

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

**Tuesday, March 8, 2022  
South Puget Sound Community College  
2011 Mottman Road, S.W.  
Olympia, WA 98512-6292**

The meeting took place in a virtual space 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 12:00 p.m.

**ROLL CALL**

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

**EXECUTIVE SESSION**

At 12:00 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 2:15 p.m. unless otherwise extended at that time. The Executive Session was extended to 2:25 p.m. No action was taken by the Board during the Executive Session.

**BREAK** 2:25-2:35 p.m.

**RECONVENE REGULAR MEETING**

The regular meeting reconvened at 2:35 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 Mah, and carried **THAT THE FOLLOWING CONSENT AGENDA ITEMS BE APPROVED:**

- A. ADOPTION OF MINUTES**
  - February 15, 2022 regular board meeting
- B. MEETINGS AND CONFERENCES**
  - ACT Trustee Tuesday, March 8, 2022, 8:00–9:00 a.m. (Virtual)
- C. ANNOUNCEMENTS**
- D. DATE OF THE NEXT BOARD MEETING**

Regular Meeting  
April 12, 2022  
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 one email was received and provided to the trustees prior to the board meeting, and entered into the record below. There were no other comments from the audience.

Dear Trustees of SPSCC,

I am proud to see two exceptional faculty members on the list for moving forward in the tenure process. I was on the probationary review committee for Professor Kamara Taylor and found her to be an excellent faculty member. She is highly engaged with students inside and outside of the classroom, sets high expectations and has been highly successful in a wide number of classes and modalities over these past few years. SPSCC is lucky to have her. As a member of the probationary review committee for Professor Ann Weiss, I am also excited to see her move to the third year of her tenure process. She makes accounting so clear and understandable for her students that I wish my son had a chance to learn from her prior to attending a four-year university. Professor Weiss is constantly looking to improve her teaching which already has earned high marks. Thank you for your consideration of these excellent faculty members.

Sincerely, Peter Rex, Professor, Political Science

## BOARD SPECIAL COMMITTEE LIAISON REPORTS

- ACT Legislative Action Committee (LAC): Steven Drew, Jeff Davis
  - Trustee Drew reported:
    - Sen. Hunt shared with him the good news that SBCTC items in the House and Senate budgets are being funded in the Legislative Conference Budget.
- Board Finance Committee: Rozanne Garman
  - Trustee Garman reported:
    - There was no Board Finance Committee meeting.
- Foundation Board: Judy Hartmann
  - Trustee Hartmann reported:
    - There are several upcoming planning meetings regarding further outreach by Foundation.

## REPORT FROM THE COLLEGE PRESIDENT

- Dr. Stokes called on the ASB President and Union President for their reports:
  - ASB President Vinnie Nguyen reported the following:
    - 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.
      - 141 students participated during January 21-February 21, 2022; of which 89 were full-time and 52 were part-time
      - Survey on Academic Satisfaction: 11 of 20 who gave a rating of 1-6 expressed instructional challenges

- Survey on Online Learning Difficulties: financial and distraction challenges continue to impact students
- Communication Improvements: the preferred form of communication is SPSCC emails.
- Recommendation: Enhance financial support awareness on campus
- Suggestion: Partner with the ASB Senate to host a financial aid awareness week
- Recommendation: Further assessment of student feedback regarding classroom experiences
- Suggestion: Hold a follow-up meeting with Dr. Andreas and the Deans to evaluate survey results
- Update from Fall Quarter 2021:
  - Recommendation: extend tutoring hours
  - Action: Tutoring Center offers hours on Saturdays
  - Result: less than two comments regarding tutoring services (Winter Quarter 2022)
- Faculty Union President Dr. CJ Dosch reported the following:
  - Faculty is generally doing well. It has been a long and exhausting two years or so, which made the Union more necessary in the faculty life.
  - Two big Union work on campus: working with administration on spring quarter protocols/transition out of COVID-19; and addressing morale issues coming out of COVID-19 and the impact of declining enrollments on workload, specifically how it affects part-time faculty.
  - Celebrating colleagues and peers—congratulations to all the tenure candidates and recipients of the Exceptional Faculty Awards and Sabbatical Leave Requests.
- Dr. Stokes reported the following:
  - We are enrolling students for spring quarter and have fairly good numbers.
  - We are two months away from the ctcLink conversion.
  - The college will continue to require masks indoors through the end of winter quarter, and beginning March 26 masks are optional inside SPSCC facilities.
  - All of the CTC items requested are being funded in the conference budget, including salary increases for faculty, classified staff, and exempt staff—funding split: 85% State and 15% Tuition.
  - He noted the Capital Facilities Update and the President's Outreach/Professional Development/Advocacy List that were sent to the trustees.

## BUDGET & FINANCE

### Enrollment Update & Impact on Revenues

Dr. Tysha Tolefree, Vice President for Finance and Operations, provided an enrollment update and impact on revenues.

The projected revenues as compared to budgeted revenues are under target by \$772,000. The pandemic's impact on the economy has negatively affected our projected revenues. The negative revenue variance is largely due to a 7% decrease in state funded tuition and a 13% decrease in Running Start tuition, and offset by \$993,000 in state funded allocations.

Initial FTEs for FY22 were budgeted at a 5% decrease for state funded and international contracts tuition and a 2% increase in Running Start tuition as compared to FY21.

Actual FTEs for summer and fall quarters resulted in a 10% decrease as compared to FY21 for the same period, and anticipating similar outcomes for the remaining quarters, the winter and spring enrollment projections were also adjusted. It is expected that the current level of lower enrollments may persist through the end of this fiscal year.

#### College/Foundation Agreement

Dr. Stokes explained that the new/revised Agreement between South Puget Sound Community College and the College Foundation would be presented for the Board's first reading only, with no Board action. The Agreement will probably be presented two more times (summer and fall).

Trustee Drew recommended to standardize the word "College" throughout the document, changing lower case to upper case. Other changes: Remove language referencing the Percival Creek LLCs and reduce the value of all space and equipment, supplies, personnel, and other services...to \$700,000.

#### POLICY

##### 2022-2023 Board of Trustees Officers

The Board Chair will appoint a nominating committee to submit recommendations for the 2022-2023 Board officers for election in May.

It was moved by Trustee Drew and seconded by Trustee Mah **THAT THE BOARD OF TRUSTEES APPROVE THE APPOINTMENT OF THE NOMINATING COMMITTEE (CHAIR DAVIS AND TRUSTEE HARTMANN) TO SUBMIT RECOMMENDATIONS FOR THE 2022-2023 BOARD OFFICERS FOR ELECTION IN MAY. THE MOTION CARRIES.**

##### Exceptional Faculty Awards–Winter Quarter

The Faculty Awards Committee reviewed the applications for the Winter Quarter 2022 Exceptional Faculty Awards. Vice President for Instruction Dr. Michelle Andreas presented the Faculty Award Committee's recommendations in TAB 5 for Board action.

**Office Technology Program Update****Heather Maye, Jennifer Evans, Jeanine Preuss, and Amy Ledgerwood****Exceptional Faculty Award Amount: \$4,500**

Proposal: The Office Technology and Administration (OFTEC) department had a visioning event that led to a program update to meet the needs of local employers. Most of the courses had some content changes, but there are three critical classes with major content changes impacting the current curriculum. These courses will be taught in fall of 2022 and need to be updated before other courses in the program. The revised courses are Digital Productivity Tools - OFTEC 125, Microsoft Word 1- OFTEC 136, and a brand-new course, Leadership in Office Administration - OFTEC 261. Creating and revising the content for all these courses will take time and energy beyond the typical requirements of faculty duties as these courses will need to be finalized before fall 2022.

**Faculty Peer Coaching and Observation Program****Heather Williams and Jennifer Berney****Exceptional Faculty Award Amount: \$7,130**

Proposal: The proposed activity is a faculty peer coaching and observation program to be piloted in spring 2022. Faculty members at all stages have often expressed a desire to get more meaningful feedback on their teaching. While we have a schedule of observations built into the tenure and post-tenure processes, the focus is on evaluative and formal feedback. Additionally, contingent faculty do not have any formal peer observation opportunities...Anticipated results of this pilot project are two-fold. For the participating instructors, anticipated results include improved student learning through a faculty focus on instructional practice as well as increased collegiality through formal trust and relationship building embedded in the process. On a larger scale, we anticipate that this pilot will allow us to build a meaningful long-term peer coaching and observation program and develop tools to support current processes such as TECs and PRCs.

It was moved by Trustee Drew and seconded by Trustee Mah, **THAT THE BOARD OF TRUSTEES APPROVE THE TWO PROPOSALS FOR EXCEPTIONAL FACULTY AWARDS AS PRESENTED IN TAB 5: 1) AWARD OF \$4,500 TO HEATHER MAYE, JENNIFER EVANS, JEANINE PREUSS, AND AMY LEDGERWOOD FOR THE OFFICE TECHNOLOGY PROGRAM UPDATE; AND 2) AWARD OF \$7,130 TO HEATHER WILLIAMS AND JENNIFER BERNEY FOR THE FACULTY PEER COACHING AND OBSERVATION PROGRAM. THE MOTION CARRIES.**

**Sabbatical Leave Requests**

The Faculty Awards Committee reviewed the applications for Sabbatical Leave Requests for the 2022-23 academic year. Dr. Michelle Andreas presented the Faculty Award Committee's recommendations in TAB 6 for Board action.

**Julie Williamson's sabbatical application information:**

Request: Two quarters of sabbatical leave during winter and spring quarters of the 2022-23 academic year to have time to develop knowledge and skills in interrelated areas of the affective domain in learning with the purpose of supporting student success and reducing barriers for non-native and "non-standard" speakers of American English. She believes this

time would be as an educator meaningful in her growth and as a contributor to the campus community. There are 5 components:

- a. Linguistic Diversity and impact of linguicism on student success and self-perception;
- b. Trauma Informed Pedagogy; c. Foreign Language Anxiety; d. Language study for re-immersion and experiential learning; and e. Qualitative research skills course.

She is hopeful that her work in the area of foreign language anxiety and trauma informed pedagogy would support not only her students in their ability to overcome learning barriers, but College wide efforts to provide a broader based of faculty who understand trauma informed pedagogy.

**Joe Batt's sabbatical application information:**

Request: A one-quarter sabbatical leave during winter of 2022-2023 to update 2D and 3D design, painting, printmaking, and drawing courses to integrate design foundations with basic digital imaging skills which students will need to succeed. This would give them an advantage when taking digital media-based courses, such as digital photography. He will also take a college course to continue developing his digital media skills for teaching and art making, create an exhibition of digital mixed media work, and explore the possibility of a digital foundations course for art and film production students.

It was moved by Trustee Hartmann and seconded by Trustee Garman **THAT THE BOARD OF TRUSTEES APPROVE THE SABBATICAL LEAVE REQUESTS FOR JULIE WILLIAMSON FOR WINTER AND SPRING QUARTERS OF THE 2022-23 ACADEMIC YEAR; AND FOR JOE BATT FOR WINTER QUARTER OF THE 2022-23 ACADEMIC YEAR, AS PRESENTED IN TAB 6. 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 evaluation and progress reports. Committee reports for all probationary faculty were reviewed by the Board prior to the March meeting. The Board will consider the award or denial of tenure for third-year probationary faculty and renewal or non-renewal of contracts for first-year and second-year probationary faculty.

Probationary faculty members include the following:

**Third Year**

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

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 RICHARD DAHLEN, ABE-IBEST 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 CHANDRA MILLER-STARKS, PSYCHOLOGY PROFESSOR. THE MOTION CARRIES.**

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 JULIA TRUDE, MATHEMATICS PROFESSOR. THE MOTION CARRIES.**

It was moved by Trustee Garman and seconded by Trustee Drew **THAT THE BOARD OF TRUSTEES, IN LIGHT OF THE NEED FOR THE TENURE CANDIDATE TO PROVIDE ADDITIONAL MATERIAL AND BASED ON THE CANDIDATE'S ASSURANCE THAT THEY CAN SATISFACTORILY MEET THE REQUIREMENTS GIVEN THE ADDITIONAL TIME; AND HAVING REVIEWED THE WRITTEN RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE, THE TENURE CANDIDATE'S SELF-EVALUATION AND TENURE FILE, MATERIALS SUBMITTED TO THE BOARD OF TRUSTEES, AND THE INDEPENDENT RECOMMENDATION OF PRESIDENT STOKES, GRANT AN ADDITIONAL QUARTER OF PROBATIONARY TENURE TRACK EMPLOYMENT TO THIRD-YEAR CANDIDATE KAMARA TAYLOR THROUGH THE END OF FALL QUARTER 2022.**

**Second Year**

Ashraf Alattar	CIS and Computer Science
Leslie Chao	Biology
Jennifer Evans	Office Technology and Administration
Natalie Hobson	Mathematics
Heidi Kennedy	Nursing
Heather Maye	Office Technology and Administration
Sonja Purteman	Pre-Nursing
Ann Weiss	Accounting
Diana Wilcox	Nursing

It was moved by Trustee Mah and seconded by Trustee Drew **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATIONS OF THE PROBATIONARY REVIEW COMMITTEES AND REVIEWING THE TOTALITY OF INFORMATION, DIRECT THE PRESIDENT TO GIVE NOTIFICATION OF CONTRACT RENEWAL EFFECTIVE WITH THE 2022-2023 CONTRACT YEAR TO: ASHRAF ALATTAR, COMPUTER INFO SYSTEMS AND COMPUTER SCIENCE; LESLIE CHAO, BIOLOGY; JENNIFER EVANS, OFFICE TECHNOLOGY AND ADMINISTRATION; NATALIE HOBSON, MATHEMATICS; HEIDI KENNEDY, NURSING; HEATHER MAYE, OFFICE TECHNOLOGY AND ADMINISTRATION; SONJA PURTEMAN, NURSING ASSISTANT; ANN WEISS, ACCOUNTING; AND DIANA WILCOX, NURSING. THE MOTION CARRIES.**

**First Year**

Jason Barnett	Math
Chelsea Gustafson	Chemistry
Travis Knowles	Chemistry
Joy Platter	Cybersecurity & Network Administration
Jingyi You	Math

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 COMMITTEES AND REVIEWING THE TOTALITY OF INFORMATION, DIRECT THE PRESIDENT TO GIVE NOTIFICATION OF CONTRACT RENEWAL EFFECTIVE WITH THE 2022-2023 CONTRACT YEAR TO: JASON BARNETT, MATH; CHELSEA GUSTAFSON, CHEMISTRY; TRAVIS KNOWLES, CHEMISTRY; JOY PLATTER, CYBERSECURITY & NETWORK ADMINISTRATION; AND JINGYI YOU, MATH. THE MOTION CARRIES.**

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

Congratulations to everyone on their extraordinary student-centered work, remarkable quality of work and contributions, and for making such a great difference in our community. Thank you for all the work of the faculty members, committees and their support staff.

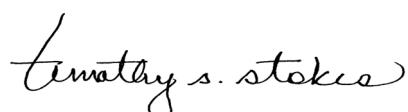
**EXECUTIVE SESSION** None.

**ADJOURNMENT** 3:36 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