

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

**Tuesday, June 8, 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 12:30 p.m.

**ROLL CALL**

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

**EXECUTIVE SESSION**

At 12:30 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 2:30 p.m. unless otherwise extended at that time. No action would be taken by the Board during the executive session.

**BREAK** 2:30-2:45

**RECONVENE REGULAR MEETING**

The executive session concluded at 2:30 p.m., and the regular meeting reconvened at 2:46 p.m. Board Chair Davis noted that the Board was in executive session to review the performance of public employees.

**APPROVAL OF CONSENT AGENDA**

Board Chair Davis announced that item 7.3 Election of 2021-22 Board of Trustees Officers, would be moved to the end as 7.6, with all other Policy items moving up. He also announced that the Board's retreat (special meeting) has just been scheduled for July 29, 2021.

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

**A. ADOPTION OF MINUTES**

- May 11, 2021 board minutes

**B. MEETINGS AND CONFERENCES**

- ACT *Trustee Tuesday*, June 15, 2021, 8:00-9:00 a.m. (Virtual)

**C. ANNOUNCEMENTS**

- 2021 Commencement Ceremony and Drive-Thru Celebration  
Friday, June 18, 4:00-7:00 p.m.
- Board of Trustees Retreat (special meeting), July 29, 2021

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

Regular Meeting

September 14, 2021

2:30-4:30 p.m.

South Puget Sound Community College

2011 Mottman Road, S.W.

Olympia, WA 98512-6292

**E. WASHINGTON STATE AUDITOR'S REPORT****(TAB 1A)**

- The Washington State Auditor completed audits of the College Financial Statements for the period of July 1, 2019 through June 30, 2020. The audit reports were reviewed by the Board in advance of the June meeting. Board approval of the June Consent Agenda indicated Board acceptance of the Washington State Auditor's College Financial Statements Audit Report for the period of July 1, 2019-June 30, 2020.

Chair Davis noted that the audits were clean, and the college had no findings.

**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 audience as well.

**BOARD SPECIAL COMMITTEE LIAISON REPORTS**

- ACT Legislative Action Committee (LAC): Steven Drew, Jeff Davis
  - No report from Trustees Drew and Davis.
- Board Finance Committee: Rozanne Garman
  - Trustee Garman reported that the Board Finance Committee (Dr. Stokes, Al Brown, Trustee Garman) met to discuss the items under Budget and Finance, which Vice President for Administrative Services Al Brown would present. She said, overall the numbers look good for us, and we are on track with our revised budget.
- Foundation Board: Judy Hartmann
  - Trustee Judy Hartmann noted that the Clipper Scramble on June 4 raised over \$75,000, with 136 participants. There was a hole-in-one for the first time. Charlie Frank continues to coordinate and organize the

event. Congratulations to the College Foundation and its Board of Directors.

## REPORT FROM THE COLLEGE PRESIDENT

Dr. Stokes reported the following:

- Special Introduction: Welcome Dr. Tysha Tolefree, Vice President for Finance & Operations effective July 1, 2021. She received her Doctor of Business Administration degree from Walden University, her Master of Business Administration degree in Business Administration/Management from Troy State University, and her Bachelor of Arts degree in Business Administration/Accounting from Saint Leo University. She has worked for the State Board since 2016 as the Finance Functional & Budget Analyst with the ctcLink Project. "We are very excited to have her join us. She is a great fit with the college and the executive team. She will hit the ground running."

Dr. Tolefree was able to join the Board meeting later and commented that she is excited to be here and glad to be part of the Clipper Nation.

Trustee Mah noted for the record that he and Dr. Tolefree are both elected volunteers with the Washington State Employees Credit Union (WSECU).

Dr. Stokes called on the Faculty Union President and ASB President for their reports:

- Dr. CJ Dosch, English Professor & Faculty Union President reported the following:
  - We made it through the year--we survived for better or worse. This year has been better than last year. Morale has been generally good (except for exhaustion), with the recognition of some bright spots along the way.
  - The Union will participate in return-to-campus planning.
  - The contract has been ratified by 94% of faculty. It has been a phenomenal lift on both sides to bring it to fruition.

Board Chair Davis was very happy that the contract all came together and was ratified under the extraordinary circumstances of the year.

- ASB President Nadaa Elbarbary reported the following:
  - Food Pantry: Spring quarter: 131 families visited; 102 people served within the last two weeks.
  - 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.
    - 76 students participated during April 26-May 14, 2021; of which 42 were full-time and 34 were part-time
    - Survey on: Social Distance Learning, Online Learning Difficulties
    - Rating for Social Distance Learning: 44 students gave a positive rating between 8-10
    - Online Learning Difficulties: students reported: 30=Financial Challenges to Obtain Resources Needed; 27=Distractions

- Accomplishments: Extended WiFi hours Monday-Thursdays 9:00 a.m.-4:00 p.m. and Fridays 9:00 a.m.-12:00 p.m.
- Survey Summary 2020-2021: Satisfactory Rating of 7 and up: Fall quarter 72%; Winter quarter 79%; and Spring quarter 67%.

Nadaa said it has been an amazing year for her, and she loved being the voice for students and helping students.

Dr. Stokes noted that the Board would carry out its tradition of having a Percival Plaza brick engraved and installed in the Percival Plaza to recognize Nadaa Elbarbary as the 2020-2021 ASB President.

Dr. Stokes added:

- Summer Enrollment: It is an odd enrollment cycle as we make adjustments for fall, but the numbers look good. Thanks to Enrollment Services—the educational planning team for all their work in getting our current students enrolled.
- He noted the President's Outreach Activities List that was provided to the trustees.

#### Award/Denial of Tenure

The Probationary Review Committee (PRC) for Counselor Ross Artwohl completed its activities and prepared evaluation and progress reports. The Committee report was reviewed by the Board prior to the June meeting. Vice President for Student Services Dr. Dave Pelkey; PRC Chair Dr. Laura Antczak, Associate Dean of Counseling, Advising and Career Services; and Counselor Artwohl had a discussion with the Board during an earlier Executive Session.

Dr. Pelkey said that Ross Artwohl has not only been a great addition to the Counseling team, but to Student Services and the college as well. He has been helping the college to move forward in how we understand and support our community's mental health needs, and we are much better with him as part of our team.

The trustees were very impressed with Counselor Artwohl—he is a very accomplished person and brings a great deal to our college. Not only were his reviews for three years very impressive, but his accomplishments have had a great impact on campus as well.

It was moved by Trustee Hartmann and seconded by Trustee Drew **THAT THE BOARD OF TRUSTEES, AFTER HAVING GIVEN REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, GRANT TENURE EFFECTIVE WINTER QUARTER 2022 TO ROSS ARTWOHL, COUNSELOR. THE MOTION CARRIES.**

#### Exceptional Faculty Awards – Spring Quarter

The Faculty Awards Committee reviewed the applications for the Spring Quarter 2021

Exceptional Faculty Award. Dr. Michelle Andreas reviewed the committee's recommendation in TAB 4.

Revision of Office Technology Program- Heather Maye and Jennifer Evans  
Exceptional Faculty Award: \$4,830

Proposal: "The Office Technology and Administration (OFTEC) Department is going through a Visioning Event on May 14, 2021. They foresee that as a result of this event, they will need to make significant program changes. This event will inform updates to be made to the program's objectives/learning outcomes. As a result, they suspect changes to names of the program's certificates and degrees will be indicated as well as revisions to the structure of the program and its requirements/courses.

They will likely need to revise the OFTEC curriculum and course outcomes, update the course outlines, and update pathway maps. This will likely be for all of the requisite degrees and certificates:

- Administrative Assistant Office Technology Degree;
- Clerk/Receptionist (Customer Service Specialist) Certificate of Proficiency;
- Office Assistant Certificate of Completion; and
- Medical Administrative Assistant Degree.

Possible affected courses: OFTEC 100, OFTEC 105, OFTEC 108, OFTEC 111, OFTEC 112, OFTEC 113, OFTEC125, OFTEC136, OFTEC138, OFTEC141, OFTEC150, OFTEC160, OFTEC165, OFTEC170, OFTEC236, OFTEC245, OFTEC250, OFTEC255, OFTEC260, and OFTEC265."

It was moved by Trustee Mah and seconded by Trustee Hartmann **THAT THE BOARD OF TRUSTEES APPROVE THE RECOMMENDATION FOR THE EXCEPTIONAL FACULTY AWARD FOR SPRING QUARTER 2021 TO OFFICE TECHNOLOGY AND ADMINISTRATION (OFTEC) PROFESSORS HEATHER MAYE AND JENNIFER EVANS, AS PRESENTED IN TAB 4. THE MOTION CARRIES.**

#### Faculty Contract

A new Agreement By and Between the Board of Trustees of South Puget Sound Community College District XXIV and the South Puget Sound Federation of Teachers, Local Number 4603, AFT/AFL-CIO, was reached by the negotiations teams and ratified by the faculty. The Contract was reviewed by the Board prior to the June Board meeting. The administration recommended that the Board approve the proposed New Agreement effective July 1, 2021-June 30, 2025.

Dr. CJ Dosch, Faculty Union President, commented that this was hard-fought, but with a very positive outcome. Through the FLMCC (Faculty Labor Management Communication Committee) the teams found meaningful solutions prior to bargaining. It is a testament to good relations between faculty and management. We had a significant faculty turnout—96%. These responses speak to the quality of the bargaining.

Dr. Stokes thanked both teams for their time and energy and setting a standard for the system. The trustees acknowledged the time and work involved in negotiations; gave kudos to both union and administration for coming together and working so well and maintaining positive working relationships; and applauded the outcome.

It was moved by Trustee Mah and seconded by Trustee Davis **THAT THE BOARD OF TRUSTEES APPROVE THE AGREEMENT BY AND BETWEEN THE BOARD OF TRUSTEES OF SOUTH PUGET SOUND COMMUNITY COLLEGE DISTRICT XXIV AND THE SOUTH PUGET SOUND FEDERATION OF TEACHERS, LOCAL NUMBER 4603, AFT/AFL-CIO, EFFECTIVE JULY 1, 2021-JUNE 30, 2025. THE MOTION CARRIES.**

#### Exempt Contract

A new Agreement By and Between the Board of Trustees of South Puget Sound Community College District XXIV and the Washington Federation of State Employees, AFSCME, Council 28, AFL-CIO, was reached by the negotiations teams and ratified by the exempt group. Ken Harden, former SPSCC Chief Human Resources Officer, led and facilitated the negotiations and worked on the contract with staff and administration for the last five months. He noted that the contract is good for both sides and maintains good relationship between the two sides. The Contract was reviewed by the Board prior to the June meeting. The administration recommended the Board approve the proposed New Agreement effective July 1, 2021-June 30, 2023.

It was moved by Trustee Hartmann and seconded by Trustee Davis **THAT THE BOARD OF TRUSTEES APPROVE THE AGREEMENT BY AND BETWEEN THE BOARD OF TRUSTEES OF SOUTH PUGET SOUND COMMUNITY COLLEGE DISTRICT XXIV AND THE WASHINGTON FEDERATION OF STATE EMPLOYEES, AFSCME, COUNCIL 28 AFL-CIO, EFFECTIVE JULY 1, 2021-JUNE 30, 2023. THE MOTION CARRIES.**

#### 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.

Board Chair Davis reported that the Board is very happy with the president's performance evaluation on every level. It has been an extraordinary year, and to say that among other things, we have ratified contracts, enrollment/student attendance, a budget that came in positive--all these accomplishments did not go unnoticed. It was a glowing review. The Board is very thankful for Dr. Stokes' service to the Board and the College.

Trustee Drew complimented the president's work to react to crisis, and the performance of his team under his leadership made the College shine in adversity. Trustee Hartmann noted that the Board had an opportunity at an earlier Executive Session to discuss the presidential evaluation with Dr. Stokes, so they have shared their extreme satisfaction with him.

It was moved by Trustee Hartmann and seconded by Trustee Mah **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, 2024, AND AN INCREASE IN THE AMOUNT OF THE PRESIDENT'S COLLEGE-PROVIDED LIFE INSURANCE/LONG-TERM CARE POLICY PREMIUM FROM \$3,000 TO \$3,500. THE MOTION CARRIES.**

#### Election of 2021-2022 Board of Trustees Officers

Trustee Drew and Chair Davis worked together as the nominating committee to submit recommendations for the 2021-22 Board officers for election.

It was moved by Trustee Drew and seconded by Trustee Mah **THAT THE BOARD OF TRUSTEES APPROVE THE BOARD NOMINATING COMMITTEE'S RECOMMENDATION FOR 2021-2022 TO RE-ELECT JEFF DAVIS AS BOARD CHAIR AND ROZANNE GARMAN AS BOARD VICE CHAIR. THE MOTION CARRIES.**

#### 2021-2022 Services & Activities Fee Budget

Dean of Student Engagement & Retention Jennifer Manley introduced Lucas Lee, ASB Vice President of Finance and Chair of the S&A Budget Committee, who presented the list of allocations for the 2021-2022 Services and Activities Fee Budget. The S&A Budget Committee considered funding requests totaling \$1,616,675 from 32 different student programs.

#### A few things noted:

- The proposed 2021-2022 budget includes a \$70,732 contingency line item for supplementary allocations to S&A budgets that experience shortfalls or unforeseen needs.
- DEIC: Programming funds absorbed by the Campus Activities Board budget for the Diversity Leadership Institute programming organizational change. DEIC budget still includes dedicated funding to Peer Mentorship program and Students of Color Conference.
- New Programs funded: Women's Soccer and E-Sports

It was moved by Trustee Mah and seconded by Trustee Drew **THAT THE BOARD OF TRUSTEES APPROVE THE 2021-2022 SERVICES AND ACTIVITIES FEE BUDGET AS RECOMMENDED AND PRESENTED IN TAB 5. THE MOTION CARRIES.**

#### Quarterly Financial Report

Vice President for Administrative Services Al Brown reported on the financial operation of the third quarter (plus one month) of the FY21 using the reports: 2020-21 Operating Budget (FY21) through April 30, 2021; Non-Operating Accounts Statement of Revenue & Expense Year to Date Through March 31, 2020; and the Capital Budget Status as of April 30, 2021.

2020-21 Operating Budget (FY21) through April 30, 2021:

Variance FYTD – (Actual)

- Sub-Total State Allocation: \$1573,564
- Sub-Total Local Revenue: \$ (418,019)
- Sub-Total Transfers: \$ (307,500)
- Total Operating Revenues: \$ 848,045
- Total Operating Expense: \$ 272,579
- Operating Surplus: \$ 575,466

Fiscal Year 2022 Operating Budget

Vice President for Administrative Services Al Brown presented the FY22 Operating Budget:

- Tuition paying enrollment and International enrollment is budgeted to be down 5%. The tuition rate is increasing 2.8%
- Running Start enrollment is budgeted up 2%, plus summer Running Start for up to 250 students. The Running Start rate increases by less than 1%.
- The State allocation has increased from FY21. The funding for the 3% COLAs for exempt employees is back in the allocation as well as additional Guided Pathways money and funding for Equity and Access in Higher Education.
- This budget relies very little on COVID funding from the Department of Education, as this is one-time funding.

He also reviewed the FY22 Revenue Projections, Initiatives Funded in FY22, and the Approved New Equipment List for FY22.

Total Revenue:

- Actual FY20: \$39,926,401
- Bud. FY21: \$40,435,376
- Bud. FY22: \$42,376,966
- Change: \$ 1,941,590

It was moved by Trustee Mah and seconded by Trustee Garman **THAT THE BOARD OF TRUSTEES ADOPT THE FISCAL YEAR 2022 (FY22) OPERATING BUDGET AS PRESENTED IN TAB 7.**

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

**EXECUTIVE SESSION** None.

**ADJOURNMENT** 4:30 p.m.

  
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JEFF DAVIS, BOARD CHAIR  
SOUTH PUGET SOUND COMMUNITY COLLEGE

  
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TIMOTHY STOKES, SECRETARY  
SOUTH PUGET SOUND COMMUNITY COLLEGE