

**South Puget Sound Community College
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday, December 10, 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 Judy Hartmann, Trustee Steven Drew, and Trustee Jeff Davis were present. Assistant Attorney General (AAG) Jean Wilkinson was present.

APPROVAL OF CONSENT AGENDA

It was moved by Trustee Hartmann and seconded by Trustee Davis, **THAT THE FOLLOWING CONSENT AGENDA ITEMS BE APPROVED AS PRESENTED. MOTION CARRIES.**

A. ADOPTION OF MINUTES

- October 8, 2019 special board meeting (Board Reception)
- November 7-8, 2019 special board meeting (ACT LAC Retreat & Fall Conference)
- November 12, 2019 regular board meeting

B. MEETINGS AND CONFERENCES

- February 17-18, 2020 ACT Winter Conference and Legislative Contact Conference (New Trustee Orientation and Transforming Lives Award Dinner on February 17)

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

Regular Meeting
January 14, 2020
2:30-4:30 p.m.
Building # 25 - Boardroom
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E. 2020-2021 BOARD MEETING SCHEDULE**F. 2021-2022 COLLEGE INSTRUCTIONAL CALENDAR**

It was noted that in the approval of the Consent Agenda, the Board adopted the faculty-

recommended Proposal 1 as the Instructional Calendar for the 2021-22 academic year.

SPECIAL INTRODUCTIONS

- (Association of College Trustees) ACT's Transforming Lives Awards are given to students who have overcome significant barriers in achieving their educational goals. Each college board nominates a student from their college. Student Amanda Sides, the Board's nominee for the 2020 Transforming Lives Award, was recognized at the board meeting and awarded a \$100 bookstore gift card from the Board of Trustees.

- The Women's Basketball Team and coaches and the Men's Basketball Team and coach were present for introductions. Director of Athletics Vernell Willingham was with the teams as well. The trustees thanked the student-athletes for coming to the meeting and wished them well for the rest of their season.

COMMENTS FROM THE AUDIENCE None.

BOARD SPECIAL COMMITTEE LIAISON REPORTS

- ACT Legislative Action Committee (LAC): Steven Drew, Jeff Davis
 - Trustee Drew reported the following:
 - The LAC participants broke out into regional groups for discussion, and one of their top three recurring issues was housing challenges.
 - There was also discussion on how to be effective advocates and how to connect with legislators, and enlisting students in working with legislators.

- Board Finance Committee: Jeff Davis, Steven Drew
 - Trustee Davis reported that the Board Finance Committee met on December 2 to review all the financial reports to be discussed later under Budget and Finance. He noted that the numbers look great and that there are no concerns.

- Foundation Board: Judy Hartmann
 - Trustee Hartmann reported the following:
 - Foundation will be moving to the Dr. Angela Bowen Center starting December 10-12, 2019.
 - They are getting ready to ramp up for the spring campaign.
 - Party with a Purpose hosted by Tumwater Administrator John Doan and David Marks, raised over \$13,500 for the LGBTQ students.

REPORT FROM THE COLLEGE PRESIDENT

- Student Senate Report: AJ Edwards, ASB President, reported some activities:
 - They registered 81 new voters during Voter Registration; they are working toward (Open Educational Resources) OER advancement; they have 5 additional clubs; they collected 159 toys for the Toy Drive.

- Internships, work-study opportunities and service learning credits are available through the garden-raised bounty project.
- The Food Pantry has had over 525 visits this fall, which is over 50% increase from the previous fall. They are working to expand the Pantry.
- Over 1,000 students voted for the Dog Shark in their mascot survey.
- Faculty Senate Report: Melanie Shelton, Baking & Pastry Arts Professor and Faculty Senate VP/Prof. Tech. Representative reported:
 - They received approval to create a graduation video for June 2020.
 - They are onboarding new faculty as an informal way of creating community and making connections. They are also supporting faculty as they shift grading to Canvas.
- Faculty Union Report: Dr. CJ Dosch, English Professor & Faculty Union President reported:
 - It is “steady and solid for the Union” at this time, and elections are underway for Union officers.
- Dr. Stokes reported the following:
 - Health inspection for the Percival Place at Ben Moore’s passed.
 - The 2021 Aspen Prize application was submitted on December 4. Finalists will be announced in May 2020. Thanks to Dr. Dave Pelkey and Jennifer Tuia for coordinating and drafting our application.
 - Yelm High School+ Program: 37 individuals earned their high school diplomas through the High School+ Program during the winter, spring, and summer quarters of 2019. The HS+ Program is a collaboration among SPSCC, Yelm Community Schools, Yelm Timberland Library, and the South Sound YMCA.
 - The trustees received the November 13 issue of *The Sounds*.
 - He noted other information located in the board binders:
 - President’s Outreach Activities List
 - Personnel Update
 - Capital Projects Update

INFORMATIVE REPORT No Report.

POLICY

Board of Trustees Resolution 19-04

Trustee Judy Hartmann read Resolution 19-04 to recognize Leonor Fuller for her many dedicated years of service as a member of the Board of Trustees:

WHEREAS, Leonor Fuller served South Puget Sound Community College for seventeen years as a Trustee, including three as Chair of the Board; and
WHEREAS, Leonor Fuller helped guide and support three College presidents and worked collaboratively with eleven different Trustees during her tenure; and
WHEREAS, during Leonor Fuller’s time on the Board of Trustees, the college grew its services and capabilities by adding seven buildings on the Olympia campus and creating a second campus in the City of Lacey to increase access for geographically dispersed students; and
WHEREAS, Leonor Fuller tenaciously advocated with local and national legislators on behalf of SPSCC, our students, and community college students across the United States; and
WHEREAS, to establish SPSCC as an anchor institution in our thriving local arts community, Leonor Fuller

engaged members of the campus community and community at large to support the completion and active use of the Kenneth J. Minnaert Center for the Arts; and WHEREAS, Leonor Fuller is respected and honored by her peers as a unique, enthusiastic and loyal champion of SPSCC, its faculty and staff, and its students; NOW THEREFORE, BE IT RESOLVED, the Board of Trustees acknowledges Leonor R. Fuller's legacy of compassion, commitment, and support of South Puget Sound Community College and extends a unanimous vote to name the art gallery within the Kenneth J. Minnaert Center for the Arts the "Leonor R. Fuller Gallery." Presented this 10th day of December 2019.

It was moved by Trustee Drew and seconded by Trustee Davis **THAT THE BOARD OF TRUSTEES APPROVE RESOLUTION 19-04 TO NAME THE ART GALLERY WITHIN THE KENNETH J. MINNAERT CENTER FOR THE ARTS THE "LEONOR R. FULLER GALLERY" IN RECOGNITION OF LEONOR FULLER'S LEGACY OF COMPASSION, COMMITMENT, AND SUPPORT OF SOUTH PUGET SOUND COMMUNITY COLLEGE. THE MOTION CARRIES.**

BUILDINGS AND GROUNDS

2021-23 Capital Request and Campus Master Plan

Marty Mattes, Director of Facilities, reviewed the changes from the 2015 to the 2019 Campus Master Plan. He noted that the updates address new and revised strategic plan, building programming needs, facility conditions, goals and implementation plan. The updated Master Plan would have to be approved and submitted with the Capital Project Request to the SBCTC December 18, 2019.

Ross Whitehead, Principal with SSW Architects, provided information on the 2021-23 Major Capital Project Request. He reviewed the problems with outdated Buildings 13, 26, 29, 30, and 32 across campus that affect the efficiency and effectiveness of teaching and learning. He discussed proposed solutions and possible project requests and scoring outcomes that could potentially place the college in the que for state allocated capital funding.

After much discussion, the Board's general guidance included moving forward with the larger project for what the college needs and what would work for the future, while recognizing the risk of reducing the score but still scoring above 70.

It was moved by Trustee Davis and seconded by Trustee Drew **THAT THE BOARD OF TRUSTEES APPROVE THE 2015 CAMPUS MASTER PLAN UPDATES TO 2019 AND AUTHORIZE THE SUBMITTAL OF THE 2021-23 CAPITAL BIENNIUM PROJECT REQUEST REPORT (PRR) TO THE STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES. THE MOTION CARRIES.**

BUDGET AND FINANCE

Quarterly Financial Report

Vice President for Administrative Services Al Brown reported on the 2019-20 Operating Budget through September 30, 2019. He noted three primary areas where we could go askew on the budget:

1. If the state would cut our funding—but we do not foresee state cutting allocations this year
2. If enrollment projections were off—but we were very conservative in putting the budget together, projecting state to be down and Running Start enrollment to be flat, and they are both actually up
3. If large, unexpected expenses occur—but there has not been any unexpected expenses and we do have a contingency line in the event state would cut us

(FY20) YTD – (Actual) Variance:

- Total Operating Revenues \$1,098,363
- Total Operating Expenses \$ 489,289
- Operating Surplus (Deficit) \$ 609,075

He said the budget looks good as reflected in the year-to-date variance. As long as enrollment continues to be strong for the other two quarters, we will be in good shape.

Director of Budgeting & Fiscal Services Rochele Johnson briefly reviewed the following reports: Non-Operating Accounts Statement of Revenue & Expense Year-to-Date through September 30, 2019; and Capital Budget Status as of September 30, 2019.

- Opening Balance: \$6,490,230
- YTD Revenue: \$3,793,857
- YTD Expense: \$2,403,556
- Net Profit/(Loss): \$1,390,301
- YTD Transfers: \$ (531,715)
- Ending Balance: \$7,348,817

She noted that there are no surprises and everything looks good. Dr. Stokes noted how well Corporate and Continuing Education is doing.

COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES

The trustees congratulated the College for the submission of the 2021 Aspen Prize application and wished everyone happy holidays.

EXECUTIVE SESSION

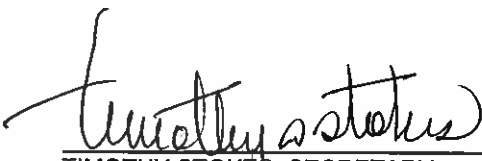
At 4:19 p.m. Chair Mah announced that the Board was going into executive session to discuss with legal counsel potential litigation. The executive session was expected to end no later than 4:35 p.m. and no action would be taken by the Board during the executive session.

RECONVENE REGULAR MEETING – 4:32 P.M.

ADJOURNMENT 4:32 p.m.



 DOUG MAH, BOARD CHAIR
 SOUTH PUGET SOUND COMMUNITY COLLEGE



 TIMOTHY STOKES, SECRETARY
 SOUTH PUGET SOUND COMMUNITY COLLEGE