

**South Puget Sound Community College  
BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
Tuesday, January 12, 2021  
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 2:31 p.m.

**ROLL CALL**

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

**APPROVAL OF CONSENT AGENDA**

With the additional announcement of the ACT Winter Conference (Virtual Meeting) on January 26, 2021, it was moved by Trustee Mah, seconded by Trustee Drew, and carried **THAT THE FOLLOWING CONSENT AGENDA ITEMS BE APPROVED:**

**A. ADOPTION OF MINUTES**

- December 8, 2020 regular board meeting
- December 22, 2020 special board meeting

**B. MEETINGS AND CONFERENCES**

- ACT Winter Legislative Contact Conference (Virtual Event),  
January 25, 2021

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

Regular Meeting  
February 9, 2021  
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**

Resolutions: Recognition of College Foundation Presidents

Trustee Judy Hartmann read Resolution 21-01 to recognize Valerie Fluetsch for serving as College Foundation Board President from January 2015-December 2016:

WHEREAS, since its beginning, South Puget Sound Community College has endeavored to offer educational opportunities to all members of the community; and  
WHEREAS, the SPSCC Foundation serves as a means to cultivate friends for the college and provide financial and other support beyond that which can be obtained through public sources; and  
WHEREAS, Valerie Fluetsch has served as a member of the SPSCC Foundation Board of Directors since 2010 and has been generous in both her service and financial support of students and the college throughout that time; and  
WHEREAS, Valerie Fluetsch has served as the January 2015-December 2016 president of the SPSCC Foundation Board of Directors with genuine optimism, sincere enthusiasm, and heartfelt concern for the students and staff at South Puget Sound Community College; and  
WHEREAS, Valerie Fluetsch's strategic leadership enabled the SPSCC Foundation to expand scholarship funding for students and develop a plan for cultivating and stewarding new friends of the college; and  
WHEREAS, Valerie Fluetsch has been an active contributor and visionary for South Puget Sound Community College Foundation's *The Experience* gala, and her adaptability, dedication, and leadership have been instrumental in the event's planning, execution, and continued success;  
NOW AND THEREFORE, BE IT RESOLVED, that the Board of Trustees, on behalf of the entire college community, acknowledges the outstanding service Valerie Fluetsch has given to South Puget Sound Community College and the SPSCC Foundation, and extends a unanimous vote of thanks and appreciation for her dedication, gracious manner, and continuous support.

Presented this 12<sup>th</sup> day of January 2021.

It was moved by Trustee Hartmann and seconded by Trustee Drew **THAT THE BOARD OF TRUSTEES APPROVE RESOLUTION 21-01, TO ACKNOWLEDGE THE OUTSTANDING SERVICE VALERIE FLUETSCH HAS GIVEN TO SOUTH PUGET SOUND COMMUNITY COLLEGE AND THE SPSCC FOUNDATION. THE MOTION CARRIES.**

Trustee Steven Drew read Resolution 21-02 to recognize Lynnette McCarty for serving as College Foundation Board President from January 2017-December 2018:

WHEREAS, since its beginning, South Puget Sound Community College has endeavored to offer educational opportunities to all members of the community; and  
WHEREAS, the SPSCC Foundation serves as a means to cultivate friends for the college and provide financial and other support beyond that which can be obtained through public sources; and  
WHEREAS, Lynnette McCarty has served as a member of the SPSCC Foundation Board of Directors since 2009 and has been generous in both her service and financial support of students and the college throughout that time; and  
WHEREAS, Lynnette McCarty has served as the January 2017-December 2018 president of the SPSCC Foundation Board of Directors with inclusive leadership and authentic compassion for the students and staff of South Puget Sound Community College; and  
WHEREAS, as an active committee member for The Experience gala, and its chair for several years, Lynnette McCarty has donated an exceptional amount of time and resources to ensure the continued success of the SPSCC Foundation's largest annual fundraising event; and  
WHEREAS, Lynnette McCarty is a respected leader and advocate for education, as well as a valued partner of the college in providing early childhood educational opportunities and service to South Puget Sound Community College Students and the broader community;  
NOW AND THEREFORE, BE IT RESOLVED, that the Board of Trustees, on behalf of the entire college community, acknowledges the outstanding service Lynnette McCarty has given to South Puget Sound Community College and the SPSCC Foundation, and extends a unanimous vote of thanks and appreciation for her dedication, gracious manner, and continuous support of our students.

Presented this 12<sup>th</sup> day of January 2021.

It was moved by Trustee Drew and seconded by Trustee Garman **THAT THE BOARD OF TRUSTEES APPROVE RESOLUTION 21-01, TO ACKNOWLEDGE THE OUTSTANDING SERVICE LYNNETTE MCCARTY HAS GIVEN TO SOUTH PUGET SOUND COMMUNITY COLLEGE AND THE SPSCC FOUNDATION. THE MOTION CARRIES.**

Trustee Rozanne Garman read Resolution 21-03 to recognize Jason Robertson for serving as College Foundation Board President from January 2019-December 2020:

WHEREAS, since its beginning, South Puget Sound Community College has endeavored to offer educational opportunities to all members of the community; and  
WHEREAS, the SPSCC Foundation serves as a means to cultivate friends for the college and provide financial and other support beyond that which can be obtained through public sources; and  
WHEREAS, Jason Robertson has served as the January 2019-December 2020 president of the SPSCC Foundation Board of Directors with determined optimism, distinguished dedication, and tremendous enthusiasm for the support of students and staff at South Puget Sound Community College; and  
WHEREAS, Jason Robertson was instrumental in presiding over and organizing the largest expansion of the SPSCC Foundation's supported services for students in the history of the college, which generations of students will benefit from; and  
WHEREAS, Jason Robertson has demonstrated exemplary vision and leadership for the college and its broader community and has demonstrated the enormous impact an individual can have in aiding and supporting their community; and  
WHEREAS, Jason Robertson is a valued and respected ambassador of the college to the community and will continue his service to the college as a member of the SPSCC Foundation's Executive Committee;  
NOW AND THEREFORE, BE IT RESOLVED, that the Board of Trustees, on behalf of the entire college, is honored to acknowledge the outstanding service Jason Robertson has given to South Puget Sound Community College and the SPSCC Foundation, and extends a unanimous vote of thanks and appreciation for his dedication, gracious manner, and tireless efforts.

Presented this 12<sup>th</sup> day of January 2021.

It was moved by Trustee Mah and seconded by Trustee Hartmann **THAT THE BOARD OF TRUSTEES APPROVE RESOLUTION 21-03, TO ACKNOWLEDGE THE OUTSTANDING SERVICE JASON ROBERTSON HAS GIVEN TO SOUTH PUGET SOUND COMMUNITY COLLEGE AND THE SPSCC FOUNDATION. THE MOTION CARRIES.**

### Recognition of Student Nominee

The (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 Dakota Seddon, the Board's nominee for the 2021 Transforming Lives Award, was recognized at the board meeting and awarded a \$100 bookstore gift card from the Board of Trustees. In addition, recognizing COVID's impact, the ACT Awards Committee increased the financial award for each recipient to \$250.

### 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 committee assignments have been made. Of interest to us would be the House Capital Budget Committee, with Chair Steve Tharinger and member Jessica Bateman from Legislative District 22; and the House Appropriations Committee, with Chair Timm Ormsby.
  - High priority Bill for 2021-2023--Capital Budget HB 1080. Others to watch are the 2021-2023 Operating Budget 1592 and 1591 for Supplemental in the Senate Ways and Means.
  - He has had some conversations with a few legislators about our issues, including keeping the CTCs in mind as key to economic recovery. He said it would be good for each of the trustees to reach out to our legislators, especially to Rep. Jessica Bateman on the Capital Budget Committee. A useful resource in these conversations with legislators are the one-pagers from the State Board for the CTC system.
  - The CTC's Capital Budget is in good standing in the Governor's proposed budget; there are some operational challenges in the supplemental budget due to furloughs, etc., and where we end up in the budget may depend on the third wave of the CARES grant.
- Board Finance Committee: Rozanne Garman
  - The Board Finance Committee (Al Brown, Dr. Stokes, and Trustee Garman) met in early January to review the financial reports under TAB 4. Trustee Garman reported on the following:
  - Non-Operating accounts: Some line items in the September 30 report have different opening balances compared to the June 30 report. These differences represent closing adjustments and depreciation subsequent to the June 30 report.
  - Previous reports included a 4th column, Variance Actual to Budget that is not included in the September 30 report.
  - Overall we were close to what was budgeted. We budgeted a 15% cut from State allocation. Local Revenue was down due to the decrease in enrollment and subsequent tuition.
  - Enrollment: Summer up 8.3%; Fall down 12%; Winter down 15%; and Spring 2021 projected 8% down.
  - Running Start was projected to be flat, but increased 7% Fall, 1% Winter, and anticipated 1-2% in Spring. November's Running Start revenue increased significantly, which the increased revenue will supplement the shortfall.
  - Overall expenses are down approximately \$35,000. We are on track with our budget. The ending balance as of 6/30/20 was \$4.9 million and the ending balance as of 9/30/20 was \$5.7 million.
  - Anticipated CARES grant is between \$3.79 to \$3.9 million.
  - We have a locally-funded project so there is a new line item for the Health Education Center renovation for spring and summer 2021.
  - Overall, we are doing great, even with the decrease in tuition.

Dr. Stokes noted that due to some financial changes, there will be a revised budget presented to the Board in April.

- Foundation Board: Judy Hartmann
  - Trustee Hartmann reported that starting January 2021, Ben Shaw is the new President of the Foundation Board of Directors.
  - The Student Success Campaign Cabinet is moving forward to reach various individuals in the community for gifts. We have ideas for future activities once we can have activities.
  - Former Trustee Barbara Clarkson's brother passed away in December. Larry Jenkins was the founder of The Thurston Group of Washington State.
  - There is a Resolution for a naming opportunity for Cindy Hough, who was a Founding member of the Foundation Board.

### **REPORT FROM THE COLLEGE PRESIDENT**

- Dr. Stokes reported the following:
  - There are no reports from the Student Senate, Faculty Union, and Faculty Senate.
  - Winter Quarter Enrollment Update: Friday will be the 10<sup>th</sup> day for official count. Enrollment is down overall by 11%, which is about 500 FTE decline in enrollment in Professional/Technical programs, ESL, and International.
  - COVID Cases: A couple of employees have tested positive for COVID-19. Staff who may have been in close contact with them were notified and given additional information. Kudos to Rob Shailor, Kelly Green, and Samantha Dotson for managing these cases.
  - Our ctcLink work is ramping up and we are trying to figure out how to compensate those working over their 40 hours to work on this project. Kudos to Missy Yates for helping us transition.
  - CARES II: Rules have not yet been published by the Department of Education, but based on AACC, our share will be about \$4.8 million, but based on a Senate staffer who worked on the legislation, it will be about \$5.5 million. We will award \$1.5 million to students over the next year.
  - We are fairly happy with the Governor's proposed budget, including \$37 million investment in our budget priorities related to racial equity, technology and job training, but have concerns about the \$137 million in cuts: salary freezes and reductions and furlough days over the biennium.
  - He noted the President's Outreach Activities List provided to the trustees.

### **POLICY**

#### **Board of Trustees Resolution 21-04**

Tanya Mote, Executive Director of College Foundation, explained that as part of their Campaign, the Foundation will have several naming resolutions that will be presented through the year. She presented Resolution 21-04 for Board consideration and adoption.

Trustee Judy Hartmann read Resolution 21-04 to recognize Cindy K. Hough:

WHEREAS, Cindy K. Hough has made an indelible impact on South Puget Sound Community College through her decades of steadfast leadership and service to the college as both an inaugural member of the SPSCC Foundation's Board of Directors and for her service as a member of the Board of Trustees for Community College District 12; and

WHEREAS, the Boardroom is housed within Building 25 on the Olympia Campus; and

WHEREAS, Cindy K. Hough has continually extended a helping hand to lift up and empower South Puget Sound Community College students and staff, and her inspirational leadership has emboldened not only our leaders, but the leadership of the entire community college system in Washington State;

NOW AND THEREFORE, BE IT RESOLVED, that the Board of Trustees acknowledges the dedicated support of Cindy K. Hough to South Puget Sound Community College and, in recognition of Cindy Hough's generous and continued support of the college and her transformational impact, extends a unanimous vote to name the Boardroom within Building 25 the "Cindy K. Hough Boardroom."

Presented this 12<sup>th</sup> day of January 2021.

It was moved by Trustee Hartmann and seconded by Trustee Drew **THAT THE BOARD OF TRUSTEES APPROVE RESOLUTION 21-04, TO NAME THE BOARDROOM WITHIN BUILDING 25 THE CINDY K. HOUGH BOARDROOM IN RECOGNITION OF CINDY HOUGH'S GENEROUS AND CONTINUED SUPPORT OF THE COLLEGE AND HER TRANSFORMATIONAL IMPACT. THE MOTION CARRIES.**

**BUILDINGS AND GROUNDS** No Report.

## **BUDGET & FINANCE**

### Quarterly Financial Report

The highlights of the financial operation of the first quarter of the 2020-21 fiscal year were reviewed by Trustee Garman earlier in the agenda. She gave a thorough report. The reports included the 2020-21 Operating Budget (FY21) through September 30, 2020; Non-Operating Accounts Statement of Revenue & Expense Year to Date Through September 30, 2020; and the Capital Budget Status as of September 30, 2020. Vice President for Administrative Services Al Brown reported that the first quarter is not really telling and that they are days away to publishing second quarter financial reports. The financial reports indicate "we're looking to be in good shape at this point in time."

## **STUDY SESSION**

The Board had a Study Session on Diversity & Equity:

Dr. Stokes reported that at the Board retreat they had originally planned to have a Study Session on the visioning sessions with the community that were planned around computer science and information technology. We were unable to do that because we have to bring people from Seattle to Portland to talk about visioning. He had a conversation with Trustees Mah and Garman regarding our efforts around diversity and equity, particularly around how we are measuring and how we are working on accountability around diversity and equity. We decided to transition to the Study Session on diversity and equity instead. We would like to share the college's overall

diversity and equity statement, core indicators on the diversity and equity measures in the Strategic Plan for which we have about a year's worth of data. In addition, Dr. Andreas, the deans, and the faculty union have done a great job of integrating accountability around diversity and equity into several areas in instruction. Just like the vision statement, the trustees have ownership in this. If there are recommended changes, they will be taken through the college governance process and then brought back to the Board.

Parfait Bassalé, Executive Diversity Officer, presented the college's Commitment to Diversity Statement and Vice President for Instruction Dr. Michelle Andreas and Jennifer Tuia, Director of Institutional Research, had a PowerPoint presentation on the equity scorecard and the work of Instruction.

Dr. Andreas briefed the Board that their presentation would:

- show the measures that were approved in the Strategic Plan that directly speak to issues of closing opportunity gaps and doing the work of equity on our campus;
- focus on Instruction and collective faculty efforts that they continue to do that are wrapped around Pathways, which is our college-wide framework for closing opportunity gaps and achieving equity;
- include snapshot of dashboards with disaggregated data that she, the faculty, and deans use;
- include the evaluation process that faculty are engaged in that involve much of that data; and
- include our internal professional development work that they are doing that focuses around equity and inclusive pedagogy and high-engagement practices.

The Board approved Core Theme 2: Equity, as part of the Strategic Plan. The data reviewed included:

- Goal 1: Close equity gaps – retention & completion
- Goal 2: Increase the ethnic diversity of faculty, staff, and administrative/exempt employees.
- Collective Faculty Work
  - Student Learning Assessment Committee – College-wide abilities and review of disciplines
  - Probationary Review process – 3 years
  - Ongoing Teaching Excellence Committee (post-tenure review)
  - Three-year tenure track faculty learning community
  - Adjunct academy
  - Quarterly in-services
  - Pathways
- Course, Discipline, and Program Information (One Instructor or Comparison Among Instructors)
  - Overall Success Rates
  - Success Rates by Delivery Method
  - Success Rates by Sex
  - Student Success by Running Start Status

- Success Rates by Race/Ethnicity
- Evaluation of Faculty – Self, Peer, and Administrative
- Equity Standards in Faculty Professional Development Guide
- Professional Development – 2020-2021 Communities

## EXECUTIVE SESSION

At 4:39 p.m. Board 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 (RCW 42.30.140(4)(a)). The executive session was estimated to conclude after 45 minutes 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 5:15 p.m., and the regular meeting reconvened at 5:15 p.m. Board Chair Davis noted that the Board was in Executive Session but took no action.

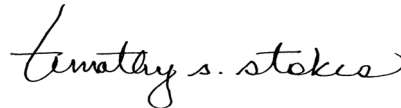
## ACTION ITEM FROM EXECUTIVE SESSION

**ADJOURNMENT 5:21 p.m.**



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JEFF DAVIS, BOARD CHAIR  
SOUTH PUGET SOUND COMMUNITY COLLEGE



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TIMOTHY STOKES, SECRETARY  
SOUTH PUGET SOUND COMMUNITY COLLEGE