

**South Puget Sound Community College
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES**

**Tuesday, March 9, 2021
South Puget Sound Community College
2011 Mottman Road, S.W.
Olympia, WA 98512-6292**

The meeting took place in a virtual space by video and phone conferencing to comply with government restrictions on public gathering due to COVID-19 health risks.

CALL TO ORDER

Board Chair Jeff Davis called the meeting to order at 2:31 p.m.

ROLL CALL

Attending by Zoom conferencing: Trustee Jeff Davis, Trustee Doug Mah, Trustee Rozanne Garman, Trustee Judy Hartmann and Trustee Steven Drew were present. Elizabeth McAmis, Assistant Attorney General (AAG), Education Division, was present.

EXECUTIVE SESSION

At 2:31 p.m. Board Chair Davis announced that the Board was going into Executive Session to review the performance of public employees ((RCW 42.30.110(1)(g)). The executive session was estimated to conclude at 3:00 p.m. No action would be taken by the Board during the Executive Session.

RECONVENE REGULAR MEETING

The executive session concluded at 3:00 p.m., and the regular meeting reconvened at 3:00 p.m. Board Chair Davis noted that the Board was in Executive Session to review the performance of public employees.

APPROVAL OF CONSENT AGENDA

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

A. ADOPTION OF MINUTES

- February 9, 2021 regular board meeting
- ACT *Trustee Tuesday*, February 16, 2021, 8:00–9:00 a.m. (Virtual Event)

B. MEETINGS AND CONFERENCES

- ACT *Trustee Tuesday*, March 16, 2021 (Virtual)

C. ANNOUNCEMENTS

D. DATE OF THE NEXT BOARD MEETING

Regular Meeting
April 13, 2021
2:30-4:30 p.m.
South Puget Sound Community College
2011 Mottman Road, S.W.
Olympia, WA 98512-6292

COMMENTS FROM THE AUDIENCE

- Due to the changing information related to COVID-19 and the board meeting being a virtual meeting, public comments by email were solicited in advance of the Board meeting. The board secretary noted that there were no public comments received by email. There were no comments from the attendees as well.

BOARD SPECIAL COMMITTEE LIAISON REPORTS

- ACT Legislative Action (LAC): Steven Drew, Jeff Davis
 - Trustee Drew reported:
 - Our bills are on track and aligned with the system's work being done with the legislature. Some policy bills had quite a few amendments. The Capital and Operating budgets have not rolled out. Federal money is coming and the financial outlook is good.
 - Trustee Mah added that the ACT delegation and multiple colleges from around the state had a very productive meeting with Sen. Murray's staff on February 18.
- Board Finance Committee: Rozanne Garman
 - Trustee Garman reported:
 - The Board Finance Committee (Trustee Garman, Dr. Stokes, Al Brown) met in early March to review the following:
 - Operating Budget: We budgeted for 15% reduction in State Allocation funding, however, 10% reduction is now more realistic. The difference between 10-15% reduction is approximately \$1 million gain in state revenue, which allowed us to bring some additional items into the budget that had been requested but could not be funded with the higher budget reduction.
 - Expenses: \$150,000 of CARES money was used for renovation of some offices in Building 25, which allowed for socially-distanced space; \$45,000 for entrance sign; \$75,000 to tear down Lacey 5; increased contingency by \$200,000; added \$100,000 to ctcLink staff and training; and added funds to Brewing & Distilling equipment and DEI program.
 - Non-operating accounts: Institutional support shows decrease and loss of \$5,660 from September. Overall ancillary accounts are up \$6,000 from the 1st quarter. There was a CCE transfer of \$1,156,025. Total revenue and expense shows we are down almost \$900,000 from 1st quarter, and this is due to the transfer from CCE taking place after the 1st quarter financials.

- Capital Budget: We are on track to spend all capital funds by June 30, 2021—we are not over committed.
- In January we received \$4.2 million in CRRSAA (Coronavirus Response and Relief Supplemental Appropriations Act) funds, and we are required to spend the funds within one year to provide budget relief and be allocated toward tuition or expenses.
- The budget we approved last year did not include the CARES budget, so the Finance Committee will bring forth an updated budget to the Board in April.
- Foundation Board: Judy Hartmann
 - Trustee Hartmann reported:
 - Former Foundation Board member Chris Richardson, passed away recently.
 - The Campaign Cabinet met, and Dean of Student Engagement & Retention Jen Manley, gave an overview regarding the kinds of student grants that we provide.
 - Instead of the customary spring event, Foundation will have students create *thank you* messages to share with our major donors.
 - The Clipper Scramble will be on June 4, and The Experience will be on October 2 at the Craft Brewing & Distilling Center.

REPORT FROM THE COLLEGE PRESIDENT

- Dr. Stokes called on the ASB President and Union President for their reports:
 - ASB President Nadaa Elbarbary reported the following:
 - Food Pantry: Fall quarter: 324 families served; Winter quarter: 110 families served. Lacey also opened a food pantry.
 - The Senate administers the Student Social Distance Survey to evaluate the needs and resources desired by students. Their intent is to evaluate the student online learning experience each quarter.
 - 180 students participated during February 2-19, 2021; of which 135 were full-time and 45 were part-time
 - Survey on: Social Distance Learning, Online Learning Difficulties, and Textbook Affordability—cost range of textbooks for full-time and part-time students
 - Rating for Social Distance Learning: 142 students gave a positive rating between 7-10.
 - Online Learning Difficulties: students reported: 93=Distractions; 31=WiFi access/Connection issues; 28=Technical issues; 25=Financial challenges to obtain resources needed
 - Cost Range of Textbook: of 135 full-time students, 103 spent between \$0-150.00
 - Cost Range of Textbook: of 45 part-time students, 37 spent between \$0-100.00
 - Student challenges: Lack of sufficient open campus hours, campus closure on Friday, and textbook affordability

- Recommendations: Extend campus hours for study spaces, including Fridays (M-F 8 a.m.-4 p.m.); Tutoring in evenings and weekend options and SPSCC budget investment in textbooks for the library; and link available for course syllabus containing textbooks/prices that students can access prior to their course registration.

Since the survey: campus hours have been extended for Wi-Fi access and study space for the remainder of Winter Quarter 2021. Building 22 is open from 9 a.m.-4 p.m., Monday–Thursday. Building 27 (Student Union Building, downstairs) will be open for study space on Friday, March 19 and 26 from 9 a.m.–1 p.m.

- Faculty Union President Dr. CJ Dosch reported the following:
 - Based on ASB President's survey results, he is impressed at how large the number of students reported that their textbooks were less than \$150 for a full load. This is in line with the legislation and policies that have been in place in the last few years. Between faculty and students, they will continue to reduce that number. He said it is refreshing to see that they are within the goal that they have been trying to meet, and that they are making progress.
 - Bargaining: They have accomplished all the shared issues. They are entering phase 2--contentious and complex things; and phase 3--compensation and more traditionally-negotiated spaces in the contract work.
 - AFT-WA continues to support SB 5194, which provides for equity and access in the community and technical colleges, including part-time to full-time faculty conversion.
 - He noted it is the end of the third full quarter of pandemic mode teaching, and faculty has stepped up to do a great job, but a whole year in this mode, is clearly showing emotional and psychological strain on both the faculty and students.
 - He congratulated all the faculty probationers up for tenure—“Thank you, you've done exceptional work during an extraordinary time, and we look forward to working with you.”
- Dr. Stokes reported the following:
 - Partnership with DOH and vaccine clinic: Thurston County plans to open their drive-thru vaccination site on our Olympia campus on March 12-14: eligible seniors on Friday, educators on Saturday, and general public on Sunday.
 - He and two students are scheduled to testify on Senate Higher Education & Workforce Development Committee's HB 1166, to expand access to the homeless and foster care college students. This pilot program has passed the House, and they want to expand it to eight other colleges.
 - Spring Enrollment Report: Enrollment is up 5% from this time last

year; International is down 36%; State is holding steady; and Running Start continues to increase 3% per quarter. We are still enrolling students. Based on current enrollment trends, enrollment is anticipated to be down 10-12% for the year.

- “Congratulations to faculty up for tenure. We are excited you are joining us as fulltime tenured faculty. Reading those packets was a delight. Kudos to Dr. Andreas, the deans and faculty for those exceptional reports.”
- He noted the President’s Outreach Activities List provided to the trustees.

BUDGET AND FINANCE

Quarterly Financial Report

Trustee Garman thoroughly reported earlier on the financial operation of the second quarter of the 2020-21 fiscal year earlier in the agenda. The reports included the 2020-21 Operating Budget (FY21) through December 31, 2020; Non-Operating Accounts Statement of Revenue & Expense Year to Date Through December 31, 2020; and the Capital Budget Status as of December 31, 2020. There were no questions for Vice President for Administrative Services Al Brown regarding the financial operation of the second quarter of the 2020-2021 fiscal year.

POLICY

Board of Trustees Resolution 21-07

As part of the Student Success Campaign, the Foundation will have several naming resolutions that will be presented through the year. Tanya Mote, Executive Director of College Foundation, presented for Board consideration and adoption, Resolution 21-07: Ken and Sue Skillings Perennial Student Garden. She also updated the Board that there are 350 college spaces available for naming opportunities and 39 spaces have been named so far.

Trustee Hartmann read Resolution 21-07: Ken and Sue Skillings Perennial Student Garden.

WHEREAS, Ken and Sue Skillings have demonstrated a commitment to the conservation and stewardship of natural and artfully-landscaped areas; and

WHEREAS, Ken and Sue Skillings have raised children who, through the benefit of continuing education, are now able to serve Thurston County as educators, public servants and entrepreneurs while actively working to expand educational opportunity for future generations; and

WHEREAS, there is, on the SPSCC Olympia Campus, a picturesque outdoor viewing area located on the pathway connecting the Kenneth J. Minnaert Center for the Arts and the Family Education Center;

NOW THEREFORE, BE IT RESOLVED, that the Board of Trustees acknowledges the contributions of Ken and Sue Skillings and the collective philanthropic contributions of their family in support of expanded educational opportunities for all who seek knowledge and pathways, and in recognition of that commitment, extends a unanimous vote to name the new bench and landscaped area between the Kenneth J. Minnaert Center for the Arts and the Family Education Center the “Ken and Sue Skillings Perennial Student Garden.”

Presented this 9th day of March, 2021

It was moved by Trustee Hartmann and seconded by Trustee Drew **THAT THE BOARD OF TRUSTEES APPROVE RESOLUTION 21-07 TO NAME THE NEW BENCH AND LANDSCAPED AREA BETWEEN THE KENNETH J. MINNAERT CENTER FOR THE ARTS AND THE FAMILY EDUCATION CENTER, THE “KEN AND SUE SKILLINGS PERENNIAL STUDENT GARDEN.” THE MOTION CARRIES.**

Exceptional Faculty Award–Winter Quarter

The Faculty Awards Committee reviewed the applications for the Winter Quarter 2021 Exceptional Faculty Awards. Vice President for Instruction Dr. Michelle Andreas presented the committee's recommendation in TAB 5.

Develop a Hybrid Cybersecurity and Network Administration Track- Andy Leiren Exceptional Faculty Award: \$3,625

The proposal: “The Cybersecurity and Network Administration department has seen great success, including quite a few years when it was known as Computer Network Administration. The daytime course offerings are great for students with traditional availability. However, they are less ideal for working students and those with families, whose schedules interfere with attendance during the exclusively-day meeting times. Although a few courses have been offered during the evenings, the full degree has never been available in its entirety outside of the day schedule. Over the past two years, we have piloted an evening part-time option, and recognized that there was not enough hands-on lab time built into the schedule to support the learning needs of students and to accurately assess student competency. For working adults, there is not enough time in the current evening program to provide the amount of lab time necessary to support student success in each course offered.

The purpose of the proposed activity is to develop a new CNA track loosely inspired by the success of the Craft Brewing and Distilling department's weekend intensives. This track's design and curriculum are informed by the learning that has happened with our emergency shift to remote learning, and will incorporate virtual/synchronous sessions in the evening, asynchronous work, and additional weekend onsite hands-on labs into the coursework.

This request will help to serve adults seeking career changes by developing an outline to map out how and when the instructional content for all existing degree-level CNA courses will be taught in the new hybrid/weekend sections. Content, modules, and labs will be scrutinized, re-ordered, and developed to provide integration within each planned quarter in the pathway.

This new model is expected to start implementation fall 2021. Within one year, a report will be provided documenting the outline which will include suggested course scheduling, as well as mapping out the virtual/synchronous, asynchronous, and in-person lab content for each new course section. This design will provide a degree-seeking student the flexible course sections necessary to complete the CNA degree.”

It was moved by Trustee Garman and seconded by Trustee Drew, **THAT THE BOARD OF TRUSTEES APPROVE ANDY LEIREN'S PROPOSAL FOR EXCEPTIONAL FACULTY AWARD FOR WINTER QUARTER 2021 TO DEVELOP A HYBRID CYBERSECURITY AND NETWORK ADMINISTRATION TRACK AS PRESENTED IN TAB 5. THE MOTION CARRIES.**

Sabbatical Leave Request

The Faculty Awards Committee reviewed the applications for the Sabbatical Leave Request for the 2021-22 academic year. Dr. Michelle Andreas presented the recommendation in TAB 6.

The request: “Sally Sharbaugh, Tenured Faculty Counselor, is requesting a sabbatical leave of one academic year to complete research and training in three areas of significant professional interest to her: 1 - mindfulness meditation as a clinical intervention in treating mental illness and wellness, 2 - the role of mindfulness meditation in trauma recovery and, 3 - de-centering the traditionally White, Western interpretations of mindfulness and trauma recovery in the field

of mental health, wellness and healing in the US. Sally's sabbatical proposal is centered on student progress and degree completion by addressing students' mental health and well-being needs and increasing accessibility to these services.

The mental health needs of community college students continues to grow and is an on-going crisis. From data reported in the *SPSCC Mental Health Committee Proposal* it's evident that community college students need mental health support and mental wellness programs to thrive, be successful in an academic environment, and persist to degree completion..."

It was moved by Trustee Hartmann and seconded by Trustee Garman **THAT THE BOARD OF TRUSTEES APPROVE THE SABBATICAL LEAVE REQUEST FOR COUNSELOR SALLY SHARBAUGH, FOR THREE QUARTERS DURING THE 2021-22 ACADEMIC YEAR AS PRESENTED IN TAB 6. MOTION CARRIES.**

2021-2022 Board of Trustees Officers

Board Chair Davis appointed Trustee Drew and added himself as the nominating committee to submit recommendations for the 2021-2022 Board officers for election in May.

It was moved by Trustee Garman and seconded by Trustee Hartmann **THAT THE BOARD OF TRUSTEES APPROVE THE BOARD CHAIR'S APPROVAL OF THE NOMINATING COMMITTEE TO SUBMIT RECOMMENDATIONS FOR THE 2021-2022 BOARD OFFICERS FOR ELECTION IN MAY. MOTION CARRIES.**

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

Review Committees for each of the probationary faculty have completed their activities and prepared final committee reports, which were reviewed by each trustee prior to the March Board meeting. The Board had discussions with each of the tenure candidates during executive sessions early in March. The Board considered contract renewals for first-year and second-year probationers and tenure for third-year probationers.

Probationary faculty members include the following:

First Year

Ashraf Alattar	Computer Info Systems and Computer Science
Leslie Chao	Biology
Doris Cumings	Nursing
Jennifer Evans	Office Technology and Administration
Natalie Hobson	Mathematics
Heidi Kennedy	Nursing
Heather Maye	Office Technology and Administration
Gary Michelberger	Nursing
Sonja Purtzman	Nursing Assistant
Ann Weiss	Accounting
Diana Wilcox	Nursing

It was moved by Trustee Hartmann and seconded by Trustee Garman **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 2021-2022 CONTRACT YEAR TO: ASHRAF ALATTAR, COMPUTER INFO SYSTEMS AND COMPUTER SCIENCE; LESLIE CHAO, BIOLOGY; DORIS CUMINGS, NURSING; JENNIFER EVANS, OFFICE TECHNOLOGY AND ADMINISTRATION; NATALIE HOBSON, MATHEMATICS; HEIDI KENNEDY, NURSING; HEATHER MAYE, OFFICE TECHNOLOGY AND ADMINISTRATION; GARY MICHELBERGER, NURSING; SONJA PURTEMAN, NURSING ASSISTANT; ANN WEISS, ACCOUNTING; AND DIANA WILCOX, NURSING. THE MOTION CARRIES.

Second Year

Richard Dahlen	ABE-IBEST
Chandra Miller-Starks	Psychology
Kamara Taylor	Psychology
Julia Trude	Mathematics

It was moved by Trustee Garman and seconded by Trustee Hartmann **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 2021-2022 CONTRACT YEAR TO: RICHARD DAhlen, ABE-IBEST; CHANDRA MILLER-STARKS, PSYCHOLOGY; KAMARA TAYLOR, PSYCHOLOGY; AND JULIA TRUDE MATHEMATICS. THE MOTION CARRIES.**

Third Year

Jolynn Amrine	English Comp / Ethnic Multi. Studies
Emily Boyce	Mathematics
Kiffen Dosch	English Comp.
Brian Eriksen	Automotive
John Guarante	Choral Ensembles & Music Theory
Rembrandt Haft	Biology
Andy Leiren	Cybersecurity
Cameron May	Instrumental Ensembles & Music Theory
Adam Tenenbaum	Paralegal
Emily Wallace	Culinary
Adam Waters	Architecture, Engineering & Construction

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, GRANT TENURE TO Jolynn Amrine English Comp./Ethnic Multi. Studies Professor. THE MOTION CARRIES.**

It was moved by Trustee Drew 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, GRANT TENURE TO Emily Boyce,
Mathematics 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 Kiffen Dosch, English Comp. Professor. THE MOTION CARRIES.**

It was moved by Trustee Davis 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, GRANT TENURE TO Brian Eriksen, Automotive Professor. THE MOTION CARRIES.**

It was moved by Trustee Davis 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, GRANT TENURE TO John Guarante, Choral Ensembles & Music Theory Professor. THE MOTION CARRIES.**

It was moved by Trustee Hartmann 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 Rembrandt Haft, Biology Professor. THE MOTION CARRIES.**

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, GRANT TENURE TO Andy Leiren, Cybersecurity Professor. THE MOTION CARRIES.**

It was moved by Trustee Garman 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 Cameron May, Instrumental Ensembles & Music Theory 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 Adam Tenenbaum, Paralegal Professor. THE MOTION CARRIES.**

It was moved by Trustee Hartmann 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, GRANT TENURE TO Emily Wallace, Culinary Professor. THE MOTION CARRIES.

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 Adam Waters, Architecture, Engineering & Construction Professor. THE MOTION CARRIES.**

There were comments and virtual toasts to the newly-tenured faculty:

- Dr. Stokes: "To great colleagues and remarkable work. A toast to Clipper Nation rising."
- Dr. Andreas: "It has been an honor and pleasure to have worked with you. You are dedicated, committed, creative, student-centered, incredibly inspiring, and culturally responsive group of people."
- Trustee Davis: "Everyone in this group was incredibly strong and the quality of work was remarkable. No question at all that these candidates should not be here. I'm happy and thrilled that you are all here. Thank you for being here and your contributions to the community."
- Trustee Hartmann: "Thanks to all the faculty members and their support staff and the work of the committees and also the structure put in place to support them, the mentorship and encouragement especially through their first three years at the college."
- Trustee Drew: "COVID pandemic changed the game completely, so it must be recognized that these faculty not only would have excelled in a normal environment, but excelled in an extraordinary environment."
- Trustee Garman: "Congratulations on your extraordinary work and implementation of all the DEI work you are doing. We are so incredibly proud you are making such a great difference in our community."
- Trustee Mah: "Congratulations—it's a pleasure to have met you and learning more about what you do—you're part of a great organization."

EXECUTIVE SESSION None.

ADJOURNMENT 4:30 p.m.



JEFF DAVIS, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE