

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

**Tuesday, September 8, 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 Jeff Davis called the meeting to order at 2:32 p.m.

ROLL CALL

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

APPROVAL OF CONSENT AGENDA

Dr. Stokes noted that this year's Board-Hosted New Faculty Reception scheduled on Oct. 13, will be canceled. Biographies of new faculty will be provided to the Board in lieu of a reception.

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

A. ADOPTION OF MINUTES

- June 9, 2020 regular board meeting
- August 11, 2020 special board meeting (Board Retreat)

B. MEETINGS AND CONFERENCES

- ACCT Leadership Congress (virtual) October 5-8, 2020
- ACT Fall Conference (virtual), November 13, 2020

C. ANNOUNCEMENTS

- ~~Board-Hosted New Faculty Reception, October 13, 2020, 4:30-5:30 p.m.~~

D. DATE OF THE NEXT BOARD MEETING

Regular Meeting
October 13, 2020
2:30-4:30 p.m.

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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. There were no comments from the attendees as well.

BOARD SPECIAL COMMITTEE LIAISON REPORTS

- ACT Legislative Action (LAC): Steven Drew, Jeff Davis
 - Trustee Drew reported that there is a House College & Workforce Development Committee meeting on September 14, 2020.
 - There will be a clearer picture/vision of budget forecasting after the elections.
- Board Finance Committee: Rozanne Garman
 - Trustee Garman noted differences between the proposed FY21 Operating Budget presented to the Board in August vs the one presented in September:
 - Governor's Emergency Education Relief (GEER) Funds budgeted at \$700,000; Allocation came in at \$1.1 million.
 - Rent from Dr. Angela Bowen Center was reduced as Olympia Orthopedics moves to the second floor. Base rent cut in half; reduced building operational cost portion by 30%.
 - State allocation: presented as 0.84, but now it is 0.85. The difference has to do with Guided Pathways allocation, so it brings state reduction from 16% to 15%.
 - CCE Transfer-in from \$325,000 to \$1.25M
- Foundation Board: Judy Hartmann
 - Trustee Hartmann reported that October 3 is the date of this year's *The Experience*, which will be a virtual event. She reminded trustees not to forget to return their response card sent by virtual invitation.
 - She noted that Foundation is still in the silent phase of the Student Success Campaign, when Foundation Board members make their contributions to the campaign.

REPORT FROM THE COLLEGE PRESIDENT

- Dr. Stokes reported the following:
 - There are no reports from the Student Senate, Faculty Union, and Faculty Senate.
 - He walked around campus today and one of his stops was at the Food Pantry, which he noted was very busy--the community is really using our Food Pantry--more than we anticipated--not good news, but glad we are able to help there.
 - Enrollment update: Enrollment is very slow to come in and trending down around 16% to 18%. We are still two weeks out to the start of fall quarter. He projects enrollment will be 6%-12% down—and noted we may have to make some budget adjustments when we know exactly where the fall numbers come in. Right now we are projecting an 8% decline in

enrollment. Running Start numbers are coming in just about even with last year's. We had anticipated those would be up some, but that is just not materializing as we reach the deadline for Running Start application. We are in good shape compared to other community and technical colleges.

- Executive Diversity Officer Parfait Bassalé continues to work with the campus toward furthering our Diversity & Equity Work Plan goals. He and Erin Jones facilitated small group discussions during the *Race Within Our Walls #2* on September 2. The small group discussions were very important and helpful in learning different perspectives, so they decided they will continue the small group conversations throughout the quarter.
- Congressman Denny Heck's outlook on the federal CARES package before the elections is not hopeful, but he thinks if the Senate and White House swing to the Democratic Party, there may be a significant package in January.
- He noted the President's Outreach Activities List and the Personnel Updates were provided to the trustees.

POLICY

Code of Student Rights & Responsibilities

Vice President for Student Services Dr. Dave Pelkey reported that the Department of Education released new Title IX definitions and requirements for K-12 and Higher Education. As authorized by the Board, the college filed emergency Supplemental Title IX Procedures on August 14, 2020 to be compliant with federal law.

The next is that the college will need to update the main Code of Student Rights and Responsibilities, which requires Washington Administrative Code (WAC) updates. The Supplemental Title IX Procedures filed on August 14 will be an addendum to the final Code of Student Rights and Responsibilities.

He reviewed the Proposed Rulemaking Timeline, a 5-month process encompassing discussions, public hearing, Board review and adoption of the final document, and filing with the Code Reviser's Office. The first draft of the revisions to the Code of Student Rights & Responsibilities will be provided to the Board for review in October. The Code will be very similar across all state colleges. It will be a state-level, system-wide document for consistency in communication.

President's Contract

The Board conducts an annual presidential evaluation process, and took action on the president's employment contract in June. At that time, the employment contract did not include the 3% COLA approved by the legislature for all faculty and staff for the 2020-21 fiscal year. However, since that time, the college had made progress in its budget development for the current fiscal year. Classified staff was granted the COLA starting on July 1, 2020; Exempt staff starting on October 1, 2020; and Faculty at 2.8% starting on July 1, 2020. The Board considered the addition of a 3% COLA to the president's contract.

It was moved by Chair Davis and seconded by Trustee Drew **THAT THE BOARD OF TRUSTEES APPROVE A 3% COLA (APPROVED BY THE LEGISLATURE FOR ALL FACULTY AND STAFF FOR THE 2020-21 FISCAL YEAR), TO BE ADDED TO THE PRESIDENT'S BASE SALARY BEGINNING OCTOBER 1, 2020. THE MOTION CARRIES.**

BUDGET & FINANCE

2020-21 Operating Budget

Vice President for Administrative Services Al Brown presented the second reading of the FY21 Operating Budget for Board adoption. Some of the assumptions made concerning revenue sources include the following:

- Wage and benefit savings in excess of \$700,000 from positions unfilled, furloughed, or laid-off
- Enrollment: State down 8%; International down 20%; Running Start flat
- State allocation: Cut by 15%
- Governor's Emergency Education Relief (GEER) funds budgeted at \$700,000
- CARES Institutional Funds-1 provide \$300,000 of budget relief (20% indirect cost rate)
- CARES Institutional Funds-2 (yet to be passed). No revenue assumed at this point
- Transfer in from reserves/year-end close: \$500,000
- The Contingency remains at \$500,000
- Scheduled wage and benefit increases are fully funded at \$800,000

It was moved by Trustee Mah and seconded by Trustee Garman **THAT THE BOARD OF TRUSTEES APPROVE THE FY21 OPERATING BUDGET AS PRESENTED IN TAB 4. THE MOTION CARRIES.**

STUDY SESSION 3:30-4:30 P.M.

Dean of Enrollment Services Dr. Valerie Robertson and Executive Community Relations Officer Kelly Green presented the college's Strategic Enrollment Management (SEM) model. Outreach and Public Relations are collaboratively leading the college's SEM model, with significant support from Enrollment Services, Student Financial Services, Student Life, Transitional Studies, Institutional Research, and Instruction. The SEM model is a comprehensive look at our programs, practices, policies, and outcomes related to recruitment, retention, and completion. They discussed:

Short-Term and Long-Term Goals of Strategic Enrollment (Operational Plan):

- Develop SEM plan that supports enrollment, retention, and completion through strategic, targeted messaging for key student groups
 - Short-Term: Respond to current operating environment
 - Long-Term: Develop a long-term SEM Plan that supports Strategic Plan goals and responds to the statewide goal for increasing degree attainment

Their shared work:

- Proactive and strategic planning of campus stakeholders
- Development of major publications
- CRM content
- Collaborative Marketing campaign "calls to action"

Others discussed:

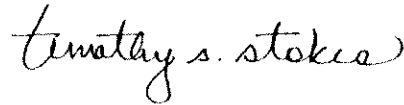
- SEM tools
- Target audiences
- Campaigns
- Current Fall Enrollment: Key Messages, Sample Ads, Ongoing CRM
- Role of Continuing Community Education (CCE)

EXECUTIVE SESSION None.

ADJOURNMENT 4:52 p.m.



JEFF DAVIS, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE