

**South Puget Sound Community College
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES**

Tuesday, April 14, 2020

**South Puget Sound Community College
2011 Mottman Road, S.W.
Olympia, WA 98512-6292**

The meeting took place in a virtual space by video and phone conferencing to comply with government restrictions on public gathering due to COVID-19 health risks.

CALL TO ORDER

Board Chair Doug Mah called the meeting to order at 2:32 p.m.

ROLL CALL

Attending by Zoom conferencing: Trustee Doug Mah, Trustee Judy Hartmann, Trustee Jeff Davis, Trustee Steven Drew, and Trustee Rozanne Garman were present. Elizabeth McAmis, Assistant Attorney General (AAG), Education Division, was present.

APPROVAL OF CONSENT AGENDA

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

A. ADOPTION OF MINUTES

- March 10, 2020 regular board meeting
- March 10, 2020 special board meeting (Faculty Tenure Reception)

B. MEETINGS AND CONFERENCES

C. ANNOUNCEMENTS

D. DATE OF THE NEXT BOARD MEETING

Regular Meeting

May 12, 2020

2:30-4:30 p.m.

Building # 25 - Boardroom

South Puget Sound Community College

2011 Mottman Road, S.W.

Olympia, WA 98512-6292

SPECIAL INTRODUCTIONS None.

COMMENTS FROM THE AUDIENCE

- Due to the changing information related to COVID-19 and the board meeting

being a virtual meeting, public comments by email were solicited in advance of the Board meeting. The board secretary noted that one email from a student was received, provided to the trustees prior to the board meeting, and entered into the record. According to the student, she “was required to have four e-books for four classes. Ignite paid for those books, but when there was a problem, was told to drop a class. Two of the e-books did not work and Ignite insisted it is not their job.” She said she may have to drop a class because she still needed to purchase books for the class. The student also wrote about a professor who posted an overpriced e-book for an entire class of students to buy from the bookstore.

Vice President for Student Services Dr. Dave Pelkey reported that the email was the first they have heard of the student having a problem. As soon as they got the message, the student was contacted. They engaged Parfait Bassalé, Director of Diversity, Equity and Inclusion Center, who had already talked to the student that morning. In the period between it was submitted and the phone call, they were already in a solution mode and as of an hour before the board meeting, the student was already back in class with the books she needed.

Board Chair Mah asked if there were other comments, and there were no other comments from the general public.

- Jean Wilkinson, AAG for SPSCC for 5 ½ years and AAG for 34 ½ years, who will retire at the end of April, said her good-byes to the board and college administration. She said it has been a pleasure working with everyone, and that she will hopefully have a chance to interact informally in future college events.
- Dr. Stokes thanked AAG Wilkinson for her solid counsel and guidance through the years and individual trustees congratulated her and noted appreciation for her advice, tone and assistance. On behalf of the staff, faculty and students, Board Chair Mah expressed gratitude and best wishes on her well-earned retirement.

BOARD SPECIAL COMMITTEE LIAISON REPORTS

- ACT Legislative Action Committee (LAC): Steven Drew, Jeff Davis
 - He said there was no legislative report, but Trustee Drew asked Dr. Stokes to share during his President’s Report, anything he has heard about a Special Legislative Session.
- Board Finance Committee: Jeff Davis, Rozanne Garman
 - Trustee Davis reported that the Board Finance Committee had no meeting.
- Foundation Board: Judy Hartmann
 - Dr. Stokes noted that they had the Executive Committee meeting on April 13. Foundation is doing stewardship and donor relations work as it is best to delay the campaign launch at this time.
 - Trustee Hartmann noted that she concurs with Dr. Stokes that we need to be careful about launching a new campaign in this environment. She noted that the work done in the last several years has really put us in the best possible position to serve students during this unusual time.

REPORT FROM THE COLLEGE PRESIDENT

- Dr. Stokes called on Dr. C.J. Dosch, English Professor and Faculty Union President, who reported the following:
 - Outside of all the COVID-19 stuff, everything is quiet from our standpoint. The Union and faculty worked with administration to put together a solid and mutually fluid agreement in terms of how we are handling workload and work condition changes as we move online. Overall, morale has been positive. Faculty has been engaged and doing what needs to be done. They are disappointed in the way COVID-19 has shaped up the quarter for the students—student experience has changed, but that is certainly part of reality.
- Dr. Stokes reported the following:
 - Spring Quarter 2020 overall enrollment is up 5.8% and Running Start enrollment is up 10%, which is 100 FTE above where we were last spring for Running Start. He attributed good enrollment to the work of student services, faculty and staff, Guided Pathways work, implementation of technology, marketing and recruiting and promotion of the college. He said the money we spent in professional development over the last few years has paid off in this transition. We are fortunate that our enrollment is in this position and our transition has gone as smoothly. With enrollment being up as much as it is, you can tell with our Workfirst and Worker Retraining enrollment that the economy is in recession.
 - In response to Trustee Drew's question about a Special Legislative Session, Dr. Stokes said that it sounds like there will be one, more than likely, after the State's revenue forecast in June. Important items to watch are Guided Pathways, COLAs for faculty and staff, and if there will be general cuts across the board, what those would look like. We have a little leeway with our cuts and the college will lobby hard for backfill for those cuts from tuition or rainy day fund.
 - President's Outreach Activities List was provided to the trustees.

INFORMATIVE REPORTCOVID-19 Response

(Information – No Board Action Required)

Dr. Stokes said that he forwards to the Board of Trustees all the COVID-19 email updates that are sent campus-wide and includes his editorial comments to the trustees. He discussed some of his concerns. He said that his concern is around students completing their courses--making sure they are completing courses in which they have enrolled and for which they have paid tuition. Bringing people back onto campus is a challenge that we will have to work through—likely making daily decisions. Our first focus is on our Allied Health programs and getting those students back into their labs with appropriate social distancing and safety protocols, because they have to complete criteria critical to graduating. The next focus is our professional technical programs such as welding, automotive and advanced manufacturing that require students to be on campus using millions of dollars of equipment. If we are able to start bringing small

groups back on May 5, they will be able to complete by middle of June. If the Governor extends the "Stay Home, Stay Well" order, we will ask that we be considered "essential" so we can bring back students multiple times in small groups. We are not concerned about meeting payroll and benefits or any of those challenges. We will wait to see how the special session plays out before we will make any decisions on moving from our current guiding principle of keeping everyone in pay status with benefits as best we can. My biggest worry is the Special Legislative Session--If the cuts have to be 7-10% of state allocation, we will likely come to the Board to ask you to let us complete the budget process for next year and bring it to you in September or October with some spending from college reserves to maintain core services. When talking about the budgeting process, our current plan is that we would bring you a proposal for a continuing resolution similar to what we have had in past years, to continue spending at current levels. If it is a 7-10% cut, we could cover it in reserves through the end of June 2021, but this will take us below the Board's 15% annual operating revenue budget requirement. We plan to present the Board with a continuing budget resolution in May with Board action in June. The Executive Team has made progress with the budget, but enrollment assumptions made before COVID-19 crisis will need to be updated.

COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES

- Trustee Garman acknowledged all the work everyone has done. She said she was very impressed with the herculean effort of faculty and staff to move almost seamlessly to online teaching and providing services.
- Board Chair Mah said at some point it would be good to regroup and ask how this has all changed things for the better or perhaps made some things worse, but there are lessons learned that can be applied to other institutions and other times when we have to deal with matters like this. He said the college was nimble, adaptive and flexible.
- Board Chair Mah reminded the group that the May 12 board meeting is a study session, which they will likely be conducting remotely. He also reminded them that June 9 board meeting will be lengthy with a very full agenda. He said "as we get closer to June, we will have to figure out what that board setup looks like and need to be quite flexible. It is very important that everyone participates in that one."

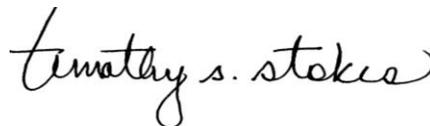
In reference to Board Chair Mah's question about graduation, Kelly Green reported that SPSCC's commencement ceremony on June 20 will be a virtual event, to be celebrated in new ways, while keeping some traditional aspects of the ceremony. There will be more details to come.

EXECUTIVE SESSION None.

ADJOURNMENT 3:17 p.m.



DOUG MAH, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE