the period of July 1, 2017- June 30, 2018. "The audit was clean, with no findings." He thanked and congratulated Al Brown and the business office staff for doing an exceptional job for the college.
- CTC Strategic Advocacy Committee: Judy Hartmann
 - Trustee Hartmann reported that she was unable to participate on the Committee's conference call, but that there were a dozen or so recommendations for the future, which she could share with the Board in July.
- Foundation Board: Leonor Fuller
 - Trustee Fuller reported the following:
 - The Clipper Scramble cleared just over \$82,000. It has never exceeded \$80,000 before.
 - Congratulations on the launch of the new Clipper Crawl, which visibly was a success.

REPORT FROM THE COLLEGE PRESIDENT

- Dr. Stokes called on the following for their reports:
 - Student Senate Report - ASB President Jonathan Fink
 - Food Pantry: total of 963 visits for the school year. They are discussing a possible expansion of the Food Pantry with refrigeration. There were over 300 hygiene products that were picked up. This spring the Student Senate started a feminine hygiene product trial for restrooms in Buildings 22, 25 and 27. They were told how much these were appreciated, so they expanded it through the spring quarter and spent about \$1,100 and distributed over 3,000 products. They will recommend to next year's Senate to continue this project.
 - They are down to three character brands: the dog shark, the kraken, and the wave. They are hoping to have this all finalized with student input.
 - Current and incoming Student Senate met with the contractor and facilities to discuss the plan for the Health & Wellness Center and ensure it is going on track to what the students wanted from the original plan. Senate created a video to show what will happen to the building and how it will affect students.
 - The Community Garden project is ongoing.
 - They hired the incoming Student Senate, with Kristina Hoferer, returning. He introduced AJ Edward as the new ASB President.

Trustee Fuller congratulated Jonathan Fink on his growth as a leader and thanked him for his service this year.

- Faculty Senate Report - Melanie Shelton, Baking & Pastry Arts Professor, provided the report for the Faculty Senate. She reported that they have moved in a new direction for the faculty speaker at the upcoming graduation, creating a video highlighting multiple people for more messages/voices heard. During the kickoff week they plan to provide a space where they can support and help answer questions of new or returning faculty.
- Faculty Union Report - Dr. CJ Dosch, English Professor & Faculty Union President, reported:
 - They are at an all-time membership high for the Union and growing; 95% of fulltime faculty are members; and they have more than doubled their adjunct membership rate.
 - Over the summer the AFT National is sponsoring the Contingent Faculty Mobilization Training at The Evergreen State College, for 50 teams from around the country to do training in membership drives, surveys, and house calls. SPSCC will have a team attending.
 - What came out of the legislative session this year is the recognition

of a lack of training, comfort, and familiarity with lobbying and legislative processes among the faculty, so they are initiating a program to get one of the executive board members on their team focused exclusively on legislative affairs and training. They will work on this to prepare for the next session.

- They are 100% grievance-free this year, which speaks well to the ongoing labor management communication. With the passage of HB 2158, the need for continued communication is important.
 - They celebrate the COLA funding and funding for institutions. The funding for the nurses and the high-demand program within HB 2158 is divisive and will be a challenge to morale. Without ongoing compensation across the faculty ranks being supported by legislation, these moves feel short-sighted, like they are fixing symptoms rather than the larger problem.
 - The Cedar Gathering held earlier that morning was a good community-building event. Student and Native American Master Weaver Yeeham Janice Hicks-Bullchild demonstrated stripping of cedar trees, removing of bark, and restoring strips on campus.
- Dr. Stokes reported:
- The Board will carry out its tradition of having a Percival brick engraved and installed in the Percival Plaza to recognize Jonathan Fink as the 2018-19 ASB President.
 - The college will receive State Board emergency funds for the hazardous materials abatement in Buildings 4 and 5 at Lacey.
 - The May issue of *The Sounds* student newspapers and *English Language Learners Bring You the World* booklets were provided to the trustees.
 - He noted other information located in the board binders:
 - President's Outreach Activities List
 - Personnel Update

INFORMATIVE REPORT

Foundation Annual Report

Trustee Fuller made introductory remarks about Jason Robertson, President of the College Foundation Board of Directors. He provided Foundation's 2018 annual report that highlighted Foundation's financial status during their fiscal year, 2018 friendraising and fundraising activities, and 2019 plans and initiatives.

Financial Status

- January 1, 2018-December 31, 2018: Revenue and support received \$2.3 million
- Cash, pledges and in-kind support increased \$1.2 million from 2017
- Fund balance for all Foundation assets as of December 31, 2018 was \$7.9 million.
- The Foundation provided \$681,014 in support to the college from January-

December 31, 2018 in the following areas: Scholarships, student success grant support and staff and faculty professional development grants: \$566,630; College programs, department classroom/activities: \$114,384

- Operational, investment fees and event expenses in 2018: \$363,000

Friendraising and Fundraising Activities

- Established Alumni Association with over 52,000 alumni; increased campus volunteerism; established branding and activities including an e-mentorship program
- 16 new scholarships established 217 new donors
- Established "Parties for a Purpose" and have hosted five to date
- Louis Walker Middleton Building: largest in-kind gift of \$1.2 million to the Foundation

2019 Plans and Initiatives

- Move to the Dr. Angela Bowen Center for Health Education
- Launch "Making the Sound" branding
- Focus on identification and strategic engagement with alumni
- Soft launch the Student Success Campaign to raise funds for:
 - Innovation Fund to support Allied Health, Brewing & Distilling, Health & Wellness, Architecture & Engineering, and other professional-technical programs
 - Student Success to build support system for the food pantry, emergency grants, tools and supplies, tuition, and completion funds
- The Experience is set for October 5, 2019, with the theme: "Making the Sound."

On behalf of the Foundation Board of Directors, he thanked the Board of Trustees for their partnership.

Strategic Plan

Over the last several months starting in January, Vice President for Instruction Dr. Michelle Andreas and Dr. Jean Hernandez, our Strategic Planning facilitator, have led the college's Strategic Planning efforts. A draft Strategic Plan had been developed and reviewed by college staff, faculty, and the Board of Trustees and finalized for Board adoption. The trustees also received copies of the chart prepared by Director of Institutional Research Jennifer Tuia, detailing Core Themes, their Goals/Measures, Baseline 3-year average, 5% mission fulfillment, and 10% stretch goals.

It was moved by Trustee Fuller and seconded by Trustee Hartmann **THAT THE BOARD OF TRUSTEES ADOPT THE COLLEGE STRATEGIC PLAN AS PRESENTED IN TAB 3. MOTION CARRIES.**

Chair Mah recognized the amount of work and effort by so many that went into the Strategic Plan.

Faculty – Award or Denial of Contract Renewal

The Probationary Review Committees (PRC) for Dental Assisting Professor Evelyn Harry, Welding Professor Zack Martin, and Counselor Ross Artwohl have completed their activities and prepared evaluation and progress reports. Committee reports were reviewed by the Board prior to the June meeting. Dr. Michelle Andreas and Dr. Dave Pelkey have presented to the Board at two Executive Sessions, on the background and progress of the probationers, and recommendations to move them forward to their next year of probationary review process.

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 WINTER QUARTER 2020 TO EVELYN HARRY, DENTAL ASSISTING PROFESSOR. THE MOTION CARRIES.**

It was moved by Trustee Davis 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 WINTER QUARTER 2020 TO ZACK MARTIN, WELDING PROFESSOR. THE MOTION CARRIES.**

It was moved by Trustee Davis and seconded by Trustee Hartmann **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE, DIRECT THE PRESIDENT TO GIVE NOTIFICATION OF CONTRACT RENEWAL EFFECTIVE WINTER QUARTER 2020 TO ROSS ARTWOHL, COUNSELOR. THE MOTION CARRIES.**

Exceptional Faculty Awards – Spring Quarter

The Faculty Awards Committee reviewed the applications for the Spring Quarter 2019 Exceptional Faculty Awards. Dr. Michelle Andreas reviewed the committee's recommendation in TAB 5. Of the applications, one proposal was funded from the Guided Pathways and the other proposal was funded by the Center for Teaching and Learning.

Chemistry Department, Exceptional Faculty Award: \$3,967.60

The Chemistry Department is proposing that fulltime and adjunct faculty attend the Washington College Chemistry Teachers Association (WCCTA) conference in Leavenworth, WA. They are requesting registration fees and mileage be covered for each participant. South Puget Sound Community College and The Evergreen State College have volunteered to host the conference this year. Thus, as a host institution, it is important that a robust chemistry contingent from SPSCC be on hand at the conference. Through their efforts, they hope not only to learn new information about chemistry instruction and pedagogy, but also to get hands-on experience in event

organization, and to facilitate the organization of future STEM-focused events at SPSCC. The conference will help build the chemistry teaching team, providing a forum for them to learn about and discuss strategies, philosophy, processes, and how they might apply them to the courses taught at SPSCC. As the organizers, they will select topics and presentations geared toward promoting student engagement, retention and completion, as well as diversity, equity and inclusion.

It was moved by Trustee Drew and seconded by Trustee Fuller **THAT THE BOARD OF TRUSTEES APPROVE THE PROPOSAL FOR THE EXCEPTIONAL FACULTY AWARD FOR SPRING QUARTER 2019 AS PRESENTED IN TAB 5. THE MOTION CARRIES.**

Election of 2019-2020 Board of Trustees Officers

Trustee Drew and Trustee Hartmann worked together as the nominating committee to submit recommendations for the 2019-20 Board officers for election.

It was moved by Trustee Fuller and seconded by Trustee Drew **THAT THE BOARD OF TRUSTEES APPROVE THE BOARD NOMINATING COMMITTEE'S RECOMMENDATION FOR THE 2019-2020 OFFICERS AS FOLLOWS: TRUSTEE DOUG MAH AS BOARD CHAIR AND TRUSTEE JEFF DAVIS AS VICE CHAIR. THE MOTION CARRIES.**

President's Contract

The Board conducts an annual presidential evaluation process. The Board had an executive session earlier to conduct a final review and assessment of the college president's performance and consideration of his employment contract.

"To retain Dr. Stokes as president of the college, recognizing the outstanding leadership he is bringing to an exemplary team which is growing student success at SPSCC and the Board's desire to assure this work continues, and after having completed an annual and thorough assessment of the college president's performance and review of his employment contract," it was moved by Trustee Judy Hartmann and seconded by Trustee Steven Drew, **THAT THE BOARD OF TRUSTEES OF SOUTH PUGET SOUND COMMUNITY COLLEGE, OFFER DR. TIMOTHY STOKES AN EXTENSION OF HIS CONTRACT THROUGH AND INCLUDING JUNE 30, 2022, AND INCLUDE A SALARY ADJUSTMENT TO INCREASE THE STATE'S DETERMINED COLA AND A SALARY INCREASE RELATED TO STAFF RETENTION FOR AN ANNUAL SALARY TOTALING \$245,000 FOR THE 2019-2020 FISCAL YEAR.**" THE MOTION CARRIES.

BUILDINGS AND GROUNDS No Report.

BUDGET AND FINANCE

2019-2020 Services & Activities Fee Budget

Thanh Tran, ASB's Vice President of Finance and Chair of the S&A Budget Committee, presented the list of allocations for the 2019-20 Services and Activities Fee Budget. The S&A Budget Committee considered funding requests totaling \$1,604,074.24 from 39 different campus clubs, programs, and groups, from a budget of \$1,177,600.00 to allocate for the 2019-20.

It was moved by Trustee Fuller and seconded by Trustee Davis **THAT THE BOARD OF TRUSTEES APPROVE THE 2019-20 SERVICES AND ACTIVITIES FEE BUDGET AS RECOMMENDED AND PRESENTED IN TAB 6. THE MOTION CARRIES.**

Quarterly Financial Report

2018-2019 Budget

Al Brown, Vice President for Administrative Services, provided a report on the financial operation of the third quarter of the FY 2019. The 2018-19 Operating Budget through April 30, 2019 shows the breakdown of the revenues and expenses in the major categories.

2018-19 Operating Budget through April 30, 2019: FY19 Variance Forecast to Budget

- Sub-Total State Allocation: \$ (85,898)
- Sub-Total Local Revenue: \$ 651,598
- Sub-Total Transfers: \$ (181,487)
- Total Operating Revenues: \$ 384,213
- Operating Surplus: \$ 184,213

He noted there is a lower projected closing amount because we are projecting spending the \$500,000 contingency line due to a number of things that came up in the year: close of Bowen Building; Brewing & Distilling; Snow; opening Ben Moore's; investments and community support to help downtown Olympia.

He reviewed the Capital Budget Status Report Through April 30, 2019, and the Non-Operating Accounts Statement of the Revenue & Expense Through April 30, 2019 with ending balance of \$7,797,776. All the funds will be spent by June 30, 2019.

2019-2020 Budget

Al Brown reviewed the FY20 Revenue Projections showing a \$2.8 million gain available for unfunded requests including some staffing changes. Tuition increases 2.4% for 2019-20 and the Running Start funding rates increase 4.3%. These increases with full funding of wage and benefit increases allow the college to fund tenant improvements and equipment for the Brewing & Distilling Program, Foundation's occupancy of the Bowen Building and an additional \$100,000 for the ctcLink project. He also reviewed the Approved New Equipment List for FY20 for \$400,000.

It was moved by Trustee Davis and seconded by Trustee Fuller **THAT THE BOARD OF**

TRUSTEES ADOPT THE 2019-2020 COLLEGE BUDGET AS PRESENTED IN TAB 8. THE MOTION CARRIES.

Board of Trustees Resolution 19-02

Dr. Stokes reported he and Al Brown were called to a meeting with ESD 113, the fiscal agent and corporate entity for Sound to Harbor Early Learning Programs. They informed them that because of the new school employee benefits legislation, they are no longer able to operate the childcare center on campus based on the terms of the current contract. ESD 113 has had conversations with Serendipity, which is one of the only accredited and licensed childcare providers in Thurston County. Board Resolution 19-02 would allow the mutual termination of the contract with Sound to Harbor Early Learning Programs and authorize a temporary contract to Serendipity Children's Center from August 1-December 31, 2019, while the college opens and assesses bids for a long-term childcare provider.

Trustee Fuller read Resolution 19-02 for Board consideration:

WHEREAS, many families with young children experience a lack of access to quality, affordable childcare as a barrier to continuing their education; and
WHEREAS, South Puget Sound Community College is committed to minimizing barriers to access and success for students and prospective students in our community; and
WHEREAS, Sound to Harbor Early Learning Programs is unable to continue to satisfy the terms of their agreement to operate a childcare center on the campus of South Puget Sound Community College;
NOW THEREFORE, BE IT RESOLVED, that the Board of Trustees of South Puget Sound Community College supports the mutual agreement to terminate the contract with Sound to Harbor Early Learning Programs. The termination of this contract requires short- and long-term solutions to ensure continuity of childcare on campus; and
BE IT FURTHER RESOLVED, that the Board of Trustees authorizes the College President to award a temporary contract to Serendipity Children's Center to operate the on-campus childcare center while the College invites and assesses bids for a long-term childcare provider.
Presented this 11th day of June, 2019.

It was moved by Trustee Fuller and seconded by Trustee Hartmann **THAT THE BOARD APPROVE RESOLUTION 19-02 AS PRESENTED IN TAB 9. THE MOTION CARRIES.**

EXECUTIVE SESSION None.

ADJOURNMENT 4:50 p.m.



DOUG MAH, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE