

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

Tuesday, October 13, 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.

Board Chair Davis announced a recommendation to amend the agenda by adding an item under Policy, 7.2 Review of the Reduction in Force (RIF) Process.

APPROVAL OF CONSENT AGENDA

It was moved by Trustee Drew, seconded by Trustee Mah, and carried **THAT THE FOLLOWING CONSENT AGENDA ITEMS BE APPROVED WITH ADDENDUM POLICY 7.2 REVIEW OF THE REDUCTION IN FORCE (RIF) PROCESS:**

A. ADOPTION OF MINUTES

- September 8, 2020 regular board meeting

B. MEETINGS AND CONFERENCES

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

C. ANNOUNCEMENTS

D. DATE OF THE NEXT BOARD MEETING

Regular Meeting

November 10, 2020

2:30-4:30 p.m.

South Puget Sound Community College

2011 Mottman Road, S.W.

Olympia, WA 98512-6292

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 not much legislative action at this time.
 - He participated in the role of an Assessor in a Tax Policy workgroup, which is an interim committee looking at tax policy in advance of next session. He predicts there will be some new revenue sources that are brought to a vote in the next session. This workgroup was focused primarily on the K-12 McCleary initial solution and the modification of that solution. He said we need to watch the issue of tax policy closely because K-12 is closely linked to many of our programs and revenue stream.

Trustee Mah added that the State Board for Community and Technical Colleges and the WACTC Presidents' commission, are working together to refine messaging around the 2021-23 \$72 million Operating Budget Request and the 2021-23 \$776 million Capital Budget Request. The trustees will get this information at the statewide ACT Fall Conference on November 13 and will start to lay out the strategies.

- Board Finance Committee: Rozanne Garman
 - Trustee Garman noted that the Board Finance Committee (Al Brown, Dr. Stokes, Trustee Garman) met in October to review the financial reports under TAB 4. She reported on the following:
 - Operating Budget up \$816,000; overall up \$1.4 million from prior year
 - Local revenue and tuition fees were budgeted for 1% decrease in enrollment, and ended up being a 2% increase
 - Under *Other*, decreases were due to less interests and rental income and budget
 - Net result of decreased expenses was almost a \$2.5 million surplus
 - Non-operating accounts — ancillary accounts ended with a [-\$11,000] due to COVID-19 shutdown
 - CCE had a net profit of \$1.2 million, and after transfer ending balance increased by about \$500,000
 - Capital budget status – all projects are underway except for the Unanticipated Repair Fund (URF) line item. Closer to year end, enough of these funds will remain that could possibly go towards the demo of Lacey Building 5.
 - We ended the year with \$2.4 million surplus to the operating budget which went directly to the reserves

- \$1 million of surplus was due to CARES funds, which were utilized for salaries
 - Overall we received \$1.5 million in CARES funding and the remaining \$500,000 will be applied to this year's budget.
 - Debt services--\$1.8 million for the 2020-2021 school year and projected to be at \$2.1 million for the 2021-2022 school year; Debt capacity--debt threshold is \$3.48 million and we are under that by \$1.3 million.
- Foundation Board: Judy Hartmann
 - Trustee Hartmann reported on this year's *The Experience*, which was a great first virtual event.
 - 128 people attended; since then, over 400 people have watched the event
 - The goal of \$400,000 was met; currently \$402,500 has been raised
 - The silent auction goal was \$15,000; \$16,000 has been met
 - Social media was a big piece in advertising and connecting people—marketing and work on Facebook reached 15,535 people
 - After the gala, 2,202 have been connected to the college in some way

REPORT FROM THE COLLEGE PRESIDENT

- ASB President Nadaa Elbarbary provided the Student Senate report:
 - 2020-21 priority goals:
 - Priority goals for the Senate: continue collaborative partnerships with SPSCC leadership; cultivate a safe and comfortable environment for students during COVID-19; and promote student engagement and advocate the expansion of student leadership opportunities.
 - Food Pantry: This was the first year it was open in the summer. Over 250 households were served; Fall--31 visits in three weeks.
 - She is SPSCC's liaison, along with TESC and SMU liaisons, to the Washington Student Engagement Networks. WASEN is an initiative to make higher education equitable and affordable in Washington State and is funded by the Bill & Melinda Gates Foundation.
- Dr. C.J. Dosch, English Professor and Faculty Union President reported:
 - This summer the Union worked with administration to apply the COLAs and to update Title IX Policy.
 - We are moving in to a tough year because we will be dealing with issues that we have not seen before. He noted some challenges: Just like students, faculty are suffering psychologically from a loss of community and connection across a collegial space; maintaining faculty morale challenged by going into negotiations, and still dealing with high-demand funding challenges compounded by the psychological reality of this year; and RIF is a conversation that will be a challenge for the Union and the

- college as we move into that process.
- State AFT WA: We will get more active in a Legislative Affairs team from the campus. We were invited to the WACTC Legislative Affairs Committee meeting about shared messaging and goals to reinforce the desire to stabilize and find new revenue streams and prioritize higher education in the CTC system in ongoing budget realities.
- Dr. Stokes reported:
 - We are working on safety protocols and IT systems for the Health & Wellness Center through November 1.
 - State enrollment is down, and Running Start enrollment is up, with Fall Quarter enrollment down about 8%.
 - He noted the President's Outreach Activities List and the new faculty biographies provided to the trustees.

POLICY

Code of Student Rights & Responsibilities

The Department of Education released new Title IX definitions and requirements for K-12 and Higher Education. Due to those changes in the requirements of Title IX and the Code of Student Rights and Responsibilities, Vice President for Student Services Dr. Dave Pelkey, is working with our AAG to update the main Code of Student Rights and Responsibilities, which requires Washington Administrative Code (WAC) updates. The first draft of the revisions to the Code was provided to the Board for review prior to the October board meeting.

He discussed the Bias and Behavioral Intervention policy and procedures on the college website. The College has a multidisciplinary Behavioral Intervention Team (BIT) that meets at least monthly. Based upon referrals and reports from faculty and staff, the BIT plans and implements intervention strategies to assist students before a crises arises. It takes at least two BIT interventions before it moves to the Code of Student Rights and Responsibilities. The Code is the last resort.

He reviewed that the Code was last updated in 2012. The language does not hold up to the challenges on campus currently. Some areas being updated are cyber bullying, on-line harassment, and academic integrity. The final document will be the first to be used statewide.

The trustees brought up a few questions related to the "Definitions" section, consistency, readability, and whether they were looking at the Code through an equity lens. The AAG was asked to review if the use of "possession" and "use" is up-to-date in the section on Alcohol, Drug, and Tobacco Violations.

Dr. Pelkey reported that this document has had lots of robust discussions across the state, with the Attorney General's office, and with Diversity and Equity staff in Student Services across the state. The next steps will include a meeting with students then

taking it back to the Board.

Reduction in Force (RIF) Process

Dr. Stokes said that they wanted to review with the Board the process for a Reduction in Force (RIF). It is apparent that this is only applicable to tenured faculty because that is the area of RIF where the Board could be engaged in the process. He said that we are not certain that we will have to engage this section of the contract, but we did want to just walk you through the process so that you are aware that there could be engagement of the Board at the end of the process in the tenured faculty reduction process.

Dr. Michelle Andreas reported that the Board may be aware that some of our sister-colleges are doing a reduction in force in terms of staff, exempt staff, and faculty, due to extraordinary circumstances. We have not engaged in the reduction in force since we closed the Horticulture Program in 2014 due to prolonged decline and significantly low enrollments and the fact that students with a high school diploma could get the kinds of jobs that our students could get with the 2-year degree for the same amount of money, and that the industry overall was declining, with no virtual economic/employment demand here, so we closed the program in 2014 and went about a reduction in force for two tenured faculty at that time.

She discussed steps and time allocation in the RIF process, and noted that an impetus that pushes the process is a prolonged decline in enrollment in the program that may be exacerbated by other factors. They discussed that a full and complete transparency is important in the RIF process.

BUDGET & FINANCE

Budget Closeout

The highlights of the 2019-20 budget closeout were reviewed by Trustee Garman earlier in the agenda. Vice President for Administrative Services Al Brown focused his review on the reserves report: We have assets of \$21 million and liabilities of \$5 million, leaving \$16 million, which is well above the reserve requirement; however, some of that \$16 million would be considered to be dedicated or quasi-dedicated balances, and that is almost \$8.5 million, so if you subtract that there is almost \$8.2 million of undedicated reserve balances. The reserve requirement is 15% of the operating budget which is \$5.8 million so subtracting that from the available undedicated reserves, we have \$2.3 million in excess of the required amount.

2020-2021 Grants and Contracts

Rochele Johnson, Director of Budgeting & Fiscal Services, reviewed the list of grants and contracts secured through the State Board for Community and Technical Colleges, state agencies, and local partnerships for fiscal year 2021. The total grants equal \$2,440,692 and last year's grants totaled \$2,096,529. The total contracts equal \$15,384,145, and last year's contracts totaled \$10,098,892.

COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES

- Trustee Mah noted that he attended last week's virtual ACCT Leadership Congress. There were presentations on COVID-19 and working through particular operational-type of issues and re-thinking what education looks like. It was very thoughtful in the midst of all of the uncertainty in how community colleges step up and play a larger role in the recovery in helping communities adapt and being flexible and nimble moving forward. He was nominated to be on the nominating committee for the ACCT Pacific Region.

EXECUTIVE SESSION

At 4:11 p.m. Chair Davis announced that the Board was going into executive session to plan or adopt the strategy or position to be taken in collective bargaining, negotiations, grievances, or mediation. The executive session would take approximately 30 minutes and no action would be taken by the Board during the executive session.

The executive session concluded at 4:26 p.m. with no Board action.

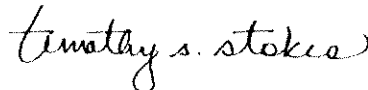
RECONVENE

The regular meeting reconvened at 4:26 p.m.

ADJOURNMENT 4:26 p.m.



JEFF DAVIS, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE