

**South Puget Sound Community College  
BOARD OF TRUSTEES  
REGULAR MEETING: STUDY SESSION  
Tuesday, February 13, 2024  
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 1:15 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.

**EXECUTIVE SESSION**

At 1:15 p.m. Chair Garman announced that the Board was going into executive session to review the performance of public employees. The executive session was estimated to conclude in an hour or no later than 2:15, and the Board would take no action during the executive session.

The executive session concluded at 2:15 p.m. with no Board action.

**BREAK 2:15-2:30 p.m.**

**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 Davis, and carried **THAT THE FOLLOWING CONSENT AGENDA ITEMS BE APPROVED:**

**A. ADOPTION OF MINUTES**

- January 9, 2024 regular board meeting

**B. MEETINGS AND CONFERENCES**

- ACT Trustee Tuesday, March 5, 2024, 8:00 a.m., Virtual

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

Regular Meeting  
March 19, 2024  
2:30-4:30 p.m.  
South Puget Sound Community College  
2011 Mottman Road, S.W.  
Olympia, WA 98512-6292

**SPECIAL INTRODUCTIONS** None.

**PUBLIC COMMENTS**

The Board Chair announced, "Board Policy 105 (*Meetings*) allows for oral comments or questions by members of the public on any matter relevant to its responsibilities and duties in the operations of the college. Consistent with this policy, comments may be limited to three minutes per person. The board is here to listen and typically does not respond and/or engage in public comments. We will now hear from individuals who wish to comment."

There were no public comments.

**BOARD SPECIAL COMMITTEE LIAISON REPORTS**

- ACT Legislative Action Committee (LAC): Trustee Doug Mah-primary; Trustee Steven Drew-secondary
  - The topic for the ACT *Trustee Tuesday* on March 5 is "Managing Meeting Disruptions."
  - The report on legislative affairs was deferred to Dr. Stokes who reported:
    - Locally: The bills have moved from one chamber to the other. Everything that we were hoping to move forward, moved ahead. There are many policies around financial aid, and we are advocating for a bill that addresses students who are receiving (Supplemental Nutrition Assistance Program) SNAP are also eligible for the Washington College grant.
    - Nationally: He attended the ACCT/AACC National Legislative Summit in D.C. The meetings with the Senate were positive. Their legislative ask for the earmark for cybersecurity was still being considered. The Washington State delegation spent time with our D.C. congressional delegation and staff.
- Board Finance Committee: Trustee Jeff Davis–primary; Trustee Steven Drew–secondary
  - The Board Finance Committee did not have a meeting.
- Foundation Board: Trustee Judy Hartmann-primary; Trustee Rozanne Garman-secondary
  - The Foundation Board retreat was in January, where they heard from students on the Fall Senate Survey results/Basic Needs Survey results, housing and food insecurities, and needed technology support. The Counselors presented on student mental health trends, services to students and student needs/concerns that ranked in the same order as the

student survey. They heard about Ignite students and financial aid and other issues that come into play in their student success.

- As part of their strategic planning, the Foundation Board members want to know how they play a role and what Foundation can do in support of students.

## **REPORT FROM THE COLLEGE PRESIDENT**

- There were no reports from the ASB President, Faculty Union President, and Faculty Senate Coordinator.
- Dr. Stokes recognized Board of Trustees Chair, Rozanne Garman, for establishing an emergency grant specifically designated for our AAPI students. She named the grant in honor of her late mother.
- He reported that the Executive Team has completed the first draft of the SBCTC 2025 Legislative Priorities Survey document. This will be sent to the trustees for their input and feedback before the final survey document is submitted to the State Board. This is a new legislative process this year and the timeline for input was very limited. Next year, the survey would come out earlier, which would allow time for trustees the ability to work with presidents to have greater input and participation in the legislative process.
- Enrollment & Budget Update: Enrollment still looks great. An updated 2023-24 budget will be provided to the Board in March. The revised budget will have approximately between 2M and 2.5M additional funds.
- The 2024-26 Operational Planning Sessions start in March. Jennifer Tuia, the Institutional Effectiveness Committee, and the President's Advisory Group, seek input and recommendations campus-wide. The process moves forward to the Executive Team for resource/budget allocation prioritization to help support the goals of the Strategic Plan.
- Dr. Stokes, Dr. Andreas, Dr. Pelkey, and Amanda Ybarra attended the Guided Pathways Executive Summit in late January. They spent time with Rob Johnston, who was a juror for the Aspen award. His presentation was very relevant, which is how our graduates are doing out in the world financially and alignment with jobs. Johnston will be doing some work with the college on demographic recruitment and growing diversity in some of our programs.
- He has been working to complete the Aspen Presidential Fellowship Data Analysis and Assessment Review. He will share this with the trustees to show the impressive work the college is doing, how well our graduates are doing post-graduation, and completion in living wage jobs, and how aligned our programs are with the top 10 and 20 job openings at our community.
- Dr. Andreas, Dr. Stokes, and Marriya Wright continue their work on the Washington Board of Nursing Simulation Rules.
- Dr. Stokes congratulated Trustee Doug Mah, who is one of the honorees of the 2024 Thurston County Distinguished Leader Awards. The awards celebration will be on March 13 at the SMU Norman Worthington Center.
- He noted the President's Outreach / Professional Development / Advocacy List in TAB 2 that was provided to the trustees.

## STUDY SESSION

### Core Theme 2: Equity

Executive Diversity Officer Amanda Ybarra, and Jennifer Tuia, Director of Institutional Research, provided an update on Core Theme 2.

Jennifer Tuia reviewed our Goals and Measures of Equity:

- Goal 1: Close equity gaps: retention
  - Achievement gap: Fall-to-Fall retention, comparison full-time and part-time students. Baseline: 15.9%; 2023-24: 14.1%. Gap decreased by 5% from 2022-23. We reached mission fulfillment and stretch goal.
  - Achievement gap: Fall-to-Fall retention, comparison between Historically Underrepresented and Asian/Caucasian students. Baseline: 5.8%; 2023-24: 8.2%. Gap increased by 3.2% from 2022-23.
  - Achievement gap: Fall-to-Fall retention, comparison between students who receive need-based financial aid and students who do not. Baseline: 3.8%; 2023-24: .1%. Gap decreased by 3.7%.
- Goal 1: Close equity gaps: completion
  - Achievement gap: 3-year completion, comparison between all full-time and part-time students. Baseline: 19.6%; 2023-24: 24.0%.
  - Achievement gap: 3-year completion, comparison between Historically Underrepresented and Asian/Caucasian students. Baseline: 8.7%; 2023-24: 8.6%.
  - Achievement gap: 3-year completion, comparison between students who receive need-based financial aid and students who do not. Baseline: 2.8%; 2023-24: 3.1%.
  - Proportion of Historically Underrepresented student graduates mirror the fall enrollments of Historically Underrepresented students. Baseline: 2.9%; 2023-24: 2.6%.
- Goal 2: Increase the ethnic diversity of faculty, staff, and administrative/exempt employees
  - Faculty by ethnic demographics. Baseline: 12.5%; 2023-24: 21.2%.
  - Classified staff by ethnic demographics: Baseline: 19.5%; 2023-24: 28.9%.
  - Administrative/exempt staff by ethnic demographics. Baseline: 22.8%; 2023-24: 31.9%.
- Enrollment & Persistence: 2023-24 Academic Year
  - Fall 2023: serving 219 IGNITE students
    - New to IGNITE: 61 students; New to IGNITE and SPSCC: 40 students
    - Returning: 118 students
    - Persistence from 2022-23: Spring enrollment: 86 students; Prior enrollment: 32 students
  - Winter 2024: serving 194 IGNITE students
    - Fall Cohort Persistence: 99 students (39 from New Cohort); Continued Persistence: 95 students
    - Persistence to Winter: Graduate: 8 students; Leaver: 17 students

Amanda Ybarra reviewed the DEI Highlights:

- Office of DEI highlights:
  - Staff Trainings to individual departments/divisions: 7 department trainings in 23-24 so far
  - DEI-Focused Academic Trainings: 9 content specific classroom workshops in 23-24 so far
  - SPSCC is becoming a community DEI resource
  - Restructure of IGNITE has aided in increased registration and participation: Fall 2022: 102 students; Winter 2024: 215 students
  - Collaboration with departments across the institution
  - 100% of students in IGNITE have an Educational Plan
  - Annual DEI and belonging training of the Student Leadership
  - DEIC Events
  - Instructional DEI Strategies and Student Services Additional Campus Strategies

### Corporate and Continuing Education (CCE) Contracts Review

Noel Rubadue, Dean of Corporate and Continuing Education, presented a review of the Corporate and Continuing Education and CCE Contracts.

- Small Business Development Center
  - SBDC is located with the Center for Business & Innovation at the Lacey Campus and provides expert business advising, management training and market research.
- Tribal Programming
  - Offers HS+ completion program on site at three of our community tribes: Nisqually Indian Tribe, Skokomish Indian Tribe, and Squaxin Island Tribe.
- Computer Technology Courses
  - Technology training started over 25 years ago with state contract. It is ever changing based on the needs of the area. Fall 2023 technology courses made up 13% of the enrollment.
- Career/Professional Development Courses and Professional Certificate Programs
  - Fall 2023 Career/Professional Development courses including Certificates, made up 76% of the enrollment.
- Continuing Education
  - Classes aimed at personal enrichment and community partnerships. CCE is working to grow their Continuing Education offerings after COVID. Fall 2023 CE classes made up 6% of the enrollment.
- Customized Training (single agencies)
  - IPMA Leader Path Certificate Series
  - Department of Financial Institutions Working with Unions Training
  - Port of Longview Project Management Classes
  - Labor & Industries SharePoint Training
  - Ecology Facilitation and Negotiation Training
- Technical & Corporate Consulting
  - Responsive to Agency Needs

- Always bringing on new consultants (109 currently)
- Wide range of services connected to training in many cases
- Grew exponentially during COVID
- E-learning and Media contracts added during last 3 years
- New Projects
  - Kraken Studio: Space rental, classes, connections
  - Employment Security Department: Developing Accounting Training Series for all Financial Division (Feb 2024)
  - New Managing and Supervising Series: Revamping entire series of classes
  - Crossover technology and soft skills classes
  - United Way Residential Construction training

She touched on the Contract Report for the Board of Trustees for all active contracts during FY24 and requested the trustees to let them know how often the Board would like to have these reports in the future.

The Board was pleased about the CCE as a revenue center, helping market and brand the college and helping reinforce our presence in the community. They encouraged the college to think about how we can further our equity goals and vision utilizing CCE as part of that overall package that we provide the community--as another opportunity to maximize and build on our success. They encouraged looking at CCE through an equity lens--to give that kind of thought in the same way as we do to all the other activities that the college undertakes. They encouraged thinking about ways to have more equity within the CCE programs, connecting with BIPOC businesses and businesses that are just starting out, reaching out to and partnering with marginalized communities, and creating opportunities in the kinds of trainings offered and trainers/consultants recruited/hired.

**BUILDINGS AND GROUNDS** No Report.

**BUDGET AND FINANCE** No Report.

**COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES** None.

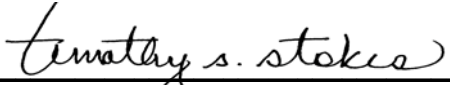
**EXECUTIVE SESSION** None.

**RECONVENE REGULAR MEETING** None.

**ACTION ITEM FROM EXECUTIVE SESSION** None.

**ADJOURNMENT** 4:50 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