

**South Puget Sound Community College
BOARD OF TRUSTEES
REGULAR MEETING: STUDY SESSION
MINUTES
Tuesday, March 19, 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 11:00 a.m.

ROLL CALL

Trustee Rozanne Garman, Trustee Doug Mah, Trustee Steven Drew, Trustee Judy Hartmann, and Trustee Jeff Davis were present at the Executive Session and public meeting. Justin Kjolseth, Assistant Attorney General (AAG), Education Division, was present.

EXECUTIVE SESSION

At 11:00 a.m. Board Chair Garman announced that the Board was going into Executive Session to review the performance of public employees ((RCW 42.30.110(1)(g))) and to consider selection of a site or the acquisition of real estate. The executive session was estimated to conclude at 2:15 p.m. unless otherwise extended at that time. No action was taken by the Board during the Executive Session.

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

RECONVENE REGULAR MEETING

The regular meeting reconvened at 2:30 p.m. Board Chair Garman noted that the Board was in Executive Session to review the performance of public employees and to consider selection of a site or the acquisition of real estate for student housing.

APPROVAL OF CONSENT AGENDA

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

A. ADOPTION OF MINUTES

- February 13, 2024 regular board meeting

B. MEETINGS AND CONFERENCES

- ACT Trustee Tuesday, April 2, 2024, 8:00 a.m., Virtual
- ACT Spring Conference, May 2-3, 2024, Yakima Valley College

C. ANNOUNCEMENTS

- April 9, 2024 Faculty Tenure Reception, 4:00 p.m.

D. DATE OF THE NEXT BOARD MEETING

Regular Meeting

April 9, 2024

2:30-4:30 p.m.

South Puget Sound Community College

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E. CCE CONTRACTS

- December 2023: Board approved Policy 108: Function, Purpose, and Authority of the Board of Trustees – To authorize grant requests or contract funding proposals in excess of \$1,000,000. Should funding opportunities and timelines occur between regular Board meetings, the president is authorized to submit proposals for conditional funding upon confirmation at the following Board meeting.
- A report of signed contracts over \$1M for the period of July 1, 2023-December 14, 2023, is presented. Board approval of the Consent Agenda indicated compliance with BORD108 and Board oversight.

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
 - Trustee Mah reported that the legislative session concluded, and he asked Dr. Stokes to give an update on how the CTC system did. Dr. Stokes reported that the system did very well, receiving \$8.9M for B.S. in Computer Science and Environmental Sustainability curriculum project. If money for the Environmental Sustainability is overturned, we will not be receiving money for those projects. Dr. Stokes expressed his gratitude to everyone for their advanced work around next year’s legislative agenda. The State Board and others are moving forward with the legislative

priorities survey process to allow trustees additional involvement and inclusion earlier on in the process.

- Board Finance Committee: Trustee Jeff Davis–primary; Trustee Steven Drew–secondary
 - Trustee Davis reported that the Board Finance Committee met on March 7 to review financial reports. He was happy to say that they were positive reports and deferred the detailed finance report to Dr. Tolefree.
- Foundation Board: Trustee Judy Hartmann-primary; Trustee Rozanne Garman-secondary
 - The Foundation Board has been working on refining their Strategic Plan, and guiding over that work is their vision statement. There had been five planning sessions, so now they are pulling all the information together and considering what steps to take and who will be doing what. People are invested in this, and it is well connected to what the college is doing. When the process is completed, there will be buy-in with the Foundation Board.
 - The Foundation is working on the development of an LLC for the purpose of testing products from the Tumwater Falls lab.

REPORT FROM THE COLLEGE PRESIDENT

- Dr. Stokes called on Kyra Sung, Senator of Legislative Affairs, who gave the following ASB report:
 - She worked as a student lobbyist on behalf of the student body this past legislative session, advocating for student rights and diversity and equity.
 - Winter Quarter Student Survey: 397 student responses. Students met with the Executive Leadership Team to share results. Key topics discussed were student satisfaction with tutoring services, food services, and campus life events as areas for further collaboration in the spring quarter.
 - The Food trucks and extended Clipper Coffee Corner hours in the Winter Quarter was a result of faculty, administration, and student collaboration.
 - The Food Pantry moved to Building 23 this quarter in collaboration with the SUB renovation project. The temporary move has not been a challenge to student access. Winter Quarter: 355 visits (211 in Building 23); Last year, there were 258 visits during winter.
 - Food Pantry year-to-date visits = 1,059. Food Pantry is now a TEFAP (The Emergency Food Assistance Program) site for the Thurston County Food Bank. This provides the college with increased quantities of dairy, meat, and other frozen goods.
 - Grab N Go Meals: 226 visits since Week 8 of Fall Quarter
 - Student Involvement: 11 active Clubs/Organizations
 - There is student interest in an RCW that would allow for an elected student to join the Board of Trustees, and they will submit proposal during spring.

- **Dr. Stokes called on Dr. CJ Dosch, English Professor and Faculty Union Vice President, who read the Faculty Union report on behalf of Carlea McAvoy, Math Professor and Faculty Union President:**

"Trustees, It's good to see you all. Regretfully, faculty union reports the past few quarters have been scarce due to scheduling snafus, conflicts, and a full slate of study session meetings.

I am reporting out today in my new role as Vice-President of SPS Federation of Teachers. Our newly elected President, Carlea McAvoy, sends her greetings and wishes that she could be here today, but she has especially important family business to attend to, so you get me. After six years in the role, it was time to step aside and let new voices and fresh visions take the lead. Carlea is already doing an outstanding job, bringing renewed focus, energy, and decades of institutional history to the position.

I would like to take a brief moment and thank the trustees for your support, conversations, and sincere interest in the work I've done and the work of the faculty union during my time as President. While there is much I wish I could have said and done while in that role, I recognize that much of my tenure was spent adapting to radical changes in our work conditions and the need for institutional continuity. My work began with the Janus decision in 2018 and shoring up our membership, growing our executive team, and building campus relationships, but before any strong agenda could be created COVID hit. I am proud of the work we did during those years to help faculty remain safe, healthy, and successful. However, the pandemic years changed higher education in ways we are still coming to understanding in terms of our students and the way the institution thinks and moves, but also in the ways faculty roles are being challenged. There is good work to be done post-pandemic and I'm glad to continue as part of our faculty team.

Beyond a new team working on new challenges, the union works regularly with the college on contract maintenance. While it is a bargaining year, we continue doing the typical business of keeping processes and procedures aligned, addressing individual faculty issues, and working to keep small things from turning into big things.

Over the last few years, I've had the opportunity to speak with a diverse array of faculty in various contexts, both officially and unofficially, and have a pretty good sense of how they're feeling. They are extremely proud of the work they've done. Elevating SPSCC to be the top community college in the state, and a top ten community college in the nation, has been an enormous collective campus effort. But it's hard to overstate the amount of work, innovation, and perseverance from the faculty, even in the face of significant challenges. At the same time, the faculty are frustrated. Even as our community heralds their accomplishments, SPSCC faculty salaries average a shameful second from the bottom in the CTC system. They have really been feeling the financial weight of the current economic environment. We look forward to a time when our faculty will be compensated equitably among our peers, commensurate with the contributions they make for our college and our community.

Shifting directions a bit, as I have in the past, I will once again jump ahead in the agenda to extend an all-faculty congratulations to the candidates receiving tenure today and those having their contracts renewed. We are all thrilled to have you all here and to witness the outstanding teaching and professional presence needed to be in your positions. Well done! We look forward to many years working by your side in solidarity. Of course, congratulations to the sabbatical recipients to be announced today as well. I'm envious, jealous, covetous, desirous, and all those other green-eyed words. You deserve it and we wish you the best. That concludes my report unless you have any follow-up questions."

- **Dr. Stokes called on Michael Gray, Film Professor and Faculty Senate Coordinator, who read the Faculty Senate report:**

"Before I give you my remarks, I would like to say the Faculty Senate fully supports everything the Union has articulated. Board of Trustees, it is a pleasure to speak to you today about the work of Faculty Senate. At the closing of the Winter '24 Quarter, I would like to share the following highlights with you. First, the faculty is continuing to focus on Campus Partnerships. To this end, we cosponsored Faculty & Staff Night on Wednesday, February 28th, with Student Life. There was traditionally a Faculty & Staff event in years past and before the pandemic. Faculty worked closely with Student Life to make this happen. This event brought faculty and staff out to cheer on our Clipper's Women's and Men's Basketball teams and celebrate Sophomore Night with students and their families. The evening was a great success, and we look forward to many more. Next, faculty are working to train their fellow faculty. Senate co-sponsored with the Faculty Union a training for faculty, by faculty. The session, held on March 7th and presented by Paralegal Professor Adam Tenenbaum, focused on Practicing Shared Governance in Committee. Senate is working to ensure faculty members are good stewards of SPSCC's policies and procedures as we work to shape and develop curriculum and play a more significant role in campus governance. The training session had an unprecedented turnout of 25 attendees. We are looking to expand this into a series with more varied

training for faculty, by faculty. Lastly, and you may have picked up on the theme already, but a key focus of the Senate is bringing back community to our campus. As we all know, community was one of the first casualties of the COVID-19 pandemic. I have heard from faculty colleagues, students, staff, and administrators that there is a hole in the heart of the SPSCC campus community. There is a hunger for a return and a thirst for engagement beyond just the classroom. Senate is focused on working with our various partners across campus to address this issue. As you may be aware, I host several film screenings each Quarter because, without community, there is no sense of belonging. Senate will continue seeking more ways to grow, nurture, and build back that community here on our beloved and beautiful campus. Thank you for your time."

- Dr. Stokes took a few minutes to recognize and honor Rob Cherry, Psychology Professor, who passed away recently. This is a loss to the college, but more importantly, a loss to his students. The college is making sure to provide support to students who are suffering that loss as much as our community is.
- Spring Enrollment Update: Our total FTEs are up 17%, our state FTEs are up 19%. Running Start is continuing to grow. There is growth in the areas of Adult Basic Education and ESL. We anticipate that by the 10th day of Spring Quarter, we will be up around 12-14%. He expressed his thanks to faculty and staff and everyone's team effort for the enrollment growth, which is due in large part to student persistence and retention.
- Our Bachelor of Science in Computer Science degree was approved by the Northwest Commission on Colleges and Universities (NWCCU). The program begins this fall.
- Statue Project Update: Sculptor Haiying Wu will be completing the Billy Frank, Jr. statue in the SPSCC's Scene Shop in the Kenneth J. Minnaert Center for the Arts. We will find time for the Board of Trustees to see the statue in progress.
- He noted the President's Outreach / Professional Development / Advocacy List in TAB 2 that was provided to the trustees.

Sabbatical Leave Requests

Dr. Melissa Meade, Dean of Humanities & Communication, presented a brief summary of the 2024-2025 Sabbatical Leave Request from Corrie Martin, English Professor.

Description of Corrie Martin's sabbatical application:

"Last spring, Corrie Martin decided to enroll in a few SPSCC classes, mostly for her own interests, and she realized that the missing piece in her teaching was the actual student experience. Since then, she has looked at curriculum design through a student lens, working to maintain rigor while making the materials more approachable. However, to do this, she is often trying to view her courses from the angles of vastly different students. They might be a pre-college student, returning twenty years after high school without any idea what a *Canvas* is. They might be a Running Start student, who has very little experience with in-person learning past elementary school. They might be a new high school graduate, who is well-versed, albeit burnt out, in online learning. They might be an immigrant student from an education background beyond our local community, our state, or our country, trying to navigate language and cultural barriers. They might already have a college degree but still struggle with how to choose their next class.

Professor Martin believes that many of her fellow faculty members are five years, ten years, or twenty years removed from their own student experience. They no longer remember what it was like to be a student in the same vein. Even for an instructor who finished their degree recently, things in education have changed. The student experience is very different today than it was just three years ago—in fact, exponentially different. As SPSCC defines and implements its faculty mentoring work, she wants to

explore how faculty can better understand the current (post-pandemic) student experience and what these diverse students need to be successful. The tremendous positive response to our recent “Faculty as Student” in-service presentation demonstrates how valuable and timely this work is. On her sabbatical, Professor Martin will study the SPSCC student experience through surveys and facilitated focus groups to gain a better understanding of the barriers faced by students and what is needed to remove those barriers to improve student success.”

Dr. Jen Gilliard, Dean of Social Science & Business, presented a brief summary of the 2024-2025 Sabbatical Leave Request from Chris Moon, Early Childhood Education Professor.

Description of Chris Moon’s sabbatical application:

“Chris Moon plans to volunteer at a local elementary school during two quarters of sabbatical. She will be in classrooms working with children and learning about the work they are doing to bring DEIB/CRABAR practices in a meaningful way to their school. She will also have the opportunity to lead a yearlong Social Emotional Learning (SEL) group, building curriculum, and practicing DEIB/CRABAR practices in a leadership role. Being able to spend an entire school year in one setting as a volunteer and leading her own group would allow her a deeper understanding of curriculum, while building relationships with students and teachers. This would allow her to build her own knowledge and skills at a practical level, gathering case studies and stories from her experiences and infusing her courses with current examples of what works and what doesn’t work. As more students are coming with experience in the field, it is even more essential that as a professor she also has current, meaningful experience that is relevant to the current state of ECE. This would be a deeper and more intensive experience than the return to work opportunities she has explored in the past.”

It was moved by Trustee Davis and seconded by Trustee Mah **THAT THE BOARD OF TRUSTEES APPROVE THE SABBATICAL LEAVE REQUESTS FOR CORRIE MARTIN, ENGLISH PROFESSOR AND CHRIS MOON, EARLY CHILDHOOD EDUCATION PROFESSOR, FOR TWO QUARTERS EACH DURING THE 2024-2025 YEAR AS PRESENTED IN TAB 3.**

Faculty Award/Denial of Tenure and Contract Renewal/Non-Renewal

Review committees for each of the probationary faculty have completed their activities and prepared evaluation and progress reports. Committee reports for all probationary faculty were reviewed by the Board prior to the March meeting. The Board considered the award or denial of tenure for third-year probationary faculty and renewal or non-renewal of contracts for first-year and second-year probationary faculty. Probationary faculty members included the following:

First Year

Megan Connell
William Goff
Hailey Hobbs
Shannon Kelley

Nursing
Nursing
Accounting
Nursing

It was moved by Trustee Hartmann and seconded by Trustee Davis **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEES AND REVIEWING THE TOTALITY OF INFORMATION, DIRECT THE PRESIDENT TO**

GIVE NOTIFICATION OF CONTRACT RENEWAL EFFECTIVE WITH THE 2024-2025 CONTRACT YEAR TO: MEGAN CONNELL, NURSING; WILLIAM GOFF, NURSING; HAILEY HOBBS, ACCOUNTING; AND SHANNON KELLEY, NURSING. THE MOTION CARRIES.

Second Year

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| Ryer Banta | OE Librarian |
| John-Patrick Downey-McCarthy | Culinary |
| Matt Ito | English |
| Tiffany Johnston | Dental Assisting |
| Paradise Low | Math |
| Gabrielle Morales-Wilson | ABE/IBEST |
| Shruti More | CIS |
| Joseph Owen | Welding |
| Patti Poblete | English |
| Jolyn Ponder | Medical Assisting |
| Stephanie Rotelli | CCS |
| Brad Schrandt | Music |
| Jean-Baptiste Urtecho | Biology |

It was moved by Trustee Drew and seconded by Trustee Mah **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATIONS OF THE PROBATIONARY REVIEW COMMITTEES AND REVIEWING THE TOTALITY OF INFORMATION, DIRECT THE PRESIDENT TO GIVE NOTIFICATION OF CONTRACT RENEWAL EFFECTIVE WITH THE 2024-2025 CONTRACT YEAR TO: RYER BANTA, OE LIBRARIAN; JOHN-PATRICK DOWNEY-MCCARTHY, CULINARY; MATT ITO, ENGLISH; TIFFANY JOHNSTON, DENTAL ASSISTING; PARADISE LOW, MATH; GABRIELLE MORALES-WILSON, ABE/IBEST; SHRUTI MORE, CIS; JOSEPH OWEN, WELDING; PATTI POBLETE, ENGLISH; JOLYN PONDER, MEDICAL ASSISTING; STEPHANIE ROTELLI, CCS; BRAD SCHRANDT, MUSIC, AND JEAN-BAPTISTE URTECHO, BIOLOGY. MOTION CARRIES.**

Third Year

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|-------------------|--------------------------------------|
| Jason Barnett | Math |
| Chelsea Gustafson | Chemistry |
| Travis Knowles | Chemistry |
| Joy Platter | Cybersecurity/Network Administration |
| Jingyi You | Math |

It was moved by Trustee Drew and seconded by Trustee Mah **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, GRANT TENURE TO: JASON BARNETT, MATH PROFESSOR. THE MOTION CARRIES.**

It was moved by Trustee Mah and seconded by Trustee Drew **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, GRANT TENURE TO: CHELSEA GUSTAFSON, CHEMISTRY PROFESSOR. THE MOTION CARRIES.**

It was moved by Trustee Hartmann and seconded by Trustee Davis **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, GRANT TENURE TO: TRAVIS KNOWLES, CHEMISTRY PROFESSOR. THE MOTION CARRIES.**

It was moved by Trustee Garman and seconded by Trustee Mah **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, GRANT TENURE TO: JOY PLATTER, CYBERSECURITY & NETWORK ADMINISTRATION PROFESSOR. THE MOTION CARRIES.**

It was moved by Trustee Davis and seconded by Trustee Hartmann **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, GRANT TENURE TO: JINGYI YOU, MATH PROFESSOR. THE MOTION CARRIES.**

Comments from the Board included:

“This was a group of outstanding candidates and outstanding additions to the campus community and the college. Because you are outstanding in your fields and because of the type of individuals that you are, you have options and opportunities both here and afar, yet you chose to continue to work at this college—thanks for choosing us. The Board appreciated the way in which you spoke to the core themes, how you talked about this organization, a campus that focuses and centers on students. That is a value that the Board appreciates and tries to ensure that we always think about. The tenure process is a rewarding time for trustees and the most important job for trustees because this is how we build culture and restate our values again and again. Having you join us is very important because you’re bringing in your values, your gifts and talents to this college to strengthen it. This process is another lens by which we see how our campus works. You have a great environment and culture and great community to make sure that you succeed moving forward and help us succeed, as well as provide what’s best for our students. Thank you also for everyone who shares their knowledge, skills, and time with their colleagues to make this process work and faculty to succeed. The reason why they are here is because of the support they are getting and are receiving, and that is a testament to all of you.”

2024-2025 Board of Trustees Officers

Board Chair Garman appointed Trustee Hartmann and Trustee Davis as the nominating committee to submit recommendations for the 2024-2025 Board officers for election in June.

BUILDINGS AND GROUNDS No Report.

BUDGET AND FINANCE

Quarterly Financial Report

(Board Information – No Board Action Required)

Vice President for Finance and Operations, Dr. Tysha Tolefree, will report on the financial operation of the second quarter of the 2023-24 fiscal year.

FY24 Q2 Operating Revenues:

- Total operating revenues for FY24 are \$39.6M, an increase of 13% as compared to FY23 Q1 of \$34.5M. This increase is due to \$2.3M increase in state allocation, \$1.2M increase in tuition operating fees and Running Start program revenues. The increase is offset by a negative variance of \$541K in total transfers due to a conservative post-pandemic approach in reserves spending.

FY24 Q2 Operating Expenses:

- Total operating expenses for FY24 Q2 are \$20.7M, which is a 12.5% increase as compared to FY23 Q2 of \$18.4M. The increase is due to increase in salaries and benefits, goods and services, and equipment, credit card merchant fees, utilities, and intentional spending related to marketing and advertisement for our programs.

FY24 Q2 Non-Operating Budget:

- The non-operating revenues for FY24 Q2 is \$11.5M, offset by expenses totaling \$9.9M, resulting in a net gain of \$1.6M. The net profit is largely due to CCE revenues.

Revised 2023-24 Budget

Dr. Tolefree presented the Revised 2023-24 Budget for review and Board approval. She explained, "The initial FY24 board-approved budget anticipated a 2% decrease in state enrollments and a 3% decrease in Running Start enrollments. State and Running Start FTE enrollments year-to-date (YTD) have improved with increases of 10% and 11%, respectively over FY23 (includes the initial projection for Spring Quarter, given it has not begun). The State Allocation YTD has also increased by 13.7% over FY23. The net increase of enrollments and the state allocation YTD is \$2.8M more than initially anticipated."

She reviewed the changes in the Revenue side (total revenue variance increase \$2,801,668) and the changes in the Expense side (total expense variance increase \$2,801,000).

The outcome of this request is a budget that will closely align with the increase in enrollment revenues and state allocation received.

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|---------------------------------------|----------------------|
| Original budget surplus: | \$ 12,628 |
| Added revenue: | \$2,801,668 |
| Revised additional expenses for FY24: | <u>(\$2,801,000)</u> |
| Revised budget surplus: | \$ 13,296 |

Trustee Mah requested a brief report back to the Board that shows general justification--the process used to allocate the amounts on the expense side; was the process by which the college went through with collective input; does the process ensure that the college is addressing equity; and do the additions contribute to student support, etc. Dr. Tolefree will be providing this brief report.

It was moved by Trustee Davis and seconded by Trustee Drew **THAT THE BOARD OF TRUSTEES APPROVE THE REVISED 2023-2024 BUDGET TO REFLECT THE \$47,950,520, AS PRESENTED IN TAB 6.**

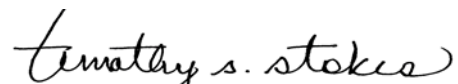
COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES None.

EXECUTIVE SESSION None.

ACTION ITEM FROM EXECUTIVE SESSION None.

ADJOURNMENT 3:50 P.M.


 ROZANNE GARMAN, BOARD CHAIR
 SOUTH PUGET SOUND COMMUNITY COLLEGE


 TIMOTHY STOKES, SECRETARY
 SOUTH PUGET SOUND COMMUNITY COLLEGE