

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

**Tuesday, May 10, 2022
Building 27-Percival Restaurant
South Puget Sound Community College
2011 Mottman Road, S.W.
Olympia, WA 98512-6292**

The meeting took place in person with a virtual option 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 2:30 p.m.

ROLL CALL

Trustee Jeff Davis, Trustee Doug Mah, 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 2:30 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 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. with no Board action, and the regular meeting reconvened at 3:00 p.m.

APPROVAL OF CONSENT AGENDA

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

A. ADOPTION OF MINUTES

- April 12, 2022 regular board meeting
- April 12, 2022 special board meeting (ACT Trustee Tuesday)
- April 12, 2022 special board meeting (Health & Wellness Center Ribbon Cutting)

B. MEETINGS AND CONFERENCES

- Faculty Tenure Reception, May 10, 2022
- ACT Spring Conference, May 19-20, 2022, Silver Cloud Hotel Tacoma

C. ANNOUNCEMENTS

- 2022 Commencement Ceremony, June 11, 10:00 a.m., The

Evergreen State College's Red Square

D. DATE OF THE NEXT BOARD MEETING

Regular Meeting

June 14, 2022

2:30-4:30 p.m.

South Puget Sound Community College

2011 Mottman Road, S.W.

Olympia, WA 98512-6292

SPECIAL INTRODUCTIONS

The All-Washington Academic Team program recognizes our state's 34 community and technical colleges' finest students. Two SPSCC students being recognized as members of the All-WA Team are Dianna Burch and Yuho Fujii. They were recognized at the Board of Trustees meeting and presented with their All-State medallion, certificate, and scholarship check.

Each All-WA member receives a Phi Theta Kappa (PTK) medallion and a \$250 scholarship from KeyBank. The top 16 students receive an additional \$750 from Washington State Employees Credit Union (WSECU) and the top three receive an additional \$1,000 from the Washington State Association of College Trustees. This year, the Washington Association of Community and Technical Colleges (WACTC) added a new \$2,500 scholarship, the *Jan Yoshiwara All-WA Scholar Award*, in honor of retiring State Board for Community and Technical Colleges executive director Jan Yoshiwara, which will be awarded to the top student.

This year's All-WA ceremony will be hosted virtually on SPSCC's YouTube channel and the college's [All-WA webpage](#) on May 12, 2022, at 12:00 p.m.

COMMENTS FROM THE AUDIENCE

- Due to the May 10 meeting taking place both in person and remotely, 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 other comments from the audience as well.

BOARD SPECIAL COMMITTEE LIAISON REPORTS

- ACT Legislative Action Committee (LAC): Steven Drew, Jeff Davis
 - Trustee Drew had no report.
 - Trustee Mah reported:
 - The upcoming ACT Spring Conference is designed so that we have a session where trustees can start to provide input to inform and complement the work of the State Board in terms of issues that we find significant. There will be discussions on equity; building an anti-racist institution; enrollment and how to address the challenges we are seeing in the data; brainstorming issues that trustees may have to forward to the state system legislative and budget agenda.

- Board Finance Committee: Rozanne Garman
 - Trustee Garman reported that they had a Board Finance Committee meeting on April 29 and noted the revenues for the third quarter is an 8% increase as compared to the same period in FY21. The surplus is partly due to a \$2M transfer from Reserves. We will be on track, around where we ended during the fiscal year 2021.
 - She noted that Dr. Tysha Tolefree will provide a complete third quarter financial report later in the meeting.
- Foundation Board: Judy Hartmann
 - Trustee Hartmann noted that Ben Shah, President of the College Foundation Board of Directors, will provide the Foundation annual report during the Study Session.

REPORT FROM THE COLLEGE PRESIDENT

- There were no reports from ASB President and Faculty Union President.
- ctcLink Day 2 today. Yesterday was a great day getting front-line staff onboarded. He called on Rip Heminway, Executive Information Officer, who gave an update on the May 9 ctcLink conversion. Rip provided and reviewed the report, ctcLink Go-Live Readiness.
- After re-opening the contract, the Faculty Union and Administration finalized and agreed on the COLAs and changing the date of the contract to be July 2021—June 2024. During the legislative session in 2022, they passed a 4.743% COLA for faculty so salaries are being adjusted to the new amounts beginning July 1, 2022.
- Spring Quarter enrollment: We are 8% down from last spring. The marketing campaign in March-August is targeting working adults and Running Start students. We are enrolling students for spring quarter and have fairly good numbers.
- He noted the Capital Projects Update and the President's Outreach/Professional Development/Advocacy List that were provided to the trustees.

BUDGET & FINANCE

Quarterly Financial Report

Vice President for Finance and Operations Dr. Tysha Tolefree reported on the third quarter of FY22 using the reports: 2021-22 Operating Budget (FY22) through March 31, 2022; Non-Operating Accounts Statement of Revenue & Expense Year-to-Date Through March 31, 2022; 2021-2022 Monthly Fee Report Through March 31, 2022; and Capital Budget Status for Month Ending March 31, 2022.

The total operating revenues for Q3 ending 3/31/22 was \$39.7M as compared to \$36.6M for FY21 during the same period, which is an 8% increase. The increase is in large part due to state allocations and a \$2M transfer from Reserves.

The total operating expenses for Q3 ending 3/31/22 increased for the same period in FY21 by \$1.2M. The negative variances for Q3 are largely due to salaries and wages;

goods and services; grants, benefits, and client services; and professional contracts. These negative variances are offset by the positive variances in employee benefits and equipment expenses totaling \$412K.

The non-operating revenues is \$10.5M, offset by expenses of \$9.5M, resulting in a net profit of \$957K YTD. The net profit is largely due to the consistent success of our CCE programs; net \$1.7M.

YTD revenues collected for technology fees, course fees, and parking fees are \$955K as compared to \$999K in FY21. The negative variance is largely associated with the lower enrollments during this fiscal year.

The total cost of the Health Education Building renovation project is \$5.9M. So far \$4.7M has been expended YTD, leaving \$1.2M to expend. The project is slated to be completed in May and be ready for allied health students in the fall.

We received \$4.56M in state allocations for facilities repairs. We have incurred expenses of \$100K YTD, and we plan to utilize a great portion of the remaining balance of the allocation in FY23.

STUDY SESSION

Foundation Annual Report

Ben Shah, President of the College Foundation Board of Directors, provided the 2021 Foundation Annual Report that highlighted Foundation's financial status during their fiscal year, 2021 activities, and 2022-23 plans and initiatives.

2021 Financial Status

- January 1, 2021-December 31, 2021: Revenue and support received was \$4.5M.
- Fund balance for all Foundation assets as of December 31, 2021 was \$16.4M.
- The Foundation provided \$1.3M in support to the college from January-December 31, 2021 in the following areas:
- Student scholarships, grants, and staff and faculty professional development grants: \$739,947
- College program support, including support of Athletics, Allied Health, Gallery and the Diversity, Equity, & Inclusion Center: \$91,435
- Operational, investment fees, and event expenses: \$478,234

Activities

- Foundation increased financial support for students and diversity initiatives including supporting the new Black Scholars Program.
- The Foundation reached the Student Success Campaign goal of \$11.2M at the end of 2021.
- Due to the COVID-19 pandemic, Foundation did a few things differently:
 - They canceled The Experience in 2021 but prioritized major gift conversations, which raised \$1.2M that week.

- They conducted Fall phone-a-thon with student volunteers and gratitude tours to the new lifetime circle inductees.
- They established a Legacy Circle to recognize donors who have given or notified the Foundation their intentions to give through estate plans. The Legacy Circle grew from 10 to 36 and major gift donations went from 49 to 79 given in 2021.
- They anticipate growth in numbers through phone-a-thons, The Party, and the community phase of the Campaign.
- The Clipper Scramble Golf Tournament raised \$70,000.
- Foundation created the Targeted Impact Fund and the Board Equity Action Team which are making investments towards closing the equity gap. The Fund invested in Black Scholars, IGNITE, part-time student scholarships, and vaccine incentive scholarships this year.

2021 Plans and Initiatives

- Celebrate the conclusion of the Student Success Campaign, the 60th anniversary of the college, and the 40th anniversary of the Foundation, with The Party, a large community celebration at the Center for Craft Brewing & Distilling.
- Host a Spring phone-a-thon, house parties and naming recognition celebrations.
- Partner with college departments to assist in college-wide fundraising and friendraising.
- Manage Craft Brewing and Distilling LLCs.
- Finalize Foundation Strategic Plan.
- Grow alumni network to support increased revenue and internship opportunities.

College Climate Survey

Parfait Bassalé, Executive Diversity Officer, outlined the requirements of SB 5227:

- SB 5227 Requiring diversity, equity, inclusion, and anti-racism training and assessments at institutions of higher education.
 - *Campus Climate Assessments*
 - Colleges shall each conduct a campus climate assessment every five years (at minimum) to understand the current state of DEI on campus for faculty, staff, and students.
 - Must post findings on public website.
 - *Listening & Feedback Sessions*
 - Colleges must conduct annual DEI listening and feedback sessions for the entire campus community.
 - Must compensate students for their participation and post findings on public website.
 - *DEI & Anti-racism Training*
 - Provide DEI/Anti-racism training to faculty, staff, and students.
 - Create an evaluation for the participants.
 - Share completed evaluations and other program information with SBCTC annually.
 - Post DEI training framework on public website.

He reviewed our implementation and preliminary results from the student, faculty, staff Campus Climate Survey:

- Campus Climate Assessments
 - Tool selection HERI (UCLA) – Spring 2021
 - Survey administration (every 3 years) – Fall 2021
 - Survey results – May 2022
- Listening and Feedback Sessions
 - Final results and discussions – Fall 2022
- DEI & Anti-racism Trainings
 - Training modules, rubrics, and evaluation tools – Spring 2022
 - Rollout – Fall 2022

He outlined the requirements of SB 5194:

- SB 5194 Providing for equity and access in the community and technical colleges.
 - Equitable Access and Community Outreach: culturally appropriate outreach program; opportunities for students from historically marginalized communities to work together to mentor and assist one another in navigating the educational system; includes communities of color, students with disabilities, neuro-diverse communities, and low-income communities; assist potential students to understand the opportunities available in the community and technical college system.
 - DEI Strategic Plans: cultural appropriate outreach; faculty diversity program; DEI definitions; peer mentoring strategies

He reviewed the following:

- DEI & Anti-racism Competencies: self-awareness and commitment to growth; cultivating mutually-beneficial and trusting relationships; inclusive excellence and advocacy; and measuring for success and improvement.
- DEI and Anti-racism Trainings and Rubric

After review and discussion of the implementation of SB 5227 and SB 5194, trainings and rubric, and accountability, it was decided by the Board to have a sub-committee (Trustee Mah and Trustee Hartmann) to look at the board policies to see where expectations can be incorporated in what the Board can do and codify these types of support of the DEI work.

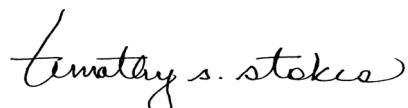
COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES None.

EXECUTIVE SESSION None.

ADJOURNMENT 4:46 P.M.



JEFF DAVIS, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE