

**South Puget Sound Community College  
BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
Tuesday, April 11, 2023  
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 Jeff Davis, and Trustee Judy Hartmann were present. Elizabeth McAmis, Assistant Attorney General (AAG), Education Division, was present.

**APPROVAL OF CONSENT AGENDA**

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

**A. ADOPTION OF MINUTES**

- March 14, 2023 regular board meeting

**B. MEETINGS AND CONFERENCES**

- ACT Spring Conference, May 15-16, 2023, Walla Walla

**C. ANNOUNCEMENTS**

- Faculty Tenure Reception, April 11, 2023, 4:45, 1<sup>st</sup> Floor-Building 25
- ASPEN Award Ceremony, April 19-20, 2023, Washington, D.C.

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

Regular Meeting

May 9, 2023

2:30-4:30 p.m.

South Puget Sound Community College

2011 Mottman Road, S.W.

Olympia, WA 98512-6292

**COMMENTS FROM THE AUDIENCE**     None.

**BOARD SPECIAL COMMITTEE LIAISON REPORTS**

- ACT Legislative Action Committee (LAC): Doug Mah, Jeff Davis
  - Trustee Mah and Trustee Davis had no report.
- Board Finance Committee: Steven Drew
  - Trustee Drew had no report.

- Foundation Board: Judy Hartmann
  - Trustee Hartmann reported:
    - The Leadership Circle Gathering is on April 26, 4:30-6:30 in the Student Union Building 27. The Gathering honors members of the Leadership, Legacy, and Lifetime Circles who are tremendous supporters of the college.

## REPORT FROM THE COLLEGE PRESIDENT

- Dr. Stokes reported:
  - No reports from the ASB President, Faculty Union President, and Faculty Senate Coordinator.
  - He joined 55 of our faculty at AFT's 'day of action' at the Capitol steps to rally around fully funding the COLAs.
  - Spring enrollment is up 7% compared to last year's 10<sup>th</sup> day total. It may drop by 3% due to drops for non-payment of tuition. This enrollment will help in our budget development for the upcoming year. Running Start is still down 5%.
  - He noted the President's Outreach/Professional Development/Advocacy List and the Facilities Updates that were provided to the trustees.

**POLICY** No Report.

**BUDGET AND FINANCE** No Report.

## STUDY SESSION

### Access Services

John Rajcich, Director of Access Services, reported on disability and access in the context of higher education.

- What is an accommodation; what is access.
- Process for students requesting accommodations: student must self-identify
  - Intake -- legal information: up to the point of essential function; for a known or documented condition; for an otherwise qualified student
  - Quarterly process: on a case-by-case; no deadline; not retroactive
  - Letter of accommodation request
    - Quarterly agreement that students must sign and submit
    - Details accommodations, corresponding course, effective date
    - Clarifies student responsibilities in the process
    - Instructor consult possible
    - Sent electronically to students and their stakeholders
- Currently in transition with tracking student numbers

Kyle Gonzalez, Assistive Technology Specialist, reported on what he does for Access Services:

- Alternative formats: file remediation, braille or large print recommendations
- Technology consultations; effective software use and implementation
- Faculty meetings

- IT procurement and device management
- Effective technology bridges the gap, improves academic performance, and leads to increased student retention.

Ann Weiss, Accounting Professor, reported on an accommodation application:

- Four students (not SPSCC students) who each failed the intro accounting class three times; each had worked with her and a tutor; and each would fail to get their Business, OFTEC, or Accounting degrees.
- She designed an experiential learning project for the four students. Each student set up a spreadsheet to track business activities, analyzed documents together, used various research resources, and recorded transactions independently.
- Assessment: students successfully accounted for a new transaction not previously covered, doing the analysis independently.
- Takeaways from the experiment: textbooks can be a barrier to learning and there is no single “right” or “best” way to learn.
- Next step: create learning materials for intro accounting that provide opportunities for students to learn by means of: hands-on, trial-and-error, learn-from-mistakes, and reverse-engineering activities
- In collaboration with student Jonathan Squally, learning materials were converted into screen reader-friendly structure.

### Core Theme 3: Learning and Engagement

Dr. Michelle Andreas, Vice President for Instruction and Dr. Dave Pelkey, Vice President for Student Services, provided an update on Core Theme 3 and data, which shows that we are inching up to our mission fulfillment:

Goal 1: Enhance general education competency (tracking our overall learning)

- Measure 3.1.1 Students who meet the College Wide Abilities
  - More than nine out of ten students have met the college wide ability assessment
    - Baseline 3-Yr Average: 90%; 2022-23 Update: 93.5%; 5% Mission Fulfillment: 94.5%.

Goal 2: Enhance quality student experience and campus life activities

- Measure 3.2.1 Student satisfaction with Student Life activities
  - Most survey respondents find SPSCC events to be valuable
    - Baseline 3-Yr Average: 73.7%; 2022-23 Update: 86.2%; 5% Mission Fulfillment: 77.4%
- Measure 3.2.2 Student satisfaction of campus support services
  - Three out of four graduates are very satisfied or satisfied with campus services
    - Baseline 3-Yr Average: 73.7%; 2022-23 Update 75.6%; 5% Mission Fulfillment: 77.4%

We are making a difference—General Education

- Current College Wide Abilities/New CWAs: Communicate Effectively/Effective Communication; Computation/Analytical Reasoning; Ethics/Social Responsibility;

Critical Thinking/Information Literacy; Multicultural Awareness/Multicultural Awareness

We are making a difference—Student Experience

- Consistent calendar of student activities
- Hybrid program offerings: in-person on campus; virtual; outdoor; grab-n-go take home kits
- Increased campus partnerships

Open Government Training

Elizabeth McAmis, Assistant Attorney General (AAG), Education Division, provided the Open Public Meetings Act training:

- Open Public Meetings Act, RCW 42.30--The OPMA applies to meetings of a governing body
- Meetings Declared Open and Public
- Lawful Meetings: Regular Meetings, Special Meetings, Executive Sessions
- What the OPMA does not apply to
- OPMA Exemptions
- OPMA Risks and Pitfalls
- Penalties for OPMA Violations
- 2022 Changes: Increased focus on public access and comment
- Meeting Rules of Conduct

She provided Additional Public Government Reminders:

- Public Records Act (PRA) important to open government
  - What is a public record
  - PRA risks and pitfalls
- Ethics in Public Service Act holds public officers and employees to high ethical standard
  - Ethics in Public Service Act, RCW 42.52
  - General Prohibitions
  - Specific Activities Prohibited

**EXECUTIVE SESSION** None.

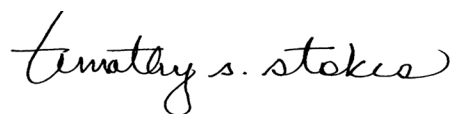
**ADJOURNMENT** 4:27 P.M.

Following the Board meeting was the Faculty Tenure Reception in Building 25.



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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