

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

**Tuesday, December 13, 2022
Building 25-Boardroom**

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

CALL TO ORDER

On behalf of Board Chair Rozanne Garman, Vice Chair Steven Drew called the meeting to order at 2:30 p.m.

ROLL CALL

Trustee Steven Drew, Trustee Doug Mah, and Trustee Jeff Davis were present. Trustee Judy Hartmann and Trustee Rozanne Garman were 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 Mah, seconded by Trustee Davis, and carried **THAT THE FOLLOWING CONSENT AGENDA ITEMS BE APPROVED:**

A. ADOPTION OF MINUTES

- November 15, 2022 regular board meeting

B. MEETINGS AND CONFERENCES

- January 23, 2023 ACT Transforming Lives Awards Dinner, Olympia Hotel at Capitol Lake
- January 24, 2023 ACT Winter Legislative Contact Conference, Olympia Hotel at Capitol Lake

C. ANNOUNCEMENTS

- December 13, 2022 Ribbon Cutting for the Charlie Frank Black Box, Kenneth J. Minnaert Center for the Arts-Lobby, 4:45 p.m.
- January 10, 2023 Diversity, Equity & Inclusion Center Open House

D. DATE OF THE NEXT BOARD MEETING

Regular Meeting
January 10, 2023
2:30-4:30 p.m.

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

E. 2023-2024 BOARD MEETING SCHEDULE	(TAB 1A)
F. 2024-2025 COLLEGE INSTRUCTIONAL CALENDAR	(TAB 1B)

With the approval of the Consent Agenda, the Board also adopted:

- The 2023-24 Board Meeting Schedule as presented in TAB 1A.
- The 2024-2025 College Instructional Calendar as presented in TAB 1B.

COMMENTS FROM THE AUDIENCE None.

BOARD SPECIAL COMMITTEE LIAISON REPORTS

- ACT Legislative Action Committee (LAC): Doug Mah, Jeff Davis
 - Trustee Mah reported:
 - The ACT Trustee Tuesday was held this morning, with the topic: "Preparing for the 2023 Legislative Session: How Trustees Can Influence Effective Advocacy". This was to help prepare trustees to meet with local legislators. It is a lead-up to the January 24 ACT Winter Legislative Contact Conference when we start to coordinate and put forward the legislative message for the system.
 - We are anticipating the release of Governor Inslee's budget. The I-732 COLA increase in the Governor's budget appears to be funded at 8.9% in FY 24 and 4.9% in FY 25, for a 13.8% increase over the 2023-25 biennium. We request the 8.9% to be fully funded.
- Board Finance Committee: Steven Drew
 - Trustee Drew reported:
 - The Board Finance Committee met, and Dr. Tolefree would provide the detailed financial report.
- Foundation Board: Judy Hartmann
 - Tanya Mote, Foundation Executive Director, reported:
 - Sponsorship Opportunity for the 2023 Martin Luther King Jr. Lecture Event on January 13--all sponsorship revenue for this event goes to fund a MLK Scholarship at SPSCC to support student diversity and equity.

REPORT FROM THE COLLEGE PRESIDENT

- No Reports from Faculty Union President and Faculty Senate Coordinator.
- Dr. Stokes called on Joshua Coetzee, ASB President, who reported:
 - They had discussions on the student experience survey, and positive things are happening, with good initiatives for increasing Running Start enrollment.
 - They had discussions on student/faculty relations and forum to specifically address student/faculty issues. They are working with the Faculty Senate.
 - They had a Student Forum with the executive leadership on December 7.
 - The Food Pantry had its 2nd highest visits, with 462 this quarter.

- Other student initiatives: Grab & Go bags with 200 bags handed out; Winter Warmth Drive; Holiday gift card program of over \$2,000 for 15 families in need. They have been able to keep up currently and meet the demands.
- The students are excited about the upcoming Building 27-SUB revitalization project.
- Dr. Stokes reported that in November when the Board approved a reserve expenditure request for the college portion of the Child & Family Education Center flood remediation, there was a question about the increased building liability insurance. He called on Dr. Tysha Tolefree, Vice President for Finance & Operations, to give an update. Dr. Tolefree reported that she spoke with a Risk Management representative at DES regarding questions about potential coverage, personal insurance, property insurance, etc. The Boiler and Machinery insurance is up for renewal in January, so the college is looking at that comprehensively. The Master Property insurance that expires in June is expected to increase by 15%, which could be cost prohibitive for the college. She will review the policy information sent to her and update the trustees.
- He reported enrollment is looking better. We are down about 11% as of right now. We did find an issue with a ctcLink fall report, so that report is being revised and submitted to the State Board. It looks like we had about 65 additional FTE in the fall that were not coded correctly, so that will change the fall report a little bit. Winter enrollment is looking about where we anticipated. We are still working on a fairly significant marketing campaign that will run March through August/September that gets us in several new markets with the emphasis both in Running Start and working adults. Public Relations will use Pathways-focused language in marketing.
- He noted the President's Outreach/Professional Development/Advocacy List that was provided to the trustees.

POLICY

Bachelor of Science Degree in Computer Science

Dr. Andreas gave an update on our Bachelor of Applied Science (BAS) in Craft Beverage Management and Quality Assurance degree. We got approval from the State Board and submitted all the paperwork to the NWCCU, our accrediting body. We are unable to advertise until they give us the approval. She just got word back from our NWCCU liaison, and he believes that we will probably get approved in mid-January, so we can start advertising end of January/first of February.

She gave a brief background on the Computer Science degree. Computer Science graduates are not coming out of the universities in the numbers that are needed by the workforce. By statute, our system is only allowed to offer applied baccalaureate degrees. With serious financial and political help from Amazon, legislation got passed that gives us the ability to do one bachelor's degree—and it is B.S. in Computer Science. She gave huge kudos to Dr. Jason Selwitz, Dean of Applied Technology, for a brilliant job in trying to get a degree focus that meets the needs of local and regional

employers and in working in partnership with Grays Harbor College (that does not have full capacity, especially in the IT areas of courses), to offer a B.S. in Computer Science.

Dr. Selwitz acknowledged CIS Professors Ashraf Alattar and Michael Haensel for all their work on the program development, and also our new CIS Professor, Shruti More, who has been engaged in helping as well. He reviewed a PowerPoint presentation on the new B.S. degree that included: building on existing programs, critical program elements, supporting employer demand, community interest survey, fostering equity and inclusion, and economic development for the Pacific Mountain Workforce Development Region.

He explained our B.S. in Computer Science is building off of existing programs--the two legs of the stool: AS-T Option II and AA in CS (DTA/MRP) and the third leg of the stool: a new A.S. in Computer Science, that they are developing. The third leg will provide an on-ramp for students in our professional-technical degrees to basically get credit for the coursework they have completed or are completing at the 100/200-level, towards 30 credits of required electives for this undergraduate proposition at the associate level that feeds directly into the B.S. in Computer Science.

To leverage Senate Bill 5401, SPSCC and Grays Harbor College have collaborated to design and offer the B.S. degree to students within the PacMtn region to close the gap between regional job demand and local educational capacity. Faculty, staff, and administrators of both colleges chose to use Guided Pathways as the framework to inform their strategic planning and operations. SPSCC's pathway for Information Technology includes both transfer and professional-technical degree-related computer science, computer information systems, and cybersecurity-related degree programs. Students can pursue a broad spectrum of job and career opportunities in the field of computer science and information technology. Graduates will be able to meet high-demand, high-wage jobs/career opportunities in the region.

He reviewed the timeline and next steps, from Nov. 2022--BS in CS Statement of Need submitted to the SBCTC, to Sept. 2024--1st cohort of students to begin B.S. in Computer Science.

The College seeks Board approval of the B.S. degree in Computer Science and approval to continue with the development and process of implementing the degree.

It was moved by Trustee Davis and seconded by Trustee Mah **THAT THE BOARD OF TRUSTEES APPROVE THE BACHELOR OF SCIENCE DEGREE IN COMPUTER SCIENCE AND APPROVE THE COLLEGE TO CONTINUE THE DEVELOPMENT OF THE DEGREE AS PRESENTED IN TAB 3. THE MOTION CARRIES.**

Dr. Stokes tried to get direction from the trustees present whether or not the Board would want the college to move forward with the Gap Analysis study. The last Environmental Scan and Program Demand Gap Analysis was done in 2019. At the Board's summer retreat, there was a request for the college to do this study during spring quarter. After some discussion, the trustees present agreed that it would be best to delay the Gap Analysis to allow the college to focus its efforts on stabilizing ctcLink

and continuing with enrollment campaigns. They asked that Dr. Stokes inform trustees Garman and Hartmann of the plan and confirm their agreement to delay the study. He said that there will still be visioning events for Dental Assisting, Culinary, and several more to confirm our curriculum for the B.S. degree in Computer Science.

BUILDINGS AND GROUNDS No Report.**BUDGET AND FINANCE**

Quarterly Financial Report and Debt Service Report

Dr. Tysha Tolefree reported on the financial operation of the first quarter of the 2022-23 fiscal year and the debt service/capacity.

FY23 Q1 Operating Budget Overview:

- The overall results of the Q1 Operating Budget was a net positive variance of \$3M as compared to FY22 for the same period. The increase is in large part due to positive variances of \$2.1M in state allocations, \$672K in tuition operating fees and a \$1.2M transfer from Corporate and Continuing Education over the prior year.
- The total Operating Expenses for Q1 was \$8.75M as compared to \$7.79M for the same period in FY22. The negative variances for Q1 are largely due to salaries and wages, employee benefits, and professional service contracts.

FY23 Q1 Non-Operating Budget Overview:

- The overall results of the Q1 Non-Operating Accounts was a net of \$3.46M. Total revenues were \$7.2M, offset by expenses of \$3.82M. The net profit is largely due to the CCE, E-Learning, and student services fees.

Debt Service/Capacity

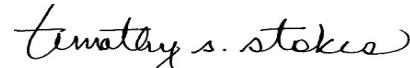
- As per the Financial Stability and Solvency policy, the aggregate debt contracted by the college will not exceed 7% of the preceding three-year average of operating revenues. Our FY23 annual debt service is \$2.1M, with a debt service limit of \$4.1M. Our unused debt capacity is currently at 50% for FY23, and void of additional debt servicing. Our capacity should remain the same for FY24.

COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES

- Happy Holidays to everyone.

EXECUTIVE SESSION None.**ADJOURNMENT** 4:14 P.M.

BOARD VICE CHAIR STEVEN DREW FOR
ROZANNE GARMAN, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE