

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

**Tuesday, October 11, 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 Doug Mah, Trustee Steven Drew, and Trustee Judy Hartmann were present. Trustee Jeff Davis was absent. Rick Brady, Assistant Attorney General (AAG), Education Division, was present on behalf of Elizabeth McAmis, AAG.

APPROVAL OF CONSENT AGENDA

It was moved by Trustee Drew, seconded by Trustee Hartmann, and carried **THAT THE FOLLOWING CONSENT AGENDA ITEMS BE APPROVED WITH THE CORRECTED NOVEMBER MEETING DATE:**

A. ADOPTION OF MINUTES

- September 20, 2022 regular 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

November 20 **15**, 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 None.

BOARD SPECIAL COMMITTEE LIAISON REPORTS

- ACT Legislative Action Committee (LAC): Doug Mah, Jeff Davis
 - Trustee Mah reported:
 - No update on the ACT LAC meeting.
- Board Finance Committee: Steven Drew
 - Trustee Drew reported:
 - The Board Finance Committee did not meet, but members reviewed the budget and finance reports. He deferred the detailed reporting to Dr. Tysha Tolefree during the Budget and Finance portion of the agenda.
- Foundation Board: Judy Hartmann
 - Trustee Hartmann reported:
 - At a recent Foundation Board of Directors meeting, she discussed the recent addition of DEI language that the Board of Trustees made to the Board's Code of Ethics policy. There was great interest among the Foundation board president and directors and the Equity Action Team committee chair, so a copy of the updated Code of Ethics policy was provided to them, along with the background information that Trustees Mah and Hartmann used to update the policy.
 - They had a final report-out of the active part of the Student Success Campaign, which is winding down. They have \$2.9M in grant requests out. A recent update is the Cowlitz Tribe's donation of \$100,000 to SPSCC.
 - Maybe in the near future the Board of Trustees could have a similar report-out that the Foundation Board had.
 - They will begin work on the Foundation Strategic Plan.

REPORT FROM THE COLLEGE PRESIDENT

- Dr. Stokes introduced Rick Brady, Assistant Attorney General (AAG), Education Division, present on behalf of our AAG, Elizabeth McAmis.
- Dr. Stokes called on Jen Gilliard, Dean of Social Sciences and Business, who introduced herself.
- Dr. Stokes called on Joshua Coetzee, ASB President, who reported:
 - They opened the student survey on student experience today and will be open through November 7.
 - The Food Pantry is open three days a week.
 - There is significant interest in new student club applications.
- Dr. Stokes reported:
 - The 10th day enrollment report shows the college state enrollment was down 10%, Running Start was down 12%, and International up by 40 students. We ran a large Running Start campaign, but even running that, we are still down 12%. There is enrollment decline throughout the state.

- Congratulations to Kati Sagawa, Director of Strategic Communications, for being recognized as district Communicator of the Year by our national community college marketing association. She is also now one of 7 finalists for National Communicator of the Year. That recognition will be decided in the spring.
- He noted the President's Outreach/Professional Development/Advocacy List that was provided to the trustees. He added that he was unable to attend the Equity Coalition meeting.

POLICY

Adoption of Policy Changes

The Board of Trustees retains the authority to adopt, amend or repeal policies for the governance of the college and the conduct of the business of the Board of Trustees. Dr. Tysha Tolefree, Vice President for Finance & Operations, presented changes proposed to two policies:

Policy 108: Function, Purpose, and Authority of the Board of Trustees--

K. To enter into major contracts ~~for amounts in excess of \$350,000~~ ~~\$500,000~~
~~and in excess of \$1,000,000 for Corporate & Continuing Education (CCE).~~

Policy 110: Delegation of Authority to the President--

F. To sign contracts ~~for amounts less than \$350,000~~ up to \$500,000 and up to \$1,000,000 for Corporate & Continuing Education (CCE).

An issue was raised that the policy language does not make a distinction whether it is an obligation for financial expenditure or an obligation for service in exchange for revenue. After discussion and clarification, amendments were made to the proposed policies.

It was moved by Trustee Drew, seconded by Trustee Mah and passed, **THAT THE BOARD OF TRUSTEES APPROVE THE FOLLOWING AMENDMENTS:**

- Policy 108: Function, Purpose, and Authority of the Board of Trustees--
K. To enter into ~~major expense~~ contracts ~~for amounts in excess of \$350,000~~ ~~\$500,000 and in revenue contracts in excess of \$1,000,000 for Corporate & Continuing Education (CCE).~~
- Policy 110: Delegation of Authority to the President--
F. To sign ~~expense~~ contracts ~~for amounts less than \$350,000~~ up to \$500,000 and for revenue contracts up to \$1,000,000 for Corporate & Continuing Education (CCE).

BUILDINGS AND GROUNDS No Report.

BUDGET & FINANCE

Budget Closeout

Dr. Tolefree reported on the FYE22 budget closeout (operating revenues, expenses, and overall performance):

- Total operating revenues: \$45.1M (7% increase compared to FY21)
- Total local revenues: \$18.6M (\$562K decrease compared to FY21)
- Total operating expenses: \$41.2M (6% increase compared to FY21). Relative to the FY22 budget, the total operating expenses were \$2.4M less than initially projected (budget was \$43.6M).
- Overall, the FY22 operating budget has a FYE net surplus of \$3.8M compared to \$3M in FY21 for the same period.
- The outcome of the FY22 operating budget is positive despite a decline in tuition operating fees, Running Start, and international student contracts, which were impacted by the pandemic.
- Continued enrollment decline is a risk they are monitoring and that they are anticipating some lost revenues in FY23 accordingly.
- Overall non-operating revenues: \$17.6M, offset by \$16.4M expenses, resulting in a net profit of \$1.2M for FYE22. The net profit is largely due to \$792K negative variance in miscellaneous fees offset by a positive variance of \$2M in CCE programs.

2022-2023 Grants and Contracts

Dr. Tolefree presented a list of grants and contracts secured through the State Board for Community and Technical Colleges, state agencies, and local partnerships. Contracts over \$1M have been highlighted in the FY23 Grants and Contracts report for Board approval.

Trustee Mah made a motion to approve the list of grants and contracts as presented in TAB 5, with a special note to the 5 contracts in excess of \$1M. Trustee Hartmann moved to re-consider the motion to reflect 4 instead of 5 contracts in excess of \$1M.

It was moved by Trustee Mah, seconded by Trustee Drew, **THAT THE BOARD OF TRUSTEES APPROVE THE FY23 GRANTS AND CONTRACTS AS PRESENTED IN TAB 5, NOTING SPECIAL APPROVAL OF THE 4 CONTRACTS IN EXCESS OF \$1M. THE MOTION CARRIES.**

COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES

- Trustee Mah noted the ACCT Leadership Congress in New York on October 26-29, 2022. He will be on the following panels: 1) Board Self-Assessment and CEO Evaluation, with Dr. Stokes; and 2) Meeting Students' Basic Needs, with Dr. Pelkey and Arlen Harris, SBCTC Legislative Director. Dr. James Chen will be in attendance as well, as the recipient of the 2022 ACCT Pacific Region Faculty Member Award, for his Study of Grit in College Students.

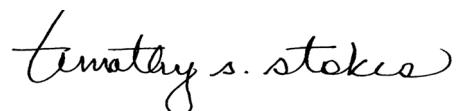
EXECUTIVE SESSION None.

ADJOURNMENT 3:32 P.M.

Following the Board meeting was the Ribbon Cutting and Open House for 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