

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

**Tuesday, October 12, 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**

On behalf of Board Chair Jeff Davis, Vice Chair Rozanne Garman called the meeting to order at 2:33 p.m.

**ROLL CALL**

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

**APPROVAL OF CONSENT AGENDA**

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

**A. ADOPTION OF MINUTES**

- September 14, 2021 regular board meeting
- September 14, 2021 special board meeting

**B. MEETINGS AND CONFERENCES**

- ACCT Leadership Congress (*virtual*) **San Diego, CA**, October 13-16, 2021
- ACT Legislative Action Committee Retreat (*virtual*), November 18, 2021
- ACT Fall Conference (*virtual*), November 19, 2021

**C. ANNOUNCEMENTS**

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

Regular Meeting

November 9, 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 audience as well.

**BOARD SPECIAL COMMITTEE LIAISON REPORTS**

- ACT Legislative Action Committee (LAC): Steven Drew, Jeff Davis
  - No report from Trustee Drew.
- Board Finance Committee: Rozanne Garman
  - No report from Trustee Garman.
- Foundation Board: Judy Hartmann
  - On behalf of Trustee Judy Hartmann, Foundation Executive Director Tanya Mote, reported that the Student Success Campaign is going well, with a couple of donations received just this week. The Dr. Angela Bowen Center for Health Education will be under renovation between October 20-November 29, 2021, so Foundation staff will temporarily relocate to the Lacey Campus or work from home.
- Trustee Mah noted the 2022 Supplemental Operating Budget Request from the State Board going forward to the Office of Financial Management as part of the Governor's request:
  - Improve Washington's Cybersecurity Workforce
  - Unlock Financial Aid through FAFSA/WASFA
  - Integrate Climate Science
  - Expand Assistance for Homeless Students
  - Support Refugee Education

**REPORT FROM THE COLLEGE PRESIDENT**

- Dr. Tysha Tolefree introduced Arsenio Escudero, the new Director of Budgeting and Fiscal Services in the Business Office. He comes to SPSCC from the State of Washington Department of Health where he was the Director of the Office of Program Financial Management. Prior to that, he served as a Principal Budget Officer for the University of Nevada and Administrative Officer III for the State of Nevada. He holds a Master's in Public Administration from Old Dominion University and a Master's in Political Science from the University of Nevada.
- ASB President Vinnie Nguyen introduced herself to the Board and provided the Student Senate report:
  - Food Pantry: to eliminate food barriers that can get in the way of students' academic success:
    - 58 visits so far
  - Quarterly Survey: to gain more insight on student experiences:
    - Survey will be open between October 11-November 8, and survey results will be shared with the Board in December.

- Dr. C.J. Dosch, English Professor and Faculty Union President reported:
  - We started the year with a new Collective Bargaining Agreement (CBA). So far all the transitions have gone well.
  - Faculty members are trying their best to make this all work--transition to and from face-to-face and online, and adapting to what each quarter is bringing.
  - There is nothing of severe or dire circumstance to report on morale or issues on the horizon.
- Samantha Dotson, Executive Human Resource Officer, reported: As of this week all full-time faculty and staff have requested religious exemptions or are vaccinated. Our list is down to less than ten student employees and hourly employees that may receive their termination notices, but this list is being checked every day. We have reached a 95% vaccination rate. October 18 is the deadline for vaccination exemption.
- Dr. Stokes reported the following:
  - Fall enrollment: 10<sup>th</sup> day report shows that enrollment is down by 10.8% (around 400 FTE – 300 in State and 100 in Running Start) from where we were last Fall. We anticipated a 5% decline in enrollment, so we went 5% over that. We will make roughly a \$500,000-\$750,000 budget adjustment.
  - We had a site visit on September 27 by the American Bar Association (ABA) Standing Committee on Paralegals for our application for initial approval of our Paralegal Education Program. The Reviewers will be recommending that the SPSCC's Paralegal Program be approved. The ABA Approval Commission will vote on the recommendation, then the Standing Committee for ABA Approval will accept the Commission's vote. The last step is a vote in February by the ABA House of Delegates for a final vote of approval. If the program is approved, our students graduating this year will be able to say that they have graduated from an ABA-approved program. Kudos to Adam Tenenbaum, Paralegal Professor, for all his hard work on this.
  - He noted the Capital Projects Update and President's Outreach & Advocacy report that were provided to the trustees.

## POLICY

### Board Policy 111: Delegation of the President's Authority to a Designee

Dr. Stokes reported that Policy 111 was updated with the retirement of the Vice President for Administrative Services (Al Brown) and the hiring of a new Vice President for Finance & Operations (Dr. Tysha Tolefree):

*B. In the event of no specific designation by the president during his/her absence or disability, designates to the persons occupying the below-listed positions, the authority to exercise all powers and duties exercised by the president until a Special Meeting of the Board of Trustees has been called and resulted in appointment of an acting*

president.

1. ~~Vice President for Administrative Services~~ *Vice President for Instruction*
2. ~~Vice President for Instruction~~ *Vice President for Student Services*
3. ~~Vice President for Student Services~~ *Vice President for Finance and Operations*

It was moved by Trustee Drew and seconded by Trustee Mah **THAT THE BOARD OF TRUSTEES APPROVE THE UPDATE TO BOARD POLICY 111: DELEGATION OF THE PRESIDENT'S AUTHORITY TO A DESIGNEE, AS PRESENTED IN TAB 3. THE MOTION CARRIES.**

## BUDGET & FINANCE

### 2021-2022 Grants and Contracts

Vice President for Finance & Operations Dr. Tysha Tolefree reviewed the list of grants and contracts secured through the State Board for Community and Technical Colleges, state agencies, and local partnerships for fiscal year 2022. The total grants equal \$2,063,577 and last year's grants totaled \$2,440,692. The total contracts equal \$12,415,013 and last year's contracts totaled \$15,384,145.

In response to Trustee Mah's question about how grants address Core Theme 2: Equity, Dr. Stokes reported that primarily, it is the State Board grants that address equity, such as: Basic Food Employment and Training Grant: provides educational and job skills training to prepare non-TANF students for work and job placement; BEdA Master Grant: supports Adult Basic Education and English as a Second Language programs; Early Achievers Grant: funding for tuition and fees for eligible Early Childhood Education students; Perkins Plan: supports professional technical programs, but woven in to that is a push for non-traditional students—women and people of color entering in fields that they have not traditionally been in; and WorkFirst Delivery Agreement: provides educational and job skills training to TANF/low-income parents' job placement.

Contracts address equity--various agencies across state government do a number of trainings which people of color attend. Dr. Andreas added that that money comes back into our operating budget to enhance services for low-income students and students of color, and has enabled us to ramp up programs, expand our DEIC, and boost support services like tutoring, etc.

A question to think about is how much net from the contracts gets placed back into programs that support equity—does the increase in contracts enable the college to hire, recruit, and retain more individuals of color or address equity in terms of the instruction side of the equation?

## COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES

None.

Dr. Stokes asked Dr. Dave Pelkey, Vice President for Student Services and Jen Manley, Dean of Student Engagement and Retention, to provide the Board with some information on an issue that the college is working with around student housing

insecurity and homelessness. He said the reason for this information is that they would like to bring some proposals to the Board in the near future, possibly with dealing with some of the reserve on the pressing issue of housing insecurity of students.

According to a survey conducted in 2019 by the Hope Center, more than half of Washington community college students had trouble paying rent and nearly 1 in 5 reported housing insecurity or homelessness.

SPSCC is one of the Washington community colleges that received a grant from the State Board as part of a pilot program to support students experiencing homelessness and those in need of emergency assistance.

To serve vulnerable students, the college established a Personal Support Center (PSC) to centralize basic needs services for students experiencing hardship. The PSC provides support that includes housing, food, childcare, technology, and other resources.

In Fall 2021, the college sent out a Student Needs Survey. Of the approximately 500 students who participated in the survey, 220 indicated experiencing one or more needs for support. At the end of the second week, 80 students followed through to seek help from the PSC. Forty-five of the 80 indicated housing insecurity or homelessness, and of the 45, 25 have at least one dependent.

The college has received year 2 of the pilot program grant funding, which is being used to help as many students as possible. The college has 10 units to house students at the Breckenridge Apartments. One of our challenges has been getting more units. Olympia and Thurston County struggle to find enough shelter for people, and we are finding out that college students are low on the list as they are not considered high-risk.

About three years ago the college reached out to College Housing Northwest to look at what housing on our campus might look like. The project that they had discussed was housing on the back of the campus, by the Olympia School District bus shop. With the housing insecurity being a larger problem than what the college may have thought, there have been efforts to re-engage with College Housing Northwest. During COVID-19 pandemic, they started a 501c3 as a parallel company to begin to deal with college student homelessness both in Washington State and Oregon, so we are excited to hear some of their ideas that may help us combat this. Dr. Tysha Tolefree, Vice President for Finance and Operations, also has found two hotels fairly near the college that are for sale.

Dr. Stokes asked the Board for feedback about how they feel about administration bringing a proposal for an investment in either a project with College Housing Northwest or having Dr. Tolefree begin conversations about one of the hotel properties for sale.

The trustees appreciate the identification of the need, the sense of urgency around this issue, and the importance to do something to help with the issue. They are supportive of the effort and hope the college is aggressive in addressing this issue. There was discussion around waitlists, costs, immediate and long-term needs and benefits,

meeting student requirements and academic aspects, financing, resources, purchase, partnership, and programming.

Dr. Stokes will meet with Dr. Dave Pelkey, Dr. Tysha Tolefree, and Jen Manley to discuss ideas for consideration to present to the Board for using reserve funds on student housing.

**EXECUTIVE SESSION** There was no Executive Session.

**ADJOURNMENT** 3:33 p.m.



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BOARD VICE CHAIR ROZANNE GARMAN FOR  
JEFF DAVIS, BOARD CHAIR  
SOUTH PUGET SOUND COMMUNITY COLLEGE



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TIMOTHY STOKES, SECRETARY  
SOUTH PUGET SOUND COMMUNITY COLLEGE