

**South Puget Sound Community College  
BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
Tuesday, December 10, 2024  
Building 22-Room 195  
South Puget Sound Community College  
2011 Mottman Road, S.W.  
Olympia, WA 98512-6292**

**CALL TO ORDER**

Board Chair Steven Drew called the meeting to order at 2:31 p.m.

**ROLL CALL**

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

**APPROVAL OF CONSENT AGENDA**

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

**A. ADOPTION OF MINUTES**

- November 12, 2024 regular board meeting
- November 14, 2024 board special meeting

**B. MEETINGS AND CONFERENCES**

- ACT Trustee Tuesday, December 10, 2024, Virtual

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

Regular Meeting  
January 14, 2025  
2:30-4:30 p.m.

South Puget Sound Community College  
2011 Mottman Road, S.W.  
Olympia, WA 98512-6292

**E. 2025-2026 BOARD MEETING SCHEDULE****F. 2026-2027 COLLEGE INSTRUCTIONAL CALENDAR**

With the approval of the Consent Agenda, the Board also adopted:

- The 2025-26 Board Meeting Schedule as presented in TAB 1A.
- The 2025-2026 Instructional Calendar as presented in TAB 1B.
- The 2026-2027 Instructional Calendar as presented in TAB 1C.

### **PUBLIC COMMENTS**

Chair Drew 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 comments.

### **BOARD SPECIAL COMMITTEE LIAISON REPORTS**

- ACT Legislative Action Committee (LAC): Trustee Doug Mah--primary; Trustee Steven Drew—secondary
  - Trustee Mah reported:
    - During the recent meeting, the ACT Legislative Action Committee discussed the impacts of the national election and reviewed State Board budget requests. The Operating budget requests include maintaining previously-approved state allocations of \$28 million; \$183 million for system-wide fully-funded compensation; and \$90 million to support college operations. Capital budget requests focus on preservation, major projects, minor works, and team building compliance. The LAC emphasized understanding and utilizing the detailed talking points from the State Board when meeting with legislators.
    - At the national level, guest speakers from the American Association of Community Colleges (AACC) and the Association of Community College Trustees (ACCT) discussed potential developments in Washington D.C. and highlighted the importance of advocating for Pell resources amidst ongoing uncertainties.

Trustee Garman acknowledged Trustee Mah’s active involvement in various associations, noting his significant time commitment and the benefit it brings to the College.

- Board Finance Committee: Trustee Jeff Davis--primary; Trustee Doug Mah--secondary
  - Trustee Mah reported:
    - The Board Finance Committee met and discussed various items that were on the agenda for the afternoon meeting. The overall

summary was positive, with good news reflected in the upcoming decisions. However, challenges are anticipated in the future, making it potentially more difficult to maintain positive outcomes.

- Foundation Board: Trustee Judy Hartmann--primary; Trustee Rozanne Garman—secondary
  - Trustee Hartmann reported:
    - The Foundation Board recently held a successful event that raised \$48,000, with \$28,000 benefiting the LGBTQ+ Student Success fund. This event has been sponsored for six years by John Doan and David Marks.
    - The focus for the remainder of the year is on end-of-year giving, targeting others that have not given.
    - They ordered 50 boxes of student-baked cookies for distribution to partner businesses. Kelly Green brought a box to share at the Board meeting.
    - A half-day retreat is planned for January to discuss strategic planning and student housing.

## REPORT FROM THE COLLEGE PRESIDENT

Dr. Stokes called on the following:

- John Sohn, ASB President, reported the following:
  - The newly-renovated SUB space is a success, frequently used by students for various activities and cultural events.
  - The Clipper Coffee Corner is thriving in its new location.
  - The new hot food is a success, serving over 1,000 meals in the first month.
  - The Food Pantry relocated to Building 27, with 422 visits so far; transitioning to a shopping style model next quarter.
  - The Holiday Gift Card program supported 144 families and 328 children.
  - The Holiday wrappers, bags, and boxes initiative was a huge success. “Thank you!”, to Trustee Judy Hartmann.
  - Record-breaking 441 student survey responses, shared at the fall executive forum. Two Senate priorities for the upcoming six months:
    - Financial Assistance: Launching a campaign to promote financial aid programs and partnering with FAFSA workshops.
    - Campus Community: Fostering a sense of belonging and safety through events and outreach in the newly-renovated SUB.

John Sohn was praised for his hard work and involvement in various activities.

- Jason Salcedo, Faculty Senate Coordinator, provided the report below:
  - “Last spring, we held our annual election. We ran uncontested as always! I'm in my third and last year of Senate. Chandra Miller-Starks is in her second year on Senate. Chelsea Gustafson took Michael Gray's spot, who

- stepped down after two years of service. We thank Professor Gray for his service to the college and to his colleagues.
- We're trying to add a new member to Senate every year just to hit refresh on our leadership and vision.
  - Senate Successes:
    - The breakfast social at last year's graduation was co-sponsored by Senate. We thank the executive team for making that happen (we're hoping it becomes an annual thing).
    - Senate now has a standing member on the executive board of the Faculty Union. It's part of our ongoing partnership with the Union.
    - We're also holding a joint Union/Senate meeting this coming January which is building our collaboration even further.
  - Senate Agenda:
    - On this year's Senate agenda is supporting grassroots leadership and innovation among faculty. This includes supporting faculty in taking on the AI challenge. The goal is to support students using AI as a tool while helping them grow ethically and academically in the process.
    - Academic freedom and shared governance are also on this year's Senate agenda.
    - We appreciate that the college supports our academic freedom both in the classroom and in committee.
    - Lastly, Faculty Senate wants to congratulate President Stokes, the executive team, and the entire college on being Aspen finalists two years in a row which is a hugely impressive achievement and the result of a lot of hard work. Kudos to all of us! That's all! Thank you, Trustees. Thank you, President Stokes."
  - Dr. Stokes reported the following:
    - Administration is working on Keep Washington Working administrative policy to address FERPA and security concerns. It will include scenarios to help with understanding policy implementation. It is being prepared by AAG Justin Kjolseth. It will be shared with the campus community in January.
    - Enrollment looks great—increase of 21% in state enrollment; so far only half of Running Start and ABE students are registered for winter; enrollment is not anticipated to hold at 21% because of some drops.
    - Update on Capital Projects, with most to be completed by June 30.
    - The President's Outreach/Professional Development/Advocacy Activities List in TAB 2.

## POLICY

### Contract Renewal/Non-Renewal

Dr. Michelle Andreas, Vice President for Instruction, provided a quick review. Probationary Review Committees for each of the summer-start Nursing faculty have completed their activities and prepared evaluation and progress reports. Committee reports were reviewed by the Board prior to the December meeting. The Board considered contract renewal for faculty members:

**First Year**

Li Li	Nursing
Shana Parker	Nursing

It was moved by Trustee Mah and seconded by Trustee Garman **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, DIRECT THE PRESIDENT TO GIVE NOTIFICATION OF CONTRACT RENEWAL FOR THE 2025-26 ACADEMIC YEAR EFFECTIVE SUMMER QUARTER 2025 TO LI LI, NURSING 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, DIRECT THE PRESIDENT TO GIVE NOTIFICATION OF CONTRACT RENEWAL FOR THE 2025-26 ACADEMIC YEAR EFFECTIVE SUMMER QUARTER 2025 TO SHANA PARKER, NURSING PROFESSOR. THE MOTION CARRIES.**

### Exceptional Faculty Awards-Fall Quarter 2024

Dr. Andreas presented the Faculty Awards Committee's recommendations for Exceptional Faculty Awards for Fall Quarter 2024.

#### Course Re-design of Biology 160

Leslie Chao, Rembrandt Haft, Amanda Kugel, Stephanie Malmgren, Jean-Baptiste Urtecho; Exceptional Faculty Award Amount: \$9,755

"BIOL& 160 has been set as a prerequisite for numerous allied health programs, and in the last few years it was added to the SPSCC Pre-Nursing degree requirements. The Washington State Board curriculum requirement for BIOL&160 is broad which has allowed for the course to be taught differently by different colleges and universities. At SPSCC, BIOL&160 is taught as a survey course and covers cell biology, cellular respiration, photosynthesis, genetics, biological diversity, ecology, and evolution. Other colleges offer a version of BIOL&160 that is focused on cellular biology and biochemistry topics critical to pre-allied health students. While our current curriculum serves our non-majors' students well by offering them a wide breadth of information they can apply to their non-academic lives, the course covers a substantial amount of information that our pre-allied health students do not need in preparation for their future courses. The goal of this project is to redesign the BIOL&160 course curriculum and labs to align with other colleges and universities teaching it as a pre-allied health course to better prepare students to enter occupations in allied health fields. The aim is to dive deeper into the pertinent coursework and change this course to better prepare students entering Anatomy & Physiology and Microbiology in anticipation for entering an Allied Health program and career."

### Asian American and Pacific Islanders Community Events

Lily Kun, Bin Zhang, Matt Ito, James Schneider, Patti Poblete, Julie Williamson, Eric Chase;  
Exceptional Faculty Award Amount: \$9,070

"We are members of The Asian American Inclusion and Visibility Community of Practice. This group's primary goal is to increase awareness of Asians and Asian Americans (i.e. AAPI – Asian American and Pacific Islanders) – both on the SPSCC campus and beyond—through community-facing events that highlight AAPI experiences as well as academic and creative projects. To support these efforts, we seek funding for an AAPI Film Series scheduled during Winter and Spring Quarters, 2025. This series consists of four screenings in the theater of the Kenneth J. Minnaert Center for the Arts. Each screening is hosted by an expert who would introduce and contextualize the film for the audience. Following the film is a lightly catered reception in the lobby of the theater (akin to a Gallery opening event). The host of the film would attend the reception with attendees to continue conversation about the film, as well as network with other community members, students, and faculty. These films would be open and free to attendees. This series directly supports our AAPI students and staff on campus by highlighting their experiences and creative expressions, promoting a greater sense of visibility and inclusion for AAPI members of our college. Our goals here connect directly to the college's own mission within its Core Theme: Equity. Indeed, part of "increasing ethnic diversity" is retaining staff and faculty who are hired. Given that increasing this ethnic diversity involves increasing the ethnic diversity of faculty, staff, and administrative/exempt employees, this film series works toward Equity's core theme goal by encouraging visibility and inclusion of our AAPI staff and faculty. This film series also facilitates SPSCC's "Multicultural Awareness" CWA by providing attendees access to a variety of cultural experiences— sharing expert commentary and conversation around the issues presented in the films. We hope this series can help further the college's presence in the community as a center for AAPI events."

It was moved by Trustee Mah and seconded by Trustee Hartmann **THAT THE BOARD OF TRUSTEES APPROVE THE TWO PROPOSALS AS PRESENTED IN TAB 4: FOR THE COURSE RE-DESIGN OF BIOLOGY 160 FOR \$9,755 AND FOR ASIAN AMERICAN AND PACIFIC ISLANDERS COMMUNITY EVENTS FOR \$9,070. THE MOTION CARRIES.**

Sally Sharbaugh, Counselor, who serves on the Exceptional Faculty Awards Committee, expressed gratitude to the Board and to the faculty for their involvement in the Exceptional Faculty Awards Committee. She highlighted the program's role in encouraging creativity and innovation among faculty. The awards allow faculty to explore new teaching methods and enhance student engagement.

The funding for the program comes from the earnings of an endowment in the Foundation, based on a three-year rolling average.

**BUILDINGS AND GROUNDS** No Report.

### **BUDGET AND FINANCE**

#### Student Housing & Soccer Field Financing Proposal

Dr. Stokes reviewed that since the November Board presentation and discussion on student housing and option that possibly included a Certificate of Participation (COP) financing for a student housing and soccer field project, the December agenda item on student housing financing proposal has somewhat changed.

Dr. Tysha Tolefree, Vice President for Finance and Operations, reported the initial plan was to use a COP not exceeding \$9 million for funding the project. She has been working on this for the last month and after further discussion with the State Board, legal

counsel, and others, her work has led to re-consideration--the separation of the COP from the student housing component because the mixed financing structures posed approval challenges, and technical and legal complexities.

The alternative being considered is a grant agreement or operations expense contribution for the ongoing costs after construction. It involves a national non-profit issuing bonds for the entire housing project, with a 501c3 affiliate holding these bonds and the college as the sole beneficiary. This structure makes the bond issuance a non-recourse loan for the college, and the college would contribute to ongoing operational expenses rather than construction costs.

For the soccer field project costing \$5 million, there is discussion on funding options including using a COP or reserves, with a proposed 50% contribution from the student senate.

The discussion covered various aspects of budget and finance, focusing on deciding the best financial strategy for funding projects--deciding between using a COP or reserves for funding. The board discussed the flexibility and future pay-offs of using a COP compared to preserving reserves for other costs, and leaned towards pursuing a COP to adapt to potential financial changes, especially given the anticipated 7-8% reduction in state allocation in 2025.

#### Quarterly Financial Report

Dr. Tolefree reported on the financial operation of the first quarter of the 2024-25 fiscal year.

Total operating revenues for FY25 Q1 increased by 11.3% to \$34.7M compared to FY24 Q1. This \$4M increase is attributed to:

- \$1.2M increase in state allocation funding
- \$793K increase in Tuition Operating Fees
- \$413K increase in Running Start Program revenues
- \$124K increase in miscellaneous fees from matriculation, rent, and interest earned from investments
- \$1.3M positive variance in total transfers due to the timing of posted transfers

The Operating expenses for FY25 Q1 totaled \$10.2M, a 25% increase from FY24 Q1's \$8.2M. The rise primarily results from increased salaries and employee benefits, additional utility and gas costs, and higher equipment expenses due to non-capitalized assets. The operating surplus for FY25 Q1 was \$24.4M, up \$1.8M from the previous year.

Total FY25 Q1 non-operating revenues: \$5.6M; Total expenses: \$3.9M; Net gain: \$1.7M. Key revenue contributors:

- CCE: \$1M
- E-learning: \$217K

- Student services fees: \$174K
- Institutional support: \$365K
- Lab and supply fees: \$163K
- Negative variance in parking: -\$226K
- Intra-fund transfers: \$1.8M from CCE to various services

Overall, the college's non-operating accounts maintained a stable financial position with a solid net profit for the quarter.

#### FYE24 Payout

Dr. Tolefree reported on the FYE24 college year-end stipend for eligible staff and faculty. Each year that the operating budget has a surplus at year-end close, eligible exempt staff and faculty may receive a stipend in appreciation of their contributions to the overall fiscal health of the college in support of our students. Year-end stipends totaling \$205,000 were distributed to eligible staff and faculty.

#### FY25 1-Time (non-permanent) Budget Adjustment Request

Given the strong outcome of Fall's enrollment and favorable expectations that both Winter and Spring enrollments will hold, Dr. Tolefree presented the FY25 one-time budget request for approval to expend \$1.5 million in excess revenues for identified one-time expenditures in support of current operational and programmatic needs.

Initiatives listed in the report included expenditures for the following:

- Instruction: various programmatic equipment
- IT: Data Center UPS and Data Center HVAC
- Institutional Management: community sponsorships; athletics, arts, music and other auxiliary program support; Aspen prep expenditures; Governor's Inaugural Ball involves showcasing students' programs and bringing equipment
- Student Services: includes furniture for Welcome Center and Student Technology and support for Access Services
- Public Relations: marketing campaign for CBD, low-enrolled programs; Web accessibility and content contract
- Finance & Operations: Campus Safety furniture; Business office professional grants/accounting services; infrastructure work in Building 34, covering HVAC, fiber optics, and electrical infrastructure upgrades
- DEIC: growing demand for DEI programs and initiatives

It was moved by Trustee Garman and seconded by Trustee Mah **THAT THE BOARD OF TRUSTEES GIVE APPROVAL FOR THE COLLEGE TO EXPEND UP TO \$1.5 MILLION IN EXCESS REVENUES FOR ONE-TIME EXPENDITURES IN SUPPORT OF RELATIVE STUDENT, STAFF, FACULTY, AND OPERATIONAL INITIATIVES AS PRESENTED IN TAB 8. THE MOTION CARRIES.**



**DIVERSITY, EQUITY, AND INCLUSION**

## DEI Update

Amanda Ybarra, Executive Diversity Officer, provided the following DEI updates:

- The team has fully moved into the new space on the second floor of Building 27, designed based on student feedback.
- Special features include a quiet room, meditation room, and spaces for divergent students experiencing emotional distress.
- Despite an initial reduction in traffic, engagement is expected to increase with new signage and winter quarter activities.
- The space aims to provide a collaborative environment for student support, housing, and other basic needs.
- Plans for the previously occupied space include transforming it for veteran use and eventually creating a transgender support area.
- Efforts to document usage and student outcomes associated with the new space are underway, focusing on persistence and engagement.
- The annual Campus Equity Symposium is scheduled for January 31, featuring workshops, a keynote speaker, and a community lunch showcasing BIPOC-owned restaurants.
- Amid political changes, the department is supporting staff, faculty, and students, focusing on transparency and positive change.

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

- Happy Holiday wishes from the board. They noted that it has been a great year for the college, how grateful they are for everyone's good work, and that they look forward to the next year.

**EXECUTIVE SESSION**

At 3:57 p.m. Chair Drew announced that the Board was going into Executive Session to discuss with legal counsel agency enforcement actions or litigation or potential litigation. No Board action was expected.

**RECONVENE REGULAR MEETING**

The executive session concluded at 4:20 p.m. with no Board action.

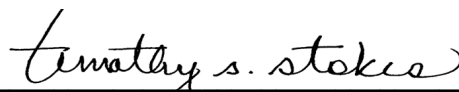
**ACTION ITEM FROM EXECUTIVE SESSION** None.

**ADJOURNMENT** 4:20 P.M.



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STEVEN DREW, BOARD CHAIR  
SOUTH PUGET SOUND COMMUNITY COLLEGE



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TIMOTHY STOKES, SECRETARY  
SOUTH PUGET SOUND COMMUNITY COLLEGE