

**South Puget Sound Community College
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday, September 10, 2019
Building 1- Room 194
TwinStar Community Foundation Event Center
4220 6th Ave. SE
Lacey, WA 98503**

CALL TO ORDER

Board Chair Doug Mah called the meeting to order at 2:33 p.m.

ROLL CALL

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

APPROVAL OF CONSENT AGENDA

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

A. ADOPTION OF MINUTES

- June 11, 2019 regular board meeting
- July 9, 2019 special board meeting (Board Retreat)
- July 29, 2019 special board meeting (High School Graduation Requirements Waiver)

B. MEETINGS AND CONFERENCES

- Board Special Meeting, September 10, 2019 (Lacey 3 Ribbon Cutting & Open House, 5:00 p.m.)
- Board Special Meeting, September 30, 2019 (Board-Hosted Dinner), 5:30 p.m.
- ACCT Leadership Congress, October 16-19, 2019, San Francisco

C. ANNOUNCEMENTS

- The Experience, October 5, 2019, 5:30 p.m.
- Board-Hosted New Faculty & Staff Reception, October 8, 2019, 4:30-5:30 p.m.

D. DATE OF THE NEXT BOARD MEETING

Regular Meeting
October 8, 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 (LAC): Steven Drew; Jeff Davis
 - There was no meeting and no report.
- Board Finance Committee: Jeff Davis; Steven Drew
 - There was no meeting and no report.
- Foundation Board: Judy Hartmann; Leonor Fuller
 - Trustee Fuller reported the following:
 - Thanks to Trustee Judy Hartmann and her husband Mike for hosting the Foundation Board members and Trustees at the Board Summer Reunion in July.
 - If the Board of Trustees approves Policy 116 at this meeting, she plans to present that information at both Foundation Executive Board meeting and the Foundation Board of Directors meeting.
 - Similar to the Board of Trustees' review/update of its policies in 2018-19, the Foundation's Governance Committee led by Cindy Hough and Ted Schultz, is also reviewing and revising the Foundation policies.
 - She noted the College Foundation's Annual Report which shows an increase in revenue.
 - Congratulations to Shannon Glenn for her good work with two events: SPSCC Alumni Night at Tacoma Rainiers in August and the Clink and Connect Alumni Mixer in September.
 - The Experience is on October 5, 2019, and they expect a sold-out event.

REPORT FROM THE COLLEGE PRESIDENT

- Dr. Stokes reported the following:
 - No Reports from: Student Senate, Faculty Union, and Faculty Senate.
 - Enrollment Report Update: Enrollment around the state is down. We have a 3% increase in overall enrollment. State enrollment is flat compared to last year's; Running Start enrollment continues to grow and is up 4%; and International enrollment is up 2%.
 - Chair Mah shared that at one of the ACT board meetings, some trustees that attended a national conference are warning others to not expect the bump in enrollment if there is a recession because of the changing age demographic. Historically, when the economy is down, enrollment is up.
 - Vicky Chungtuycy, Foundation Database Coordinator, received the 2019

Exemplary Staff Award from the Staff Training Association for Technical and Community Colleges for Region A, "to recognize commitment and excellence in job performance and dedication to the professional development of the classified staff on our campus."

- Article "Data Central" from the September issue of the South Sound Business and the 2018 College Foundation's Annual Report booklets were provided to trustees.
- He noted other information located in the board binders:
 - President's Outreach Activities List
 - Personnel Update

POLICY

Board Policy

The Board received copies in July of draft *Policy 116: College Foundation Policy*, which was presented for Board approval. The Board discussed the agreement between the College and the College Foundation. A few amendments were included at our Counsel's suggestion--to review the terms of the agreement at least every three years and to add the College President's role as a member of the Foundation Board of Directors.

It was moved by Trustee Hartmann, seconded by Trustee Davis **THAT THE RECOMMENDED CHANGES TO POLICY 116 BE ADOPTED BY THE BOARD AS PRESENTED. THE MOTION CARRIES.**

STUDY SESSION

Probationary Review Process

Vice President for Instruction Dr. Michelle Andreas discussed the faculty tenure process with the Board:

- RCW 28B.50.850-869 governs the tenure process
- The big picture includes the College's mission, vision and values, and Strategic Plan core themes
- Trustees communicate their priorities. Based on core themes, trustees annually discuss probationer concerns with the president and the vice president for instruction; annually review probationary reports from committees; and meet with probationary candidates prior to granting tenure.
- What Happens Behind the Scenes: Probationary Review Committee (PRC) orientation that addresses trustees' priorities; Union negotiation on evaluation forms and processes; and discussion and necessary action related to tenure problems.
- Evaluation forms and process: Instructor evaluation by students; Class observation by peers; Administrative evaluation of faculty; Faculty self-evaluation; Faculty development guide.

- The PRC reports include: Probationer background; PRC membership; Committee’s recommendation; Summary of all student evaluations to date; Summary of peer, administrative, and self-evaluations to date; Summary of strengths; Summary of areas for improvement; Action taken by probationer to address areas for improvement; Probationer’s plan for future professional development.
- Discussion of probationary report and process
 - The report: What aspects of the report work well? What changes or modifications might better inform the board?
 - The process: What aspects of the process work well? What aspects of the process could better inform the board?

It was decided to add a Board probationary review discussion the month of April, after each year’s March probationary review process.

COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES

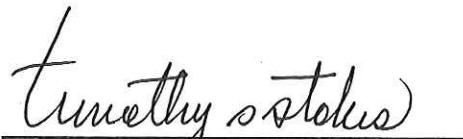
- Trustee Fuller commented that it has been an honor and privilege to be on this Board of Trustees (17 years), and one of the most fulfilling in her life. She said, “I’ve been very deliberate about my institutional history in the hopes that this Board has benefitted from it, and I’ve been cognizant of trying to make sure that I bring that to the table without sacrificing the forward looking that we all do so well together.” As a symbol of her appreciation, she presented each with a photograph she took of the old Brew House and told them that it is “looking back on the old Brew House and the future Brew House that you will be building and opening.” She also spoke about the growth that the college has gone through.

EXECUTIVE SESSION None.

ADJOURNMENT 4:35 p.m.



DOUG MAH, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE