

**South Puget Sound Community College  
BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
Tuesday, September 20, 2022  
Building 25-Boardroom  
South Puget Sound Community College  
2011 Mottman Road, S.W.  
Olympia, WA 98512-6292**

**CALL TO ORDER**

Board Chair Rozanne Garman called the meeting to order at 2:30 p.m.

**ROLL CALL**

Trustee Rozanne Garman, Trustee Jeff Davis, Trustee Doug Mah, Trustee Steven Drew, and Trustee Judy Hartmann (attending virtually), 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 Davis, and carried **THAT THE FOLLOWING CONSENT AGENDA ITEMS BE APPROVED:**

**A. ADOPTION OF MINUTES**

- June 14, 2022 special board meeting
- June 14, 2022 regular board meeting
- August 20, 2022 special board meeting

**B. MEETINGS AND CONFERENCES**

- Ribbon Cutting and Open House: Dr. Angela Bowen Center for Health Education, October 11, 2022, 5:00 p.m.
- ACCT Leadership Congress, October 26-29, 2022, New York
- ACT Legislative Action Committee Retreat, November 17, 2022, SeaTac
- ACT Fall Conference, November 18, 2022, SeaTac

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

Regular Meeting  
October 11, 2022  
2:30-4:30 p.m.

South Puget Sound Community College  
2011 Mottman Road, S.W.  
Olympia, WA 98512-6292

**E. WASHINGTON STATE AUDITOR'S REPORT (TAB 1A)**

- The Washington State Auditor completed their audit of the College's Financial Statements Audit for the period July 1, 2020 through June 30, 2021. The audit report was reviewed by the Board in advance. Board approval of the September Consent Agenda indicated Board acceptance of the Washington State Auditor's College Financial Statements Audit Report.

Dr. Tysha Tolefree, Vice President for Finance and Operations, reported that the audit was completed in June. There were no material findings. They plan to conduct an internal control risk assessment for the college this year as part of the auditor's recommendation.

**COMMENTS FROM THE AUDIENCE** None.**BOARD SPECIAL COMMITTEE LIAISON REPORTS**

- ACT Legislative Action Committee (LAC): Doug Mah, Jeff Davis
  - Trustee Mah reported:
    - They are getting ready for the ACT Legislative Action Committee Retreat on November 17.
    - The State Board's biennium budget requests for which ACT and system-wide colleges would advocate:
      - 2023-25 Capital Budget Request (\$1.7B)
        - SPSCC has no item but would benefit from the top seven priorities on the list around statewide design and construction.
      - 2023-25 Operating Budget Request:
        - Competitive Compensation (\$157M)
        - Equity, Diversity and Inclusion (\$26M)
        - Workforce Development Programs (\$77M)
        - Learning Technology (\$93M)
- Board Finance Committee: Steven Drew
  - Trustee Drew reported:
    - The Board Finance Committee (Dr. Stokes, Dr. Tolefree, Board Vice Chair Drew) met on September 6 to review the Fiscal Year-End June 30 Reserves Report:
    - There was some fluctuation in the accounts payable and accounts receivable balances, coinciding with the college conversion to ctcLink.
    - Overall, there is not a huge difference in the cash balance from last year (about \$1.4M less).
    - The current operating reserves balance is forecast at little over \$3M.
    - We are looking to allocate some of this money into a revised budget request.

- Foundation Board: Judy Hartmann
  - Trustee Hartmann reported “big bucket” spending highlights from the 2021 Foundation Annual Report:
    - 71% - student scholarships (over \$739,000 in student scholarships)
    - 13% - grants
    - 11% - college support
    - 5% - faculty

## REPORT FROM THE COLLEGE PRESIDENT

- Dr. Stokes called on Jason Salcedo, English and Humanities Professor and Faculty Senate coordinator, who reported:
  - Faculty Senate has been in hiatus during COVID-19 pandemic, but is back in full swing. There was a great turnout of over half of the fulltime faculty and some adjuncts for their spring election. The following are the elected Faculty Senate coordinators:
    - Jason Salcedo, English Professor
    - Michael Gray, Film and Media Studies Professor
    - Angela Kirkendall, Accounting Professor
  - Faculty Senate’s purview is everything non-contractual.
  - Faculty Senate goals include the following:
    - Rebuild their administrative structure
    - Recruit five division representatives
    - Assign Senate Liaisons to handle ad-hoc projects
    - Work with administration on Guided Pathways
    - Work side-by-side with the Faculty Union
    - Help integrate new faculty (i.e., Fall Meet & Greet)
    - Work together with the Student ASB and jointly report progress
- Dr. Stokes called on Joshua Coetzee, ASB President, who reported:
  - They have a full ASB team this year.
  - They are working on the revival of student engagement in club activities and sports.
  - They are working on better communication between faculty and students.
  - The Food Pantry is open.
  - The Student Survey will be open October 10-November 7.
- Dr. Stokes reported:
  - The college state enrollment is down 12%; Running Start is down 15%, which is significantly lower than we anticipated. That will certainly use our excess revenue remaining. We are looking into this to see what is causing the decline.
  - We had a great site visit from the Aspen Institute on September 13-14. He sent the board an email on the Aspen visit wrap-up.
  - High-Demand Program Funding:
    - The State Board awarded the College a total funding of \$220,000 for our Cybersecurity and Network Administration program

- (15 FTEs; \$135,000 FTE funding; +\$85,000 Equipment funding = \$220,000 total funding)
- Nursing program: SPSCC will be allocated 15 FTEs totaling \$138,528 and also allocated \$327,000 to purchase simulation equipment
- He noted the President's Outreach/Professional Development/Advocacy List and Personnel Update that were provided to the trustees.

## POLICY

### Board Policy

In August, the Board reviewed proposed amendments to Board Policy 113: Code of Ethics, as drafted by Trustees Mah and Hartmann. Each trustee had an opportunity to edit the proposed draft. The Board received a copy of the updated draft of the Board Policy 113: Code of Ethics, which will be presented for Board approval.

The Board's current draft proposal:

#### E. Fairness

Trustees manifest a commitment to justice, the equal treatment of individuals, and ~~the acceptance of~~ **embrace** diversity. They are open-minded and willing to admit error and willing to change their positions or beliefs when that is appropriate.

Trustee Hartmann's proposed verbal amendment:

#### E. Fairness

Trustees manifest a commitment to justice, ~~and~~ the equal treatment of individuals, ~~and the acceptance of~~ **Trustees embrace** diversity. They are open-minded and willing to admit error and willing to change their positions or beliefs when that is appropriate.

For the second sentence, Board Chair Garman suggested, "Trustees **are committed to embracing** diversity" or "**Trustees commit to embracing diversity**." Trustees agreed on the latter.

Board Chair Garman read the following section with the amendments:

#### E. Fairness

Trustees manifest a commitment to justice **and** the equal treatment of individuals. Trustees **commit to embracing** diversity. They are open-minded and willing to admit error and willing to change their positions or beliefs when that is appropriate.

It was moved by Trustee Mah, seconded by Trustee Davis and passed, **THAT THE BOARD OF TRUSTEES APPROVE POLICY 113 AS PRESENTED AND WITH THE VERBAL AMENDMENTS TO SECTION 1E. FAIRNESS, AS STATED BY TRUSTEES HARTMANN AND GARMAN. THE MOTION CARRIES.**

There was discussion on the definition and whether or not it is more appropriate to use the word "equitable" to replace the word "equal". Trustees agreed on the former.

Board Chair Garman read the following statement with the amendment:

E. Fairness

Trustees manifest a commitment to justice and the ~~equal~~ equitable treatment of individuals. Trustees commit to embracing diversity. They are open-minded and willing to admit error and willing to change their positions or beliefs when that is appropriate.

It was moved by Trustee Mah, seconded by Trustee Drew and passed, **THAT THE BOARD OF TRUSTEES APPROVE POLICY 113 AS PRESENTED AND WITH THE VERBAL AMENDMENT TO SECTION 1 E. FAIRNESS. THE MOTION CARRIES.**

**BUILDINGS AND GROUNDS** No Report.

**BUDGET & FINANCE**

FYE22 Reserves Report and FY23 Budget

Dr. Tysha Tolefree, Vice President for Finance and Operations, provided the Reserves Report as of June 30, 2022, which listed assets, liabilities, cash balance, dedicated and non-dedicated reserve balances, FY22 Operating Budget, and the Board's emergency reserves policy. The Reserves Report is a snapshot in a certain point in time. She also reported the following:

- Overall the cash balance did not fluctuate much from last year (about \$1.4M less).
- The current operating reserves balance is in excess of \$3M.
- They have had an Accounts Receivable position open since May, and the Director of Budget and Fiscal Services position is still open.
- There was much fluctuation in the balances of accounts receivables and accounts payables. Given that the college converted to ctcLink just before year-end, the accounts payable balance largely reflects accrued for items not yet received and the accounts receivable balance largely reflects payments that have yet to be applied to open balances.
- Overall they are catching up, and the year-end report looks good.

Dr. Tolefree detailed the expense list and presented a one-time reserve expenditure request for Board approval:

- Craft Brewing & Distilling: \$ 774,000
- Miscellaneous Other: \$ 326,000
- Student Housing: \$ 250,000
- Total request: \$1,350,000

It was moved by Trustee Mah and seconded by Trustee Davis, **THAT THE BOARD OF TRUSTEES APPROVE THE FY23 BUDGET -- ONE-TIME EXPENDITURE REQUEST AS PRESENTED IN TAB 4. THE MOTION CARRIES.**

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

- Board Chair Garman noted Former Trustee Carolyn Keck passed away recently. She served as a Trustee from 1992-1998. She and her late husband, Dr. Charlie

Keck, were active supporters of the Foundation since 1992, including establishing the Keck Family Endowed Scholarship in Allied Health. A Celebration of Life will be on September 24.

- Congratulations to everyone for their hard work getting us to the Aspen interview and on the Top 10 list—what an incredible honor.

**EXECUTIVE SESSION** None.

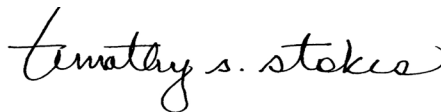
**ADJOURNMENT** 3:37 P.M.

Marriya Wright, Dean of Allied Health & Nursing, led a tour of the Dr. Angela Bowen Center for Health Education.



---

ROZANNE GARMAN, BOARD CHAIR  
SOUTH PUGET SOUND COMMUNITY COLLEGE



---

TIMOTHY STOKES, SECRETARY  
SOUTH PUGET SOUND COMMUNITY COLLEGE