

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

**Tuesday, September 14, 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 2:33 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.

APPROVAL OF CONSENT AGENDA

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

A. ADOPTION OF MINUTES

- June 8, 2021 regular board meeting
- June 15, 2021 special board meeting
- July 20, 2021 special board meeting
- July 29, 2021 special board meeting

B. MEETINGS AND CONFERENCES

- ACT Trustee Tuesday, September 14, 2021, 8:00–9:00 a.m.
(Virtual Event)

C. ANNOUNCEMENTS

D. DATE OF THE NEXT BOARD MEETING

Regular Meeting

October 12, 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 Chair 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.
 - Trustee Mah noted that in his role as ACT President, he will be serving on the Long-Term Strategic and Advocacy Task Force for CTC system advocacy with the legislature. He will channel information back to our Board of Trustees. The ACT Legislative Action Committee Retreat is on November 18 and the ACT Fall Conference is on November 19, both are virtual. What is making its rounds as part of the SBCTC's retreat in August, is discussion around the potential impact of America's College Promise proposal that is working its way around Congress. There are some differences in terms of how the "free tuition" may or may not impact Washington State. System advocates are trying to figure out how to appropriately communicate both support and concern at the same time.
- Board Finance Committee: Rozanne Garman
 - No report from Trustee Garman.
- Foundation Board: Judy Hartmann
 - Trustee Judy Hartmann reported that the Foundation Board of Directors, with regards to board meetings, has been in hiatus over the last few months. The Student Success Campaign work moves forward, specifically with contacts with donors who have been particularly generous to us in the past, to bring them onboard with this campaign. We are scheduled to continue with this effort through the end of 2021, and move to a more general community campaign to wrap up this whole project. This year's *The Experience* has been canceled due to the uncertainty of COVID, but Foundation is still asking people to consider supporting our students.
 - Dr. Stokes noted that Foundation's finances hit \$15M in holdings and investments.

REPORT FROM THE COLLEGE PRESIDENT

Dr. Stokes reported the following:

- Fall enrollment is still soft; it is down 9.8% overall. We anticipated a 5% reduction, so we are about 5% beyond what we had planned.
- Dr. Tolefree shared this morning the expenditures from the federal funds. There is approximately \$6.3M left in the institutional pot of money, so we will be able to pull some lost revenue, if we close the year with revenue loss because of enrollment.
- He will be on medical leave for two weeks in October, so he is recommending the October Board meeting to be on Zoom so he can participate.
- He noted the Capital Projects Update and President's Outreach & Advocacy report that were provided to the trustees, highlighting professional development activities.

2020-2022 Operational Plan

Vice President for Student Services Dr. Dave Pelkey presented the 2020-2022 Operational Plan for review at the July Board retreat. He noted that the Large Scale Project section was added this time to include the implementation of ctcLink. On top of this enormous project, all other work continues on strategies and expected outcomes of activities aimed at achieving the goals.

It was moved by Trustee Mah and seconded by Trustee Garman **THAT THE BOARD OF TRUSTEES APPROVE THE 2020-2022 OPERATIONAL PLAN AS PRESENTED IN TAB 3. THE MOTION CARRIES.**

FYE21 Budget Closeout

Dr. Tysha Tolefree, Vice President for Finance and Operations, reported on the FYE21 budget closeout activities and Reserves using the reports: 2020-21 Operating Budget (FY21) through June 30, 2021 and Reserves Report June 30, 2021.

- FYE21 Operating Revenues: Total Operating Revenues was \$41.8M
- FYE21 Operating Expenses: Total Operating Expenses was \$38.8M
- Overall FYE21 Closeout Comments: The outcome of the Operating Budget for FY21 is positive. Although the College experienced a decline in tuition revenues, international student contracts, matriculation fees, rent, and interest largely impacted by the COVID-19 pandemic (these factors were considered during the development of the FY21 budget), risks have been managed and resources exist to ensure that the work in progress regarding capital projects are completed as expected.
- FYE21 Reserves Report: Total assets are \$25.4M and total liabilities are \$5.8M. The net cash balance for FYE21 is \$19.6M, which equates to \$6.4M in dedicated funds and \$13.2M in non-dedicated reserves. In compliance with the Board policy on Financial Stability and Solvency, 15% of the FY21 Board-Approved Operating Budget must be set aside for emergency reserves. For FYE21, this required reserve amount is \$6,065,306, leaving a balance of \$7.1M in operating reserves.

An Ad-hoc committee comprised of Vice Chair Garman, Dr. Tolefree, and Dr. Stokes, will work to create a list of ideas for using excess reserve funds to do more and to work better for the college. They will share the list with the Board by December.

FY22 Operating Budget Revision

Dr. Stokes reviewed and discussed the need for the FY22 budget adjustments at the July Board retreat. Dr. Tysha Tolefree presented the FY22 Budget Revision for Board approval.

- Revenue: \$1,296,000 (\$750,000 transfer in from FY21 year-end close and \$546,000 state allocation, which includes additional GEER \$ not spent in FY21)
- Expense: \$1,296,000 (campus signage and landscaping; Bowen Center signage;

Craft, Brewing & Distilling plumbing, equipment, gas piping, other miscellaneous expenses)

Funds Held for Future Projects:

- Revenue: \$1,021,453 (balance of Future Projects account—excess CCE revenue from FY19, 20, 21)
- Expense: \$1,021,453 (write-off food service deficit balance; Bowen Center nursing simulation AV, furniture for classrooms, offices, and student/study lounge)

It was moved by Trustee Drew and seconded by Trustee Mah **THAT THE BOARD OF TRUSTEES APPROVE THE REVISED FISCAL YEAR 2022 (FY22) OPERATING BUDGET AS PRESENTED IN TAB 5. THE MOTION CARRIES.**

STUDY SESSION

Student Achievement Strategies

Parfait Bassalé, Executive Diversity Officer; Dr. Dave Pelkey, Vice President for Student Services; and Jennifer Tuia, Director of Institutional Research, presented data on student demographics in relation to DEI/Student Achievement strategies.

Dr. Pelkey started the Study Session by quickly reviewing the Strategic Plan Core Themes and Strategic goals:

1. Student Achievement
 - Increase student persistence
 - Increase certificate and degree completion in transfer and workforce programs
 - Increase job placement for workforce education students
2. Equity
 - Close equity gaps
3. Learning and Engagement

Jennifer Tuia followed by presenting the Measures of Achievement data:

- Overview of Fall-to-Fall Retention Rate and Fall-to-Fall Retention Rate: Peer Comparison (New, degree-seeking students who entered college Fall 2019 and returned Fall 2020)
 - Historically Underrepresented (HU): SPSCC 56%; Peer 47%; CTC 50%; Non-HU Students: SPSCC 57%; Peer 54%; and CTC System 55%
- Transition from 0 to 15 college-level credits within the year
 - Transition to 15 credits is 31%; Fulltime student more likely to persist: 2018 FT 51%, PT 14%; 2019 FT 52%, PT 13%; Race/Ethnicity aligns with overall college statistic: HU 31%; Non-HU 30%; Significant increase from 2018 to 2019 for Low-Income (LI) Students: 2018: 27%; 2019: 33%
- Transition from 30 to 45 college-level credits within the year
 - Transition to 45 credits increased by 5.5 points; The increase was for fulltime students: 2018 FT 56%, PT 36%; 2019 FT 66%, PT 35%;

Increase for HU students: 2018 Non-HU 46%, HU 41%; 2019 Non-HU 49%, HU 53%

- Overview of Continuous Enrollment: 2018 Non-HU 74%, HU 65%; 2019 Non-HU 73%, HU 71%; 2020 Non-HU 75%, HU 72%
- Continuous Enrollment (Looking Back): Generally, more than 9 out of 10 students who earn an AA or AAS degree are continuously enrolled the first year, regardless of starting characteristic
- Continuous Enrollment (Looking Forward): 50% of fulltime students who are continuously enrolled and begin in fall quarter earn a degree within 3 years; First quarter academic success is important: college-level GPA is significantly lower for fulltime students who have not completed by year 3
- Completion of Degree/Certificate within 3 years
 - SPSCC higher than state and national statistics; Completion for fulltime students is double those of part-time students; A 16-point increase for HU students; A substantial difference between low income and non-low income completions
- Post-College Employment within 12 months after completion/graduation
 - Part-time students have a higher employment rate than fulltime students; HU employment has increased by 8 points: 2017 77%; 2018 85%

Parfait Bassalé presented the operational strategies that are helping close equity gaps:

- College & Career Success (CCS) courses: Students enrolled in CCS 101 returned the following fall quarter at a significantly higher rate than students who did not enroll in CCS 101
- 1st Year Math Revisions: An 11-point increase from 2017 to 2019; well above the state system; and students who do not need pre-college Math are more likely to achieve milestone
- 1st Year English Revisions: Comparable to state system; a drop for strategic priority populations; students who do not need pre-college English are more likely to achieve milestone
- Revision of Adult Basic Education: 1 out of 4 transition into Math; less than 1 out of 5 part-time students transition; HU students have a higher transition rate, but it has declined slightly from the previous year; a 3-point increase for low-income students
- Equity Programs (IGNITE, Black Scholars, IBEST, OER): 5-point difference for first quarter retention rates (IGNITE students not a cohort, therefore comparison is for general reference: IGNITE 86%; SPSCC 81%)

ADJOURNMENT 4:32 p.m.



JEFF DAVIS, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE