

**South Puget Sound Community College  
BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
Tuesday, November 14, 2023  
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 2:34 p.m.

**ROLL CALL**

Trustee Rozanne Garman, Trustee Steven Drew, Trustee Doug Mah, Trustee Judy Hartmann, and Trustee Jeff Davis were present. Justin Kjolseth, 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 BE APPROVED:**

**A. ADOPTION OF MINUTES**

- October 17, 2023 regular meeting

**B. MEETINGS AND CONFERENCES**

- ACT Fall Conference, November 16-17, 2023, Seattle, WA
- ACT Trustee Tuesday, December 5, 2023, 8:00 a.m., Virtual

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

Regular Meeting  
December 12, 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 Chair Garman expressed her congratulations to the following:

- Soccer Head Coach Sampson Maxwell for being named Co-Coach of the Year.
- Trustee Steven Drew for his re-appointment by Gov. Inslee to the Board of Trustees.

- Women's Volleyball Team for advancing to the playoffs.
- Public Relations team for receiving a gold award from the NCMPR District 7 Medallion Awards for their work on the college's website.

### BOARD SPECIAL COMMITTEE LIAISON REPORTS

- ACT Legislative Action Committee (LAC): Trustee Doug Mah-primary; Trustee Steven Drew-secondary
  - The ACT 2023 Fall Conference agenda was briefly reviewed:
    - LAC's review of the State Board's supplemental capital budget request and operating budget request.
    - *Washington's Future: The Role of Community & Technical Colleges*, will be facilitated by Gary Chandler, ACT LAC Co-Chair from Big Bend Community College. The panelists are: Sen. Karen Keiser, 33<sup>rd</sup> Legislative District; Rep. Mari Leavitt, 28<sup>th</sup> Legislative District; and Rep. Alex Ybarra, 13<sup>th</sup> Legislative District.
    - There is no winter conference planned. They are identifying a date for a Hill Climb event.
    - Trustee Judy Hartmann is one of the panelists on *Best Practices: Tried and True Tips from Trusted Trustees*.
    - Trustee Doug Mah, Dr. Dave Pelkey, and Dr. Valerie Robertson are presenting *Implementing Data Systems to Close Equity Gaps and Increase Student Success*, which was also presented at the ACCT Conference.
    - Trustee Mah will be facilitating the New Trustee Orientation.
- Board Finance Committee: Trustee Jeff Davis-primary; Trustee Steven Drew-secondary
  - The Board Finance Committee met to review financial reports in early November. Trustee Davis noted that the enrollment numbers are positive and financial reports indicate nothing problematic. More details will be shared by Dr. Tysha Tolefree next month.
- Foundation Board: Trustee Judy Hartmann-primary; Trustee Rozanne Garman-secondary
  - They are halfway through their Strategic Planning Sessions facilitated by a consultant, with the last one scheduled close to the end of the year.
  - They will discuss expectations for, and responsibilities of, board members, and how they can move forward.
- Ad-Hoc Governance Committee: Trustee Judy Hartmann-member; Trustee Doug Mah-member; and Dr. Stokes-member
  - The committee met on October 19.

### REPORT FROM THE COLLEGE PRESIDENT

- Dr. Stokes noted no reports from the ASB President, Faculty Union President, and Faculty Senate Coordinator.
- SPSCC will be applying for the 2025 Aspen Prize for Community College Excellence. They have submitted Part I of the application yesterday, the

authorization form and student progress data. Working on the report are Dr. Stokes, Dr. Andreas, Dr. Pelkey, Amanda Ybarra, Kelly Green, Jennifer Tuia, and Kati Sagawa.

- He noted the information located in the board binder: President's Outreach/Professional Development/Advocacy Activities List.

## POLICY

### Review of Board Policies

The Board of Trustees retains the authority to adopt, amend or repeal policies for the governance of the college and the conduct of the business of the Board of Trustees. A schedule for review occurs at least once every five years.

The Board's Ad-Hoc Governance Committee reviewed all the board policies and presented their recommended updates. Trustee Mah noted that most updates are for 'housekeeping' and others are for aligning with current practice.

Comments, concerns, and suggested amendments for the following items were brought up by trustees:

- BORD102, Section 2: They shall hold office for one year beginning July 1.
- BORD105, Section 1: At the December meeting of each year...
- BORD105, Section 2: The chair of the Board or any three members...
- BORD105, Section 6: 12. Diversity, Equity and Inclusion
- BORD108, K: ...expense contracts in excess of \$500,000 and revenue contracts in excess of \$6,000,000 for Corporate & Continuing Education (CCE)....
- BORD 110, F: ...expense contracts in excess of \$500,000 and revenue contracts in excess of \$6,000,000 for Corporate & Continuing Education (CCE)....
- BORD111, Section B: ...in the event of a medical emergency, extended absence, or international travel...
- BORD115: ...Freedom for faculty and students to carry on a discourse of ideas within the classroom with interference from others will be abridged...

In addition to what had been brought up and discussed at the meeting, trustees will let Diana Toledo know before the December board meeting if they have other questions, concerns, or suggested amendments. The Committee hopes to have Board approval of a majority, if not all, of the recommendations, in December.

Trustee Mah said that of importance to note is the suggested addition of DEI included as a standing agenda item, on par with the fiscal agenda item. It is an important demonstration that we are very much interested in this item and we are seeing it as more and more of a fiduciary responsibility. It is meaningful and important.

## STUDY SESSION

### Master Plan

Matt Lane and Dennis Adjetej with McGranahan Architects, shared an update on the Campus Master Plan. The last Master Conditional Use Permit (CUP) issued expired in 2019. The college completed an internal update in 2019. The purpose of updating the campus master plan is to receive a Master CUP from the City of Olympia, which will be effective for ten years. Under the updated Master CUP, the following can be allowed: conceptual information on potential Student Housing use and Athletic Field use.

With aerial site photos of the college property, the architects reviewed existing conditions and general siting for a potential housing and soccer field, which is only a 'snapshot' from the developer and not site-specific. As part of the Master Plan, the architects are in the process of trying to solve feasible siting for both projects and considering how to fit the optimal amount of footprint, bed count and field.

There was discussion around field buffer, turf field evaluation, stormwater retention, wetland mitigation, building regulations, parking, project zoning, permitting, future improvements/renovations, potential growth of the college, factoring in unanticipated uses moving forward, potential challenges, unknown geo-technical issues on the site, possibilities around industrial growth and future technology, flexibility with locations, permitting of childcare facilities, and the State Board's capital budget pipeline.

Dr. Stokes noted that time and energy should be on the student housing and the athletic field to be included in the Master CUP. The college has buildings that may be repurposed in the future.

Flexibility with the location of the projects is very important. The architect noted that as they work with the city for the CUP, they would be able to confirm that having a location shown in the Master Plan does not mean that the projects would have to specifically go there. Once they get it vested and permitted and planning continues but changes, they would need that flexibility.

The Master Plan process includes the approximate schedule:

- June-July 2023: Scoping and objectives
- August-December 2023: Master Plan updating
- Mid-November 2023-end of January 2024: Review/completion
- February-June 2024: Master CUP permitting process
- October 2024: Estimated approval

The architect noted that once they do a pre-submittal meeting, that information becomes more public. The CUP process is a public process with public comment/input and a hearing examiner.

Chair Garman noted that based on the timeline presented, updating the Master Plan is

going through December, and if there are significant changes, there is very limited time. She requested that any additional suggestions/questions/input for the architects should be sent to Diana Toledo as soon as possible.

### Space Utilization

Laura Price, Director of Facilities, shared information regarding space utilization of campus facilities.

She reviewed a comparison of building usage:

- Where classroom and lab instruction were taught during a single week in October 2019 and the same week in October 2023
- Used the hours of 7:00 a.m. – 9:00 p.m.
- Utilization during Monday–Thursday and also Monday-Friday

The comparison showed average total hours used and time utilization:

- Monday-Thursday: 2019: 13.5 hrs used, 24.1% utilized; 2023: 5.3 hrs used, 9.4% utilized
- Monday-Friday: 2019: 14.0 hrs used, 20.0% utilized; 2023: 5.5 hrs used, 7.9% utilized

She also reviewed Controls & System Management, Building Control Upgrades, and Adjustments/Improvements/Changes.

The goal of the space utilization study is to develop a long-term plan to ensure sustainable, energy-efficient, and optimal spaces that effectively support the needs of students and their success. The college will establish a matrix to track and monitor improvements and savings based on systems adjustments.

**BUILDINGS AND GROUNDS** No Report.

### BUDGET AND FINANCE

#### Budget Closeout

#### FY24 Budget – One-Time Reserve Expenditure Request

Dr. Tysha Tolefree, Vice President for Finance and Operations, reviewed that the college has a reserves balance in excess of \$7M above and beyond the Board's emergency reserves policy. She presented a one-time reserve expenditure request for \$250K for Board approval for requests from: Library, Natural & Applied Sciences, Allied Health, Culinary/Baking Pastry Arts, Craft Brewing & Distilling, Foundation, Facilities, and Student Services.

It was moved by Trustee Davis and seconded by Trustee Drew **THAT THE BOARD OF TRUSTEES APPROVE THE ONE-TIME RESERVE REQUEST OF \$250,000 AS**

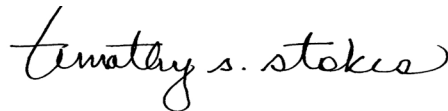
**PRESENTED IN TAB 5. THE MOTION CARRIES.****COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES**

- Chair Garman announced that the March 12, 2024 Board of Trustees meeting would have to be re-scheduled to March 19, 2024 due to a schedule conflict. The board's Executive Session on March 19 was estimated to start at 11:00 a.m. It was moved by Trustee Mah and seconded by Trustee Hartmann **THAT THE BOARD OF TRUSTEES RE-SCHEDULE THE MARCH 12, 2024 BOARD OF TRUSTEES MEETING TO MARCH 19, 2024. THE MOTION CARRIES.**

**EXECUTIVE SESSION** None.**RECONVENE REGULAR MEETING** None.**ACTION ITEM FROM EXECUTIVE SESSION** None.**ADJOURNMENT** 4:26 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