

**South Puget Sound Community College
BOARD OF TRUSTEES
REGULAR MEETING
Tuesday, June 10, 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 called the meeting to order at 1:00 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, was present.

EXECUTIVE SESSION

At 1:00 p.m. Board Chair Drew announced that the Board was going into Executive Session from 1:00-2:15 p.m. 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 2:15-2:30 p.m.

RECONVENE REGULAR MEETING

The regular meeting reconvened at 2:30 p.m. Chair Drew noted that the Board was in Executive Session to review the performance of public employees, and there was no action taken by the Board.

APPROVAL OF CONSENT AGENDA

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

A. ADOPTION OF MINUTES

- May 13, 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
September 9, 2025
2:30-4:30 p.m.
South Puget Sound Community College
2011 Mottman Road, S.W.
Olympia, WA 98512-6292

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:
 - The *Trustee Tuesday* presentation was "*Crystal Ball Part 3: Is the Crystal Cracked?*" This was presented by Arlen Harris, SBCTC Legislative Director and Choi Halladay, SBCTC Deputy Executive Director for Business.
 - Outcomes of the legislative session, particularly several significant reductions in resources due to policy cuts and partial COLA funding. Specific cuts include: \$5M - eliminates funding to promote workforce development in trucking and trucking-related supply chain industries and the school bus driving industry; \$6M - eliminates career launch enrollment funding; \$5.4M - eliminates funding provided for each community and technical college to contract with a community-based organization to assist with financial aid access and support in communities; \$4M - 50% reduction to the funding available for healthcare opportunity grants; \$4.67M - 50% reduction to the cybersecurity academic enrollment funding; \$1.26M - eliminates inflationary increase funding for Centers of Excellence; \$12.3M - state general fund reduction to higher education
 - It is important to know system needs and priorities to guide advocacy efforts for the next legislative session.
 - The point was also made during the discussion that cuts/reductions could have been a lot worse if it were not for the work of the trustees, presidents, faculty and staff.

- The cost of living adjustment (COLA) funding was another significant topic. The reductions remain substantial. The CTC currently funds 78% of the 3% COLA, and State covers 22% local. Not fully funding COLA at the state level effectively reduces resources. It is important to know the impact of reduced COLA funding on the system's budget and resources to support a supplemental budget request going into next year.
- Board Finance Committee: Trustee Jeff Davis--primary; Trustee Doug Mah--secondary
 - Trustee Davis reported:
 - The Board Finance Committee met on May 1 and discussed the quarterly financial reports. The college seems to be doing well financially.
 - The detailed report from Dr. Tysha Tolefree would come later in the agenda. He deferred comments until those topic discussions.
- Foundation Board: Trustee Judy Hartmann--primary; Trustee Rozanne Garman—secondary
 - Trustee Hartmann reported:
 - The Clipper Scramble took place last Friday at Tumwater Valley, bringing together over 30 volunteers from campus, including faculty, foundation members, athletes, and coaches. Preliminary figures indicate proceeds of approximately \$82,000, which is \$10 short of last year's total. Kudos were given to Christine Hoffman and the Clipper Scramble board committee for their hard work in organizing the event.
 - The board discussed establishing the Aspen Endowment, leveraging the Aspen Prize funds to support emergency grants for students. The Aspen Endowment will include:
 - \$100,000 from the Aspen Prize
 - \$100,000 from Title III Strengthening Institutions Grant
 - \$100,000 through a fundraising match
 - An additional \$100,000 from Title III funds will be used to support emergency grants while the endowment is established.

REPORT FROM THE COLLEGE PRESIDENT

- Dr. Stokes thanked ASB President John Sohn and the Campus Activities Board for their excellent presentation on June 4 of their end-of-year student survey.
- He called on John Sohn, who reported on the results of their student survey and discussed various initiatives and events at the college. The key highlights included:
 - Positive Student Engagement: The student survey received responses from over 300 students, highlighting key areas such as belonging, campus life, and a desire for more in-person classes and engagement opportunities.

- Food Services Improvement: The relocation of Clipper Coffee Corner and the introduction of a hot food line resulted in a 38% sales increase and a 20% rise in customer transactions. The food pantry also saw significant usage, emphasizing its importance for students and the community.
 - Successful Student Events: Events like the Lunar New Year and luau attracted over 100 attendees each, while the biggest event, The Big Event, drew over 300 participants, showcasing a vibrant student life.
 - New Student Clubs and Competitions: Twelve new clubs were established, with some competing at national levels, such as the cybersecurity team, White Rabbits. This reflects a growing interest in extracurricular activities among students.
 - Accessibility Initiatives: The student senate conducted a campus-wide accessibility audit to address barriers faced by students, aiming for improvements that align with ADA and OSHA standards.
 - Future Leadership Transition: John Sohn announced his plans to attend Vanderbilt University, and introduced Elise Garcia as the 2025-26 incoming ASB President, who expressed excitement about continuing initiatives and fostering community.
 - Dr. Stokes called on Carlea McAvoy, Faculty Union President, who called on Heather Maye for a brief overview of cohort-based support for new faculty at the college.
 - Heather Maye, Office Technology professor and professional faculty development manager at the Center for Teaching and Online Learning, oversees support and training for new tenure-track faculty at the college. She organizes cohorts for first-year, second-year, and third-year tenure faculty, focusing on skill-building, fostering a sense of belonging, and professional growth. The cohorts meet regularly throughout the year—first-year cohorts meet six times a year for two hours each session, while the second-year group meets five times annually. Core topics include diversity, equity, inclusion, equitable teaching practices, digital accessibility, and adult learning theory. Cohorts also receive practical training on tools like Canvas and support with professional development planning, self-evaluation, and preparing for board interviews. Faculty members come from varied backgrounds, ranging from experienced adjuncts to those entirely new to education. The program also connects faculty with campus resources and emphasizes building a supportive community and maintaining healthy work boundaries. Recent feedback from first-year faculty indicates high satisfaction, with confidence in teaching rated 4.63 out of 5 stars and sense of belonging rated 4.75 out of 5 stars. Participants noted that the training topics and cohort meetings enhanced their teaching and professional growth. The program is valued for its role in helping faculty feel prepared, supported, and connected at SPSCC.
- Dr. Stokes expressed thanks to Carlea McAvoy for a different look on information to share at the Board meetings and giving them a bigger window into faculty.
- Dr. Stokes reported the following:

- The college is currently enrolling students for summer and fall, and enrollment is coming in strong, with Running Start enrollment off the charts again.
- SPSCC's 60th Commencement Ceremony:
 - 1,524 graduates
 - 1,222 associate degrees, 228 certificates
 - 231 HS diplomas, 77 GEDs
 - 250 with highest honors (3.9-4.0)
 - 169 with high honors (3.75-3.89)
- He noted the Capital Projects Update and the President's Outreach/ Professional Development/Advocacy Activities List in TAB 2.

POLICY

Contract Renewal/Non-Renewal

The Probationary 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 June meeting. The Board considered the renewal or non-renewal of contracts for first-year and second-year probationary faculty. Probationary faculty members include the following:

First Year

Evan Duncan

Jarold Montefalcon

Welding Professor

Welding Professor

It was moved by Trustee Hartmann 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 EFFECTIVE WITH WINTER 2025-26 CONTRACT YEAR TO EVAN DUNCAN, WELDING PROFESSOR. THE MOTION CARRIES.**

It was moved by Trustee Mah 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, DIRECT THE PRESIDENT TO GIVE NOTIFICATION OF CONTRACT RENEWAL EFFECTIVE WITH WINTER 2025-26 CONTRACT YEAR TO JAROLD MONTEFALCON, WELDING PROFESSOR. THE MOTION CARRIES.**

Second Year

Heather Kranz

Faculty Counselor

It was moved by Trustee Davis 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 EFFECTIVE WITH WINTER 2025-26 CONTRACT YEAR TO HEATHER KRANZ, FACULTY COUNSELOR. THE MOTION CARRIES.

Some highlights:

- “The high quality of reports is appreciated; this reflects individuals' dedication, skill, and daily commitment.”
- “Annual probationary reviews and orientation have shifted to practical training and developing effective feedback processes and collegial support.”
- “Praise is given to faculty and deans for their care and support, especially in helping faculty try new things in their careers.”

Exceptional Faculty Awards–Spring Quarter

Vice President for Instruction, Dr. Michelle Andreas and Sally Sharbaugh, Counselor and Co-chair of the Faculty Awards Committee, presented the Committee's recommendation for Exceptional Faculty Awards for Spring Quarter 2025.

The application, *Researching, Revising, and Integrating AI into English Courses*, was submitted jointly by English professors: Jennifer Wortman, Kiffen Dosch, Liona Burnham, Jason Salcedo, James Schneider, and Corrie Martin. The application centers on researching, revising, and integrating AI into English courses, with the purpose of facilitating a collaborative effort among English faculty to further research, evaluate, and integrate AI tools and concepts into writing courses, enhancing teaching practices while maintaining academic integrity and developing students' critical literacy skills. The total cost for the project is \$23,411.70. The timeline for the project is summer 2025 through winter 2026.

The anticipated results are:

- a writing faculty resource guide for AI integration;
- a collection of field-tested assignments and teaching strategies;
- new assessment approaches that maintain academic integrity;
- enhanced student engagement and critical thinking about technology;
- and greater faculty confidence in navigating AI in educational contexts.

The Board recognized the initiative as a model for AI leadership and expressed interest in future presentations and policy development informed by this work.

It was moved by Trustee Garman and seconded by Trustee Hartmann **THAT THE BOARD OF TRUSTEES APPROVE THE RECOMMENDATION FOR THE EXCEPTIONAL FACULTY AWARD FOR SPRING QUARTER 2025 TO ENGLISH PROFESSORS: JENNIFER WORTMAN, KIFFEN DOSCH, LIONA BURNHAM, JASON SALCEDO, JAMES SCHNEIDER, AND CORRIE MARTIN, FOR THEIR**

PROPOSAL TO RESEARCH, REVISE, AND INTEGRATE AI INTO ENGLISH COURSES, FOR THE AWARD AMOUNT OF \$23,411.70, AS PRESENTED IN TAB 3.

President's Contract

The Board conducts an annual presidential evaluation process. The Board had an Executive Session earlier to conduct a final review and assessment of the college president's performance and consideration of his employment contract.

"Dr. Stokes has achieved exceptional recognition for the college, with respect to student achievement, faculty and staff engagement and success. The trustees desire to retain Dr. Stokes so that the college can continue to benefit from these achievements and ensure that his leadership continues." It was moved by Trustee Mah and seconded by Trustee Garman, **THAT THE BOARD OF TRUSTEES, AFTER HAVING COMPLETED AN ANNUAL AND THOROUGH ASSESSMENT OF THE COLLEGE PRESIDENT'S PERFORMANCE AND REVIEW OF HIS EMPLOYMENT CONTRACT, OFFER DR. TIMOTHY STOKES, AN EXTENSION OF HIS CONTRACT AS PRESIDENT OF SOUTH PUGET SOUND COMMUNITY COLLEGE THROUGH AND INCLUDING JUNE 30, 2028; A 6% SALARY INCREASE, WHICH INCLUDES THE 3% COLA APPROVED BY THE LEGISLATURE FOR 2025-2026; AND AN ADDITIONAL \$25,000 AS A ONE-TIME CONTRIBUTION TO HIS SUPPLEMENTAL RETIREMENT PLAN. HIS CURRENT CONTRACT PLUS THIS ADDITIONAL CONTRIBUTION WILL BRING THE TOTAL CONTRIBUTION TO \$35,000 FOR THE YEAR ENDING JUNE 30, 2025. THE MOTION CARRIES.**

Election of 2025-2026 Board of Trustees Officers

The Board considered the nominating committee's recommendations for the election of 2025-2026 Board officers.

It was moved by Trustee Davis and seconded by Trustee Garman **THAT THE BOARD OF TRUSTEES APPROVE THE BOARD NOMINATING COMMITTEE'S RECOMMENDATION FOR 2025-26 TO ELECT JUDY HARTMANN AS BOARD CHAIR AND DOUG MAH AS AS BOARD VICE-CHAIR. THE MOTION CARRIES.**

BUILDINGS AND GROUNDS No Report.

BUDGET AND FINANCE

2025-2026 Services & Activities Fee Budget

Dean of Student Engagement & Retention Jennifer Manley, introduced Zellaby McGaully, ASB Vice President of Finance and S&A Fee Committee Budget Chairperson, who presented the list of allocations for the 2025-26 Services and Activities Fee Budget. The S&A budget allocation for 2025-26 was set at \$1,400,000 based on prior year actual S&A revenue collection, projected revenue from anticipated enrollments, and new legislative increases in tuition and fees. The S&A Budget Committee considered

funding requests that totaled \$1,570,099.90 from 35 different student programs.

A few things to note:

- The proposed 2025-26 budget includes a \$57,361.88 contingency line item for supplementary allocations to S&A budgets that experience shortfalls or unforeseen needs.
- Students maintain the Services & Activities Capital Equity Reserve Account, which includes all remaining unspent Services & Activities Fee funds at the end of each fiscal year's cycle. This account allows the ASB Senate to participate in capital projects on campus.
- Student Employment: All departmental budgets that support student employment were revised to allow for minimum wage increases in FY26.
- Student Clubs: The club budget model allows funding for all active FY26 clubs.

It was moved by Trustee Davis and seconded by Trustee Garman **THAT THE BOARD OF TRUSTEES APPROVE THE 2025-26 SERVICES AND ACTIVITIES FEE BUDGET AS RECOMMENDED BY THE STUDENT SENATE AND PRESENTED IN TAB 4. THE MOTION CARRIES.**

2025-2026 Operating Budget

Dr. Tolefree, Vice President for Finance and Operations, presented the Fiscal Year 2026 (FY26) Operating Budget using the reports: FY26 Revenue Projections; FY26 Budget Development Guiding Principles; Executive Team Budget Deliberations for FY26 (Initiatives Funded in FY26, Operational and Staffing); and Approved New Equipment for FY26 Budget.

Key highlights of Legislative Session Outcomes for the FY26 Budget Development:

- Tuition rate (Operations, Building, Student & Activities Fees): will increase by 3%
- Running Start Program rates: will increase by 3%
- Non-resident tuition rate: will increase by 2.3%
- State Allocation (Operating Budget, Provisos, & Earmarks) for SPSCC: will slightly decrease by less than 1% ▪ FY26 allocation is \$28.4M *as compared to* FY25 allocation of \$28.6M
- COLA increases (*not fully funded* by the state): Faculty: 3%, Exempt/Non-Rep.: 3%, Classified: 3%; State General Fund – 79% / Tuition fees – 21%
- Employer-paid monthly healthcare contributions per eligible employee: increased to \$1,333, up from \$1,170 – 14% increase
- The Office of Financial Management (OFM) correction for FY26 and the 0.5% General Fund reduction are reflected in the total state appropriation.
- To provide colleges with increased flexibility, the Legislature has removed several provisos while maintaining the corresponding funding in our base appropriations. As a result, the funds have been incorporated into the allocation model.

College Enrollment and FY26 Revenue Projections:

- Despite an average of 15% and 10% annualized increase in state tuition and Running Start fees, respectively in FY25, *the greatest potential impact to FY26 revenues is lower than expected enrollments*. Given the current external climate and potential impacts to the Department of Education, the projection for FY26 remains flat (equivalent to FY25 actualized FTEs).
- State Tuition and Running Start Fees equate to 43% of our projected revenue, (*up from 41% last year*), while the state allocation reflects 52% (*down from 54% last year*)
- While non-resident (international) student FTEs doubled in FY25, revenues equate to less than 1% of total operating revenues.
- \$313.5K increase in other revenues largely due to interest income and increased matriculation fees
- \$389K decrease largely due to expected transfer of budgeted expenses

It was moved by Trustee Mah and seconded by Trustee Garman **THAT THE BOARD OF TRUSTEES APPROVE THE FISCAL YEAR 2026 (FY26) OPERATING BUDGET AS PRESENTED IN TAB 5. THE MOTION CARRIES.**

DIVERSITY, EQUITY, AND INCLUSION No Report.

COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES

- Dr. Stokes and the Board congratulated Trustee Mah for receiving the Association of College Trustees (ACT) *Trustee Leadership Award*. Normally, the ACT nominations are forwarded to the Association of Community College Trustees (ACCT) for a national award. Trustee Mah is on the ACCT Executive Committee, so it will be forwarded next year if he is not on the ACCT Board.
- Trustee Mah expressed gratitude to the college, Dr. Stokes, the Board of Trustees, and everyone involved for providing opportunities to engage in college activities at local, state, and national levels. He highlighted the collective success and reputation of SPSCC including the Aspen award and the supportive and well-functioning nature of the college, and said the recognition as *Trustee of the Year* is just “icing on the cake.”

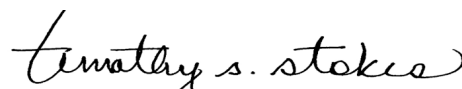
EXECUTIVE SESSION None.

ACTION ITEM FROM EXECUTIVE SESSION None.

ADJOURNMENT 4:10 P.M.



STEVEN DREW, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE