

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

**Tuesday, November 15, 2022  
Building 25-Boardroom  
South Puget Sound Community College  
2011 Mottman Road, S.W.  
Olympia, WA 98512-6292**

**CALL TO ORDER**

Board Chair Rozanne Garman called the meeting to order at 2:30 p.m.

**ROLL CALL**

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

**EXECUTIVE SESSION**

At 1:30 p.m. Board Chair Garman announced that the Board was going into Executive Session to discuss with legal counsel agency enforcement actions or litigation or potential litigation. The executive session was estimated to conclude at 2:15 p.m. and no action would be taken by the Board during the Executive Session.

**BREAK 2:15-2:30****RECONVENE REGULAR MEETING**

The regular meeting reconvened at 2:30 p.m.

**APPROVAL OF CONSENT AGENDA**

It was moved by Trustee Drew, seconded by Trustee Mah **TO AMEND THE AGENDA TO ADD ITEM 10.2 CCE CONTRATS AND TO THEN ADOPT THE CONSENT AGENDA AS AMENDED. THE MOTION CARRIES.**

**A. ADOPTION OF MINUTES**

- October 11, 2022 regular meeting

**B. MEETINGS AND CONFERENCES**

- ACT Legislative Action Committee Retreat, November 17, 2022, SeaTac
- ACT Fall Conference, November 18, 2022, SeaTac

**C. ANNOUNCEMENTS**

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

Regular Meeting  
December 13, 2022  
2:30-4:30 p.m.  
South Puget Sound Community College  
2011 Mottman Road, S.W.  
Olympia, WA 98512-6292

**SPECIAL INTRODUCTIONS**

David Schaffert, President/CEO of Thurston County Chamber, announced that Dr. Stokes has been selected as a 2023 Distinguished Leader. The Distinguished Leader Awards “recognizes leaders who demonstrate outstanding initiative, inspire others, and make a significant impact that go beyond their organizations and shine through their community support and involvement.” The dinner/award presentation is scheduled for March 7, 2023.

The following themes about Dr. Stokes’ leadership were shared during their selection process:

- Leads through community and develops partnerships.
- Identifies needs of individuals and organizations and the needs of people in the entire community to develop a leverage and the opportunities to lead.
- Entrepreneurial and risk-taker are unique leadership traits--he looks for opportunities and takes calculated risks with high rewards.
- Leading through his institution--the mission of SPSCC is very evident in how he goes about doing his daily work and how his team performs and how they go about creating opportunities.
- It takes an individual’s leadership to create the team, support the team, and develop the opportunity for the team to have excellence.

Dr. Stokes expressed his gratitude. He said his work is so self-gratifying and self-satisfying to be in this spot, but it really is the team, and the Board that gives him the flexibility and encourages him to do creative and innovative things. He said “what I learned about community service, I learned growing up in my grandparents’ hardware store, so this recognition means a lot.”

**COMMENTS FROM THE AUDIENCE**     None.

**BOARD SPECIAL COMMITTEE LIAISON REPORTS**

- ACT Legislative Action Committee (LAC): Doug Mah, Jeff Davis
  - Trustee Mah reported:
    - Arlen Harris will be making a report that is relevant to the LAC.
    - ACT will go over the agenda as well as advocacy activities.
- Board Finance Committee: Steven Drew
  - Trustee Drew reported:

- The Board Finance Committee did not meet, but they discussed the addendum 10.2 CCE Contracts.
- Foundation Board: Judy Hartmann
  - Trustee Hartmann reported:
    - The next Foundation Board meeting discussions will focus on the work plan on the Foundation Strategic Plan.

## REPORT FROM THE COLLEGE PRESIDENT

- No Reports from ASB President, Faculty Union President, and Faculty Senate Coordinator.
- As we are starting to prepare some of our conversations and work around the upcoming budget cycle and preparing the budget for 2023-24 fiscal year, we have submitted to OFM our application for Voluntary Employee Separation Incentive & Retirement Proposal (VESI) for staff and faculty. There may need to be a request for funds this fiscal year.
- We received notice that Barnes & Noble will be ending their contract at the end of February 2023. B&N will provide textbooks and supplies for the start of winter quarter and plan to continue serving as an online bookstore for the college. The college is developing an internal printing solution for students and faculty who want printed copies of Open Educational Resources (OER).
- EAB has selected SPSCC as the 2022 Return on Education Award winner! This award recognizes an institution that has driven significant and measurable results/ROI as a part of their EAB Student Success partnership. The award comes with a \$1,000 scholarship donation to our college from EAB. *“Your team has deeply embedded Starfish technology in your campus culture to ensure every student's needs are being met at every step of their college journey. Your student success initiatives have also had a particular focus on closing equity gaps. As you well know, by implementing holistic pathways that drive equity-centered change across campus using technologies like Starfish, SPSCC has seen a growth in retention from 53.8% in 2013 to 64% today.”*
- The Dr. Angela Bowen Center for Health Education project has been selected as the winner of the 2022 NWCCC Distinguished Project Award for Public Projects Under \$10MM. Thanks to the Design/Build team, college staff and faculty and instruction team who participated in the process, DES, consultants, and others to make the project outcomes successful.
- The college foundation received a \$250,000 check from the estate of Jack Armstrong (son of Olympia Vocational Technical Institute [now SPSCC] Founder Les Armstrong). He was married to Karen Armstrong, a founding board member for the college foundation, and father of Roxanne Haerling, former SPSCC adjunct music faculty. So far, Jack's estate has disbursed \$500,000 in unrestricted giving to the foundation with an expected \$500,000+ that will be disbursed next year.
- He noted the President's Outreach/Professional Development/Advocacy List that was provided to the trustees.

## STUDY SESSION

### Legislative Priorities

Arlen Harris, Government Affairs Director for the Washington State Board for Community and Technical Colleges, shared a few personal comments regarding a recent loss in our community--Virgil Clarkson, husband of former Trustee Barbara Clarkson. Virgil was a pillar of our community. The Clarksons have done so much in our community for decades. The State Board's vision of leading with racial equity, colleges maximizing student potential and transforming lives in a culture of belonging, is reflected in the life and legacy of Virgil Clarkson.

He reviewed the following SBCTC priorities for the legislative session:

#### 2023-25 Capital Budget Request:

- Our system requests \$1.7 billion for Minor Works and Major Projects. The Minor Works funding is for high-priority facility repairs and for infrastructure replacement projects. The Major Projects funding is for both design and construction for the 41 system-ranked projects.

#### 2023-25 Operating Budget Request:

- Provide Fully-Funded, Competitive Compensation (\$157 million)
  - Suggested: *"Talk about troubles you've had keeping or hiring employees and how it's affected students and programs."*
- Advance Equity, Diversity and Inclusion (\$26 million)
  - Suggested: *"Discuss some of the work you're doing to close equity gaps."*
- Support Workforce Development Programs (\$77 million)
  - Suggested: *"Personalize with information about college workforce programs that are vital but expensive, or that are operating with outdated equipment."*
- Expand Learning Technology (\$93 million)
  - Suggested: *"Discuss online courses that are particularly popular, the results of student surveys about instruction modes, etc."*

## BUILDINGS AND GROUNDS

### Capital Projects

Marty Mattes, Director of Facilities, provided information on Capital Projects and Public Art:

- Before and after of Welding Program improvements: renovation to classroom, welding booths; and mechanical and electrical upgrades. (\$1,714,000 Capital Allocation)
- 2021-23 Capital Projects: facility repairs, roof repairs, infrastructure, and safety improvements, minor works program improvement
- Public Art: 18 pieces of state art have been installed at SPSCC from 1978

through 2013. The Washington State Arts Commission expends one-half of one percent of appropriated construction moneys for public art only for new construction for state agencies and public schools.

The question about public art guidelines, selection committee, and acceptance or rejection of the art proposal, came up. Dr. Tolefree would research and send the information to the trustees.

### Student Housing

Dr. Tysha Tolefree, Vice President for Finance and Operations, and Marty Mattes, provided a Student Housing update. They reviewed Concept Renderings, the Planning Timeline since 2021 when the Board approved \$1M set-aside to 2022 when the Board approved \$250,000 set-aside for Student Housing. The college has had a Massing Study, Feasibility Study, and Soils Test. They have been working on zoning options for approval of on-campus housing with the City of Olympia.

## BUDGET AND FINANCE

### Reserve Expenditure Request

Dr. Tysha Tolefree briefly reviewed, "On August 8, 2022, there was an emergent flood in Building 20 (Child & Family Education Center) that caused extensive damage to the building and subsequently suspended daycare operations. To date, the demolition is complete and the restoration is ongoing."

She reviewed the anticipated and estimated expenses associated with the demolition and restoration of the building, including incidentals related to program equipment recovery and potential contingent expenses that SPSCC would have to cover. She presented a reserve expenditure request of \$600K for Board approval for the college portion of the Child & Family Education Center flood remediation.

With this request, the college will maintain sufficient reserves and remain in compliance with the Board's policy on Financial Stability and Solvency.

It was moved by Trustee Mah and seconded by Trustee Drew **THAT THE BOARD OF TRUSTEES APPROVE THE \$600,000 RESERVE EXPENDITURE REQUEST AS PRESENTED. THE MOTION CARRIES.**

### CCE Contracts

In October, the Board approved amendments to Policy 108: Policy 108: Function, Purpose, and Authority of the Board of Trustees-- *K. To enter into expense contracts in excess of \$500,000 and revenue contracts in excess of \$1,000,000 for Corporate & Continuing Education (CCE).*

Dr. Tolefree presented two contracts for Board approval:

- Public Consulting Group, LLC for amount not to exceed \$1.4M

- Treinen Associates for amount not to exceed \$1.2M

She noted that these approvals could very well happen quite frequently as amendments to contracts occur quite often.

After a brief discussion about what the Board's process might be in the future for approving contracts over \$1M, the recommended action was to add future requests for contract approvals over \$1M as an item under the Board's Consent Agenda. If the policy becomes a barrier to business, perhaps the Board could re-assess it to consider language change/amendment.

It was moved by Trustee Mah and seconded by Trustee Hartmann **THAT THE BOARD OF TRUSTEES APPROVE THE TWO CONTRACTS IN EXCESS OF \$1M AS PRESENTED. THE MOTION CARRIES.**

#### **COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES**

- Trustee Mah gave an update on the ACCT Leadership Congress they attended in late October. There were approximately 2,000 attendees. SPSCC had two panel presentations: 1) Board Self-Assessment and CEO Evaluation, with Dr. Stokes & Trustee Mah; and 2) Meeting Students' Basic Needs, with Dr. Pelkey and SBCTC's Arlen Harris. Professor James Chen attended as the recipient of the 2022 ACCT Pacific Region Faculty Member Award, for his Study of Grit in College Students. The college presentations were well-received, and they received good feedback and reactions on the work we do at SPSCC.
- Some comments shared to honor Virgil Clarkson included: His depth and capacity to mentor; He will be missed; He was a true statesman and leader; He was compassionate and giving; Clarksons--a force to reckon with.

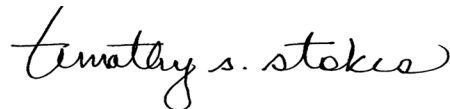
**EXECUTIVE SESSION** None.

**ADJOURNMENT** 4:14 P.M. .



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ROZANNE GARMAN, BOARD CHAIR  
SOUTH PUGET SOUND COMMUNITY COLLEGE



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TIMOTHY STOKES, SECRETARY  
SOUTH PUGET SOUND COMMUNITY COLLEGE