

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

**Tuesday, May 12, 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 2:30 p.m.

**ROLL CALL**

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

**EXECUTIVE SESSION**

At 2:30 p.m. Board 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 2:55 p.m., and the regular meeting reconvened at 3:04 p.m. Board Chair Mah noted that the Board was in Executive Session to review the performance of public employees.

**APPROVAL OF CONSENT AGENDA**

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

**A. ADOPTION OF MINUTES**

- April 14, 2020 regular board meeting

**B. MEETINGS AND CONFERENCES**

**C. ANNOUNCEMENTS**

- Saturday, June 20, 2020, Virtual Commencement

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

Regular Meeting  
June 9, 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 there were no public comments received by email. Board Chair Mah asked if there were comments from the audience, and there were no comments.

**BOARD SPECIAL COMMITTEE LIAISON REPORTS**

- ACT Legislative Action Committee (LAC): Steven Drew, Jeff Davis
  - Trustee Drew said there was no legislative report. A special legislative session will be called. Chair Mah added that the ACT Board is encouraging the LAC co-chairs to convene the Legislative Action Committee before any special legislative session is announced.
- Board Finance Committee: Jeff Davis, Rozanne Garman
  - Trustee Davis reported that the Board Finance Committee had no meeting.
- Foundation Board: Judy Hartmann, Steven Drew
  - Trustee Hartmann noted that they had a Foundation Executive Committee meeting on May 11.

**REPORT FROM THE COLLEGE PRESIDENT**

- AJ Edwards, ASB President, reported:
  - Student Senate getting more active in events in order to improve student engagement.
  - Food Pantry: There have been 951 visits since the mid-March closure.
  - Mascot: They are in the last step of the design phase and currently selecting a name.
  - Civic engagement: Focus is on selecting students for the Student Senate.
- Dr. Stokes called on Kelly Green, Chief Community Relations Officer, for an update: Without knowing where we will be in terms of social distancing during the upcoming primary and general elections, the County Auditor's office reached out to the College to help them develop on campus, a remote/drive-through ballot service site for the primary and general elections. Trustee Drew noted that he was not seeking a favor from the college and that this is a community partnership and the costs associated with this should be funded by the federal government.
- Dr. Stokes called on Vice President for Instruction Dr. Michelle Andreas for an update: Summer and fall will be mostly online with minimal classes in person or

hybrid. Nursing, Dental Assisting and Medical Assisting programs will be hybrid in the fall. We will look at the student success data from this quarter. What we are trying to do for fall is to provide a very consistent schedule for students so whatever happens, we are not having to change things for them mid-quarter.

- Dr. Stokes reported the following:
  - Included in the Board's materials are the draft Resolution 20-02 and Operating Budget information. We are anticipating a special session and we are anticipating significant budget reductions. The continuing resolution will authorize the expenditure of funds needed until the FY21 budget is developed and adopted. This will come back to the Board in June for approval. Board Chair Mah suggested that if the college and president desire to spend into the reserve, that information should be included in the Resolution.
  - The capital funds are allocated for the biennium, and ours are locally-funded projects, so we are not anticipating that our capital projects will be affected by any budget crisis at the state level.
  - We currently have over 1,400 students registered for commencement; of those students, 171 are receiving multiple degrees; 942 are transfer degrees; 183 are High School diplomas; and 267 are Running Start students receiving their AA degree.
  - President's Outreach Activities List and the Capital Projects Update were provided to the trustees.

## STUDY SESSION

### Washington College Grant

Vice President for Student Services Dr. Dave Pelkey, reported on the Washington College Grant, which was formerly known as the State Need Grant.

- Helps the state's lowest-income undergraduate students pursue degrees, update skills, or retrain for new careers.
- Students complete a state or federal financial aid application, which colleges use to determine eligibility and make awards.
- Award amounts vary based on income, family size, school or program attended.
- Community and Technical Colleges (CTC): 2019-20 maximum award amount: \$4,108; CTC Applied Baccalaureate Programs: \$6,557
- Beginning 2020-21, income eligibility will increase from 70% to 100% of median family income.

### College Foundation Annual Report

Jason Robertson, President of the College Foundation Board of Directors, provided the 2019 Foundation Annual Report that highlighted Foundation's financial status during their fiscal year, 2019 friendraising and fundraising activities, and 2020 plans and initiatives.

### Financial Status

- January 1, 2019-December 31, 2019: Revenue and support received \$3.6 million
- Cash, pledges and in-kind support increased \$1.2 million from 2018
- Fund balance for all Foundation assets as of December 31, 2019 was \$9.9 million.
- The Foundation provided \$762,232 in support to the college from January-December 31, 2019 in the following areas: Scholarships, student success grant support and staff and faculty professional development grants: \$628,204; College programs, department classroom/activities: \$134,028
- Operational, investment fees and event expenses in 2019: \$423,000
- Awarded 362 scholarships and awarded 519 grants to students

### Activities

- Parties for a Purpose were hosted by community members to raise money or gather donations for the Food Pantry. The largest party raised over \$25,000 and created a new endowed scholarship.
- The Experience and the Clipper Scramble Golf Tournament raised over \$525,000.
- Staff and faculty Payroll Deduction participation increased from 17% to 37%.
- Eva Gordon Estate: largest cash donation in the Foundation history: \$550,000

### 2019 Plans and Initiatives

- Begin silent phase of the student success campaign
- Innovation Fund
- Student Success
- Increased focus on Major and Planned Giving
- Incorporate the 'Making the Sound' brand to include a new website and materials
- Create COVID-19 Emergency Fund

Foundation Executive Director Tanya Mote added that the June 5 Clipper Scramble is cancelled; consider a donation to support the scholarships. To show gratitude to supporters, they are also looking at smaller events, which will be centered around the weekend of The Experience.

### Probationary Review

Vice President for Instruction Dr. Michelle Andreas reviewed that she discussed the faculty tenure process with the Board in September 2019, and at that meeting, they agreed to have a follow-up probationary review discussion after the March 2020 probationary review process. Dr. Andreas inquired what aspects of the probationary review report and process work well and what changes or modifications might better inform the Board.

Some comments about the PRC report and process:

- It has worked very well. The analysis was very helpful.
- It was another successful year. The process allows us to meet face-to-face,

which is a good way.

- The PRC packet had great information--easy to see the progress, areas to work on, and other developments
- It would be good to know how remote teaching went
- In the switch to a virtual classroom, it would be good to document student success as well as how they are interacting with the college community and students
- Perhaps consider an online evaluation process
- Something visual for trustees--to see their work in the classroom and how they interact with the students—"excellent classroom management" can mean several things--maybe a best practices video

Dr. Andreas noted that committee reports and the process have been streamlined as much as they can, and the Board's guidance has been very helpful.

**COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES** None.

### EXECUTIVE SESSION

At 4:20 p.m. Dr. Stokes announced that an Executive Session would be needed. It was announced that the Board was going into executive session to discuss with legal counsel litigation or potential litigation. The executive session would take approximately 15 minutes and no action would be taken by the Board during the executive session.

The executive session concluded at 4:35 p.m. with no Board action.

### RECONVENE

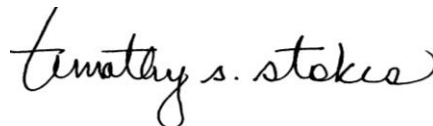
The regular meeting reconvened at 4:35 p.m.

**ADJOURNMENT** 4:35 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