

**South Puget Sound Community College  
BOARD OF TRUSTEES  
REGULAR MEETING  
Tuesday, May 13, 2025  
Building 25-Boardroom  
South Puget Sound Community College  
2011 Mottman Road, S.W.  
Olympia, WA 98512-6292**

**CALL TO ORDER**

Board Chair Steven Drew requested Judy Hartmann, Board Vice Chair, to chair the May 13 meeting on his behalf. Vice Chair Hartmann called the meeting to order at 2:30 p.m.

**ROLL CALL**

Trustee Doug Mah, Trustee Steven Drew, Trustee Jeff Davis, Trustee Judy Hartmann, and Trustee Rozanne Garman were present. Justin Kjolseth, Assistant Attorney General, attended virtually.

**EXECUTIVE SESSION**

At 2:00 p.m. Vice Chair Hartmann announced that the Board was going into Executive Session to review the performance of public employees ((RCW 42.30.110(1)(g))), and no action would be taken by the Board during the Executive Session.

**BREAK** 2:25-2:30 p.m.

**RECONVENE REGULAR MEETING**

The regular meeting reconvened at 2:30 p.m. The Board was in Executive Session to review the performance of public employees. There was no action taken by the Board.

**APPROVAL OF CONSENT AGENDA**

It was moved by Trustee Drew, seconded by Trustee Davis, and carried **THAT THE FOLLOWING CONSENT AGENDA BE APPROVED. THE MOTION CARRIES.**

**A. ADOPTION OF MINUTES**

- April 8, 2025 regular board meeting

**B. MEETINGS AND CONFERENCES****C. ANNOUNCEMENTS**

- 2024 Commencement Ceremony, June 14, 10:00 a.m., The Evergreen State College's Red Square

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

Regular Meeting

June 10, 2025

2:30-4:30 p.m.

South Puget Sound Community College

2011 Mottman Road, S.W.

Olympia, WA 98512-6292

**PUBLIC COMMENTS**

Vice Chair Hartmann 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:
    - The legislative session adjourned; bills passed and awaiting the governor's signature.
    - ACT was assessing what worked and what did not and awaiting the outcome on the appointment of the new executive director for the State Board for Community and Technical Colleges.
- Board Finance Committee: Trustee Jeff Davis--primary; Trustee Doug Mah--secondary
  - Trustee Davis reported:
    - The Board Finance Committee met on May 1.
    - He expressed optimism regarding the financial position of the college, commending the administration for their efforts.
    - Detailed updates were deferred to the later "Budget and Finance" section of the agenda with Dr. Tolefree.
- Foundation Board: Trustee Judy Hartmann--primary; Trustee Rozanne Garman--secondary
  - Trustee Hartmann reported:
    - Trustee Judy Hartmann deferred her report, as the Foundation Annual Report was scheduled for a later discussion under the "Study Session" section.

**REPORT FROM THE COLLEGE PRESIDENT**

Dr. Stokes reported the following:

- No Reports from Student Senate, Faculty Union, or Faculty Senate as it was a Study Session board meeting.
- He called on Carlea McAvoy, Faculty Union President, who introduced Leslie Chao and Stephanie Malmgren, Biology Professors working on Undergraduate Research Projects and Local Environmental Projects. Professors Malmgren and Chao reported on projects involving students in environmental monitoring, community-based research, innovative student research projects, and partnerships with organizations like NASA and the Nisqually Land Trust. They reviewed the successful integration of research into classrooms through programs funded by Climate Justice and other grants. The board commended the student-led research and the robust undergraduate research program.
- They are very pleased that the legislative system request passed, and adjustments included correcting an OFM error and implementing about a one percent reduction. The result was notably better than expected, particularly compared to outcomes for other colleges. He expressed gratitude for the work of the State Board and Arlen Harris, SBCTC Legislative Director.
- He provided updates on enrollment, noted that registration for summer and fall quarters would open in a few weeks, and discussed the success of ongoing marketing campaigns to bolster registration. While enrollment has been increased, the budget is being planned on flat enrollment for next year due to uncertainties.
- Dr. Stokes and Dr. Tolefree noted continued monitoring of financial performance and enrollment trends. The budget appears strong and promising, with a focus on thoughtful allocation of resources. They noted budget improvements and resource optimization, with plans for further allocation adjustments. Approximately \$20,087 was identified from areas where funds were previously invested but not fully utilized. An institution-wide equipment list, including facilities, security, and IT, is being updated and will be presented in the fall. A draft budget will be presented to the Board Finance Committee next week and finalized in June.
- The U.S. Department of Commerce ceased funding of the college's National Oceanic and Atmospheric Administration (NOAA) grant for "Tribal Stewards: Cultivating Tribal Leadership & Equity in Natural Resource Stewardship and Climate Resilience."
- He noted the college's recognition as a "finalist with distinction" for the Aspen Prize and expressed gratitude to everyone for their work.
- He noted that Khanh (Kevin) Pham, SPSCC student recipient of the All-USA Academic Team award and the 2025 New Century Transfer Pathway Scholar, had also received the Jack Kent Cooke Scholarship.
- He noted that the President's Outreach/Advocacy/Professional Development Activities List in TAB 2.

**POLICY**      No Report.

## BUDGET AND FINANCE

### Quarterly Financial Report

Dr. Tysha Tolefree, Vice President for Finance and Operations, provided the FY25 third quarter Operating Budget overview.

- **FY25 Operating Revenues:** The total operating revenues for FY25 Q3 are \$49.2M, reflecting an increase of 7.6% as compared to F24 Q3 of \$45.7M. Significant contributions to revenue included a \$1.2 million increase in state allocation, \$1.7M in tuition operating fees, and Running Start Program revenues.
- **FY25 Q3 Operating Expenses:** The total operating expenses for FY25 Q3 are \$37.5M, reflecting an increase of 18.6% as compared to FY24 Q3 of \$31.6M. The increase is primarily due to the stipends and COLA increases for faculty and staff effective July 1, 2025; utility costs; purchased services; and equipment.
- **Overall, the operating surplus for FY25 Q3 is \$11.7M, which is \$2.4M lower than the previous year, which was \$14.1M.**
- **FY25 Q3 Non-Operating Budget:** The total non-operating revenues for FY25 Q3 are \$16.6M, offset by expenses totaling \$14.8M, resulting in a net gain of \$1.8M. This positive outcome is primarily due to revenues from CCE, technology fees, E-learning, parking fees, and course fees, offset by a negative variance in institutional support due to the intra-fund transfers in COP.

**DIVERSITY, EQUITY, AND INCLUSION** No Report.

## STUDY SESSION

### Core Theme 2: Equity

Amanda Ybarra, Executive Diversity Officer, and Jennifer Tuia, Institutional Research Director, provided an update on Core Theme 2, emphasizing the college's efforts to address equity gaps in student retention, completion, and financial aid distribution.

- **Retention Rates:** Retention rates for full-time and part-time students from fall to fall showed the retention gap widened to 18.4%. Asian and Caucasian students had stronger gains in retention compared to historically underrepresented groups. Multiracial students showed a 5-point increase, tempered by declines among African-American and Hispanic students. Comparisons utilized a three-year rolling average to even out fluctuations.
- **Equity Gaps: Need-Based Aid:** While both need-based and non-need-based student populations showed increases in retention and completion metrics, the larger gain for students without aid widened the gap, illustrating the need for enhanced support mechanisms for those relying on financial assistance.
- **Completion Rates:** Completion rates for full-time students showed improvement for both underrepresented and Asian/Caucasian groups. However, stronger gains for Asian/Caucasian students led to a slight widening of equity gaps.

Completion rates were measured over three-year averages, which smoothed fluctuations and highlighted trends.

- Diversity in Enrollment: A decline of 3.6% in diversity among graduates was observed, linked to small variations among specific student groups like Hispanic and African-American students. Efforts to identify patterns across academic programs did not reveal a singular cause. The Ignite Program demonstrated strong retention rates: 87% fall-to-winter retention and 71% fall-to-fall retention. Targeted resources and wraparound services were credited for these outcomes.

Some discussions:

- refine strategic planning metrics to focus on meaningful outcomes rather than equity gaps and target resources where they are most needed
- while gaps provide a narrative, they may not fully capture the complexities or actionable insights necessary for improving institutional performance
- investigate specific program-level declines contributing to reduced diversity among graduates
- continue to enhance wraparound services, including financial aid workshops, technology access, and counseling support
- continue collaboration across departments and strengthen community partnerships to better integrate underserved populations into academic and career pathway
- focus on advancing all students and utilizing reliable data to understand and address areas needing improvement

### Foundation Annual Report

Marcus Glasper, President of the Foundation Board of Directors and Kelly Green, Vice President for Advancement, provided the Foundation Annual Report, including the following:

- For 2024, over \$2 million was raised. The endowment value increased by \$800,000 due to stock market gains and additional endowments, at approximately \$17M as of March 31, 2025.
- The mix of scholarships was balanced: one-third from unrestricted funds, one-third from endowed scholarships, and one-third from annual scholarships.
- A total of \$1.37M was distributed last year for scholarships, grants, and development initiatives. Efforts have streamlined the grant application process for students. Emergency grants averaged approximately \$466 per award, with most awards near the \$500 maximum limit.
- New initiatives are fostering donor engagement, such as low-barrier events like tailgate parties and themed community gatherings.
- Four new Foundation Board members joined in 2024. Board vacancies remain, and recruitment efforts will continue. Board recruitment criteria are being refined for better alignment with strategic needs and long-term objectives.
- Progress has been made on formalizing stewardship plans for donor touchpoints, leveraging technology to automate processes like donor anniversaries.

- Some continuing and upcoming efforts:
  - RFP for investment firm services will be conducted to ensure alignment with Foundation goals
  - Continuation of strategic planning and expansion of partnerships to benefit more students and donors
  - Discussions about building robust endowment funds for emergency grants and other critical needs
  - Discussions over organizing large-scale community events like "The Experience" versus smaller, mid-tier signature events to increase advocacy and deeper engagement while being cost-effective
  - Review and overhaul of the Foundation's website and marketing materials and streamline of board document access via a centralized platform
  - Complete climate survey--board self-assessment to identify strengths and areas for improvement
  - Enhance LLC operations focused on operational efficiency and the goal of expanding distribution channels for products. Trustee Mah noted the importance of keeping the Board of Trustees aware of potential challenges associated with the college's LLC ventures and their alignment with the institution's strategic goals.

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

- Trustees expressed their appreciation for the comprehensive reports and ongoing initiatives.

**EXECUTIVE SESSION** None.**ACTION ITEM FROM EXECUTIVE SESSION** None.**ADJOURNMENT** 4:50 P.M.

The tour of the Student Union Building will be re-scheduled.

  
JUDY HARTMANN, BOARD VICE CHAIR, FOR  
STEVEN DREW, BOARD CHAIR  
SOUTH PUGET SOUND COMMUNITY COLLEGE

  
TIMOTHY STOKES, SECRETARY  
SOUTH PUGET SOUND COMMUNITY COLLEGE