

**South Puget Sound Community College  
BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
Tuesday, June 14, 2022  
Building 1-Room 194  
TwinStar Community Foundation Event Center  
4220 6<sup>th</sup> Ave. SE  
Lacey, WA 98503**

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 12:00 p.m.

**ROLL CALL**

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

**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 2:30 p.m. No action would be taken by the Board during the Executive Session.

**RECONVENE REGULAR MEETING**

The executive session concluded at 2:33 p.m. with no Board action, and the regular meeting reconvened at 2:33 p.m.

**APPROVAL OF CONSENT AGENDA**

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

**A. ADOPTION OF MINUTES**

- May 10, 2022 board regular meeting minutes
- May 10 board special meeting (Faculty Tenure Reception)
- May 19-20, 2022 special board meeting (ACT Spring Conference)

**B. MEETINGS AND CONFERENCES**

- ACT *Trustee Tuesday*, June 14, 2022, 8:00–9:00 a.m.

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

Regular Meeting  
~~September 13, 2022~~  
September 20, 2022  
2:30-4:30 p.m.  
South Puget Sound Community College  
2011 Mottman Road, S.W.  
Olympia, WA 98512-6292

## **SPECIAL INTRODUCTIONS**

In January 2021 the Board of Trustees adopted Resolution 21-04 to name Building 25 Boardroom the "Cindy K. Hough Boardroom" to acknowledge Cindy Hough's generous and continued support of the college. In honor of Cindy Hough's over 40 years of service to SPSCC and the Foundation, friends and family gathered on June 9, 2022 to celebrate the dedication of the Cindy K. Hough Boardroom. Cindy Hough gave her thanks and appreciation to the Board of Trustees for this honor and recognition.

## **COMMENTS FROM THE AUDIENCE**

- Due to the June 14 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
  - There was no report.
- Board Finance Committee: Rozanne Garman
  - Trustee Garman reported that they had a Board Finance Committee meeting on June 6. She noted that she appreciates the conservative approach to the college budget. She reported we have an overall decrease in revenues due to lower enrollments, while we have an increase in state allocations due to Guided Pathways funding.
- Foundation Board: Judy Hartmann
  - The Clipper Scramble Golf Tournament netted \$52,000 for scholarships.
  - The Foundation is busy planning for *The Party* scheduled in August to celebrate the conclusion of the Student Success Campaign, the 60th anniversary of the college, and the 40th anniversary of the Foundation.

## **REPORT FROM THE COLLEGE PRESIDENT**

- Dr. Stokes called on Dr. CJ Dosch, Professor and Faculty Union President, who read his report:
  - Good afternoon. Reports to the trustees this year have been generalized and this one may hold the course. In part, these broad reports are because the day-to-day work of the union this year has been contract monitoring, individual faculty representation, and long-term planning. Additionally, the

faculty and the faculty union have had a year. The constant adjustment in modalities, enrollments, and service over the past two years have come to an exhausting head. We are tired and this creates a paradoxical reality where faculty are simultaneously apathetic while on the verge of exploding, are both invigorated by our accomplishments and weary from endless change, are optimistic about future possibilities for our college and cynical about how we get there together.

I sat down this week to summarize the work of the union this year and to share highlights and hopes, but the honest truth is that the work of this past year is a blur of conversations, committees, and compromises. It's a year of countless little things that kept the machine oiled with a few bigger moments tossed in: updates to COLAs, contract date updates, adding 5 new faculty conversion lines, getting adjunct faculty committee work opportunities, working out the Professor Emeritus details, and updating our local bylaws to reflect contemporary times.

During a non-pandemic year, I'd welcome a year like this. As we think about next year, we know the shifts in enrollment and student modality preferences will require a more refined agreement around remote work, residential expectations, and campus presence. As a legislative budget year, we will be lobbying for ways to address compensation for higher education and pay equity (equal work for equal pay between FT/PT and how we work with the flawed high demand money). We also know that as enrollments waiver that we'll be working to protect the livelihoods of our faculty, their health benefits, and the future of the college.

The faculty and our union are proud to be part of an institution that is being recognized by the Aspen Institute for its great work toward student retention, success, and access. We look forward to continuing that work for students even as we work to remind the college of the work still needed to be equally successful in the retention, success, and equitable opportunities for faculty and staff. Much of the work the past few years is the result of labor and leadership working together toward shared goals, but such goals cannot continue to be met without the strong support and retention of the faculty and staff who have helped transform the institution. This concludes my report.

- Dr. Stokes called on Vinnie Nguyen, ASB President, who gave the following report:
  - She introduced the incoming ASB President for 2022-23: Joshua Coetzee.
  - The Senate administered the Student Senate Spring 2022 Survey to learn about student experiences and resource needs for priorities and improvement areas.
    - 83 students participated during April 19-May 20, 2022; of which 52 were full-time and 31 were part-time
    - Survey on Academic Satisfaction: 93% of students were satisfied with their needs being met for academic success
    - Survey on Learning Difficulties: Financial and distraction challenges continue to impact students
    - Areas of Focus:
      - financial challenges
        - suggestion: provide students with assistance regarding financial and housing insecurities (welcome week/resource fairs)
      - enhancing resources regarding degree requirements and transfers
        - suggestion: improve communications between advisors/educational planners and students (frequent emails)
  - Food Pantry
    - Summer hours starting in July: Tuesday 4:00-6:00 p.m.
    - Spring: 241 visits
    - Total for the year: 644

- The Board will carry out its tradition of having a Percival Brick engraved and installed in the Percival Plaza to recognize Vinnie Nguyen as the 2021-2022 ASB President.
- The Aspen Institute Team will visit the college on September 13-14, 2022. He requested the Board to consider re-scheduling their September 13 Board meeting.
- He noted the President's Outreach/Professional Development/Advocacy List that were provided to the trustees.

## POLICY

### Faculty Award/Denial of Tenure and Contract Renewal/Non-Renewal

The Probationary Review Committees have completed their activities and prepared evaluation and progress reports. Committee reports were reviewed by the Board prior to the June meeting for: Kamara Taylor, Psychology Professor; and Cass Manalastas, Counselor.

It was moved by Trustee Garman 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 EFFECTIVE WINTER QUARTER 2023 TO KAMARA TAYLOR, PSYCHOLOGY PROFESSOR. THE MOTION CARRIES.**

It was moved by Trustee Hartmann 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, DIRECT THE PRESIDENT TO GIVE NOTIFICATION OF CONTRACT RENEWAL EFFECTIVE WINTER QUARTER 2023 TO CASS MANALASTAS, COUNSELOR. 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 presidential evaluation was very similar to previous years in that it was outstanding on every level. He said that it has been a tumultuous couple of years, but in listening to the ASB report, the Faculty Union report, and the Aspen Institute's recognition of SPSCC as one of the Top Ten finalists, the College is doing very well under the circumstances. Everybody has contributed to that, but the Board also recognizes "that there is someone at the helm all along, guiding the ship to come out of the storm very well." He added that the Board cannot thank Dr. Stokes enough for being here, being part of the system, and helping all of us along.

A few expressions of thanks and appreciation from the trustees included:

- ...his leadership and commitment to embedding diversity, equity, and inclusion into the fiber of the institution; and doing extremely well in student successes and DEI successes;
- ...the attention he gives to the college Strategic Plan and priorities;
- ...his ability to interact well and willingness to work with the other college presidents in the system in a variety of roles

They also noted the Aspen top ten ranking is a huge acknowledgment of the work that our team is doing and the recognition that SPSCC is considered a leader within the system itself because of everything we are doing as a college.

It was moved by Trustee Mah and seconded by Trustee Hartmann **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, 2025, A 3.25% COLA THAT WAS ALLOCATED BY THE LEGISLATURE FOR ALL STATE EMPLOYEES FOR THE 2022-2023 FISCAL YEAR, AND A ONE-TIME \$5,000 CONTRIBUTION TO THE PRESIDENT'S SUPPLEMENTAL RETIREMENT CONTRIBUTION, TO BE ADDED TO HIS CURRENT \$10,000 ANNUAL CONTRIBUTION. THE MOTION CARRIES.**

Election of Board Officers

Trustee Drew and Chair Davis worked together as the nominating committee to submit recommendations for the 2022-23 Board officers for election.

It was moved by Trustee Hartmann and seconded by Trustee Mah **THAT THE BOARD OF TRUSTEES APPROVE THE BOARD NOMINATING COMMITTEE'S RECOMMENDATION FOR 2022-23 TO ELECT ROZANNE GARMAN AS BOARD CHAIR AND STEVEN DREW AS BOARD VICE CHAIR. THE MOTION CARRIES.**

## **BUDGET & FINANCE**

### 2022-23 Services & Activities Fee Budget

Dean of Student Engagement & Retention Jennifer Manley, introduced Morgan Opdahl, ASB Vice President of Finance and S&A Fee Committee Budget Chairperson, who presented the list of allocations for the 2022-23 Services and Activities Fee Budget. The S&A budget allocation for 2022-23 was set at \$1,300,000 based on prior year actual S&A revenue collection, projected revenue from anticipated enrollments and new legislative increases in tuition and fees. The S&A Budget Committee considered funding requests totaling \$1,476,810.60 from 29 different student programs.

A few things to note:

- The proposed 2022-2023 budget includes a \$73,576.85 contingency line item for supplementary allocations to S&A budgets that experience shortfalls or unforeseen needs.
- All departmental budgets that support student employment were revised to allow for minimum wage increases in FY23.
  - Student Clubs: The club budget model allows for equal funding for all clubs.
  - DEIC: Increase in Peer Mentor student employment positions.

It was moved by Trustee Mah and seconded by Trustee Garman **THAT THE BOARD OF TRUSTEES APPROVE THE 2022-23 SERVICES AND ACTIVITIES FEE BUDGET AS RECOMMENDED AND PRESENTED IN TAB 5. THE MOTION CARRIES.**

#### Fiscal Year 2023 (FY23) Operating Budget

Vice President for Finance and Operations Dr. Tysha Tolefree presented the first reading of the FY23 Operating Budget using the reports: FY23 Revenue Projections; Executive Team Budget Deliberations for FY23; Initiatives Funded in FY23 Budget; Staffing; and Approved New Equipment for FY23 Budget.

She reported, while the tuition rate is increasing 2.4%, overall tuition paying enrollment is budgeted at a decrease of 5% for FY23, resulting in a projected decrease in revenues of 10%. International Contract tuition is expected to remain below historical targets. Running Start enrollment is budgeted down 2%, resulting in an overall decrease in revenues of 8%. The state allocation has increased from FY22 by 7%, largely due to Guided Pathways funding of nearly \$1.1M and COLA increases for Faculty, Classified staff, and Exempt staff, resulting in an additional \$1.2M in projected salary expense (15% from SPSCC, 85% from state allocation). The budget relies very little on COVID funding from the Department of Education (DOE), as this is a one-time funding (an automatic extension granted from DOE through 5/23).

**COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES** None.

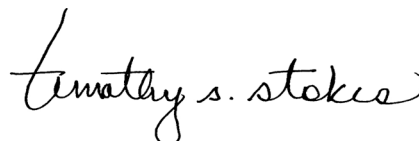
**EXECUTIVE SESSION** None.

**ADJOURNMENT** 3:57 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