

**South Puget Sound Community College  
BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
Tuesday, March 14, 2023  
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 9:30 a.m.

**ROLL CALL**

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

**EXECUTIVE SESSION**

At 9:30 a.m. Board Chair Garman 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 2:15 p.m. unless otherwise extended at that time. No action was taken by the Board during the Executive Session.

**BREAK** 2:15-2:30 p.m.

**RECONVENE REGULAR MEETING**

The regular meeting reconvened at 2:30 p.m. Board Chair Garman noted that the Board was in Executive Session to review the performance of public employees.

**APPROVAL OF CONSENT AGENDA**

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

**A. ADOPTION OF MINUTES**

- February 14, 2023 regular board meeting

**B. MEETINGS AND CONFERENCES****C. ANNOUNCEMENTS**

- April 11, 2023 Faculty Tenure Reception, 4:45 p.m.
- April 19-20, 2023 ASPEN Award Ceremony, Washington, D.C.

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

Regular Meeting

April 11, 2023

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:
    - On the national level, the ACCT has convened its Policy & Advocacy Committee. One of the items that came out of that was effort to seek endorsements for the reintroduced Jobs Act, and a portion of that includes health. On March 9 President Biden released his proposed budget, which ACCT is reviewing for items that are important and relevant to community colleges.
  - He deferred the local legislative update to Dr. Stokes, who added:
    - The bills that we were working hard to move through the legislature continue to move. The bill around access to nursing/clinical hours is moving forward. There is progress on the COLA gap funding issue--thanks to the work of Dr. Dosch and the AFT-WA for helping us with that conversation.
- Board Finance Committee: Steven Drew
  - Trustee Drew reported:
    - The Board Finance Committee met to review the financial reports. There was a number of variances mostly due to carry-overs from quarter-to-quarter. Dr. Tolefree will provide the detailed report later in the meeting.
- Foundation Board: Judy Hartmann
  - Trustee Hartmann had no report at this time.

**REPORT FROM THE COLLEGE PRESIDENT**

- Dr. Stokes called on the ASB President, Joshua Coetzee; Faculty Senate Coordinator, Jason Salcedo; and Dr. CJ Dosch, Faculty Union President, for their reports:
  - ASB President reported the following:
    - The Senate administers the student survey to evaluate the needs and resources desired by students and included two questions about faculty/academic satisfaction. There were 301 responses, which was an increase from last quarter. Thanks to Professor Jason Salcedo for helping encourage students to take the survey.
    - The students had their quarterly meeting with the Executive Team, and campus resources and food services were brought up by the students. They are now working to fix those issues.

- The students are also working with the DEIC for several events in the spring.
  - The Food Pantry had 200 visits last quarter. The year's total to date is 753.
  - They worked with Barnes & Nobles to donate school supplies to the Food Pantry upon their departure from the college bookstore.
- Faculty Senate Coordinator Jason Salcedo reported the following:
  - They continue building relationships across the campus--working with Dr. Michelle Andreas on Guided Pathways implementation; and with Student Life and Student Senate on the student survey participation.
  - They had a Faculty Meet & Greet event in the fall, which was sponsored by Dr. Stokes. Several new faculty members attended and had the opportunity to meet senior faculty. It was a good event for building relationships within faculty ranks and building collegiality.
  - The election of new Faculty Senate officers will be in the spring.
- Faculty Union President Dr. CJ Dosch reported the following:
  - They have been working on just basic contract maintenance and on the outside work policy.
  - AFT-Local continuing work on long-term changes, real compensation, and part-time equity.
  - AFT colleagues are planning a "day of action" on April 11 at the Capitol steps to rally around fully funding COLAs and making sure that other hot topic issues are kept in the conversations.
  - Celebrating colleagues and peers—congratulations to all the tenure candidates and contract renewal recipients.
- Dr. Stokes reported the following:
  - Announcements on two promotions at the college: Kelly Green as the Vice President for Advancement and Kati Sagawa as the Director of Marketing and Communication.
  - Spring enrollment looks very good. The key to what is happening in spring enrollment is retention, so thank you to everyone who has been working on that. Faculty has been working in partnership with Enrollment Services and Instruction to encourage students to register early and often. It does help with the budget conversation as we move further along in our budget development for the upcoming year.
  - Congratulations to both the Men's and Women's basketball teams that made it to the NWAC Championship Tournament.
  - NWCCU approved our new degree level (bachelor of applied science) and new degree program, BAS in Craft Beverage Management and Quality Assurance.
  - SUB Update: Dr. Dave Pelkey, Jen Manley, Electra Gupton, and Amanda Ybarra have been working on getting drawings for the SUB remodel and

update (connected to the food service issue), so they are hoping to move on that quickly.

- Housing Update: The college is working with the City of Olympia on our housing project. In order to move it forward, they asked the college to update our Campus Master Plan. They will approve our Master Plan and that will ease the permitting process. It could take 6 months to a year to update the Master Plan and for the city to approve it.
- He noted the President's Outreach/Professional Development/Advocacy List that was provided to the trustees.

## POLICY

### Board of Trustees Resolution

Kelly Green, Vice President for Advancement, presented Board Resolution 23-01: "SPSCC acknowledges and extends its gratitude to John T. Doan for his distinguished service to our community and his lasting contributions to our college, our students, and our mission."

WHEREAS, John T. Doan served the City of Tumwater as City Administrator for 13 years; and  
WHEREAS, John was a central figure in regional efforts to "bring brewing back" to Thurston County. John envisioned a concentration of education, industry, businesses, agriculture, and research that would solidify our region as an essential cornerstone of the craft beverage industry; and  
WHEREAS, in devotion to his vision, John created a network of committed partners that earned Thurston County designation as an Innovation Partnership Zone for Craft Brewing, Distilling, and Cider-Making, recruited craft beverage producers and related industry to Thurston County, was instrumental in the creation of Tumwater's Craft District, helped spearhead Tumwater Artesian Brewfest, led efforts to renovate Tumwater's historic brewhouse, and inspired the launch of the nation's first associate degree program in craft brewing, distilling, and cider-making at South Puget Sound Community College; and  
WHEREAS, John is a champion and cheerleader of SPSCC's degrees and programs and demonstrates a passionate commitment to our students by regularly hosting a *Party with a Purpose* to raise funds for the LGBTQI+ scholarship and grant fund. In addition, his commitment to supporting the growth and expansion of SPSCC into Tumwater by having his team assist with meeting special permitting and infrastructure needs, is notable.

NOW, THEREFORE, BE IT RESOLVED, that SPSCC acknowledges and extends its gratitude to John T. Doan for his distinguished service to our community and his lasting contributions to our college, our students, and our mission.

Presented this 14<sup>th</sup> day of March 2023.

It was moved by Trustee Mah and seconded by Trustee Drew, **THAT THE BOARD OF TRUSTEES APPROVE THE BOARD RESOLUTION 23-01 AS PRESENTED IN TAB 3. THE MOTION CARRIES.**

Trustee Mah noted that on March 7, the Leadership Thurston County honored Dr. Stokes as a Distinguished Leader. It is fitting that we are honoring John Doan as well with this resolution. In many ways, Dr. Stokes and John Doan have been an incredible force. The acknowledgment to John's retirement later in April, is a testament to his vision and his perseverance, and in partnership with Dr. Stokes' vision and perseverance as well, to bring this altogether.

## Code of Student Rights & Responsibilities

Dr. Dave Pelkey, Vice President for Student Services, discussed the proposed updates to the WACs (Washington Administrative Code) and asked for Board approval and delegation of responsibility to Jen Manley, Dean of Student Engagement & Retention, to preside over the public hearing.

It was moved by Trustee Drew and seconded by Trustee Mah, **THAT THE BOARD OF TRUSTEES APPROVE THE PROPOSED WASHINGTON ADMINISTRATIVE CODE (WACs) UPDATES TO THE CODE OF STUDENT RIGHTS & RESPONSIBILITIES AND DELEGATE JEN MANLEY, DEAN OF STUDENT ENGAGEMENT & RETENTION, TO PRESIDE OVER THE PUBLIC HEARING, AS PRESENTED IN TAB 4. THE MOTION CARRIES.**

## Exceptional Faculty Awards–Winter Quarter

Vice President for Instruction, Dr. Michelle Andreas, presented the Faculty Awards Committee's recommendation for Exceptional Faculty Awards for Winter Quarter 2023 for Board action.

### Faculty Peer Coaching Program, Heather Williams and Jennifer Berney Exceptional Faculty Award Amount: \$5,900

"Last year, as the culmination of a yearlong project, Heather Williams and Jennifer Berney facilitated a pilot peer coaching program with the support of Exceptional Faculty funding and the CTOL. The goal was to offer instructional support and growth opportunities to instructors at all disciplines and levels. They anticipated that a peer coaching program would improve student learning through a faculty focus on instructional practice as well as increased collegiality through formal trust and relationship building. The pilot was a great success and the program attracted an interdisciplinary group of 12 instructors, both adjunct and full-time. All of those who signed up for the program completed it with full participation.

The principles and processes behind the peer coaching program informed the recommendations and trainings for Probationary Review Committees presented in the fall. As they continue to explore how peer coaching methods can inform our campus culture, they would like to offer a repeat of last year's program: a quarter-long opportunity for instructors to work in pairs, practice coaching techniques, and engage in meaningful discussion. They anticipate that running this program a second time would provide a valuable professional development opportunity to participating instructors and would help to develop a cultural shift on our campus towards supportive, formative feedback. The budget requested would pay for \$500 stipends for 10 participants plus benefits, which includes 4 hours of training and 8 hours of peer observation."

It was moved by Trustee Drew and seconded by Trustee Mah, **THAT THE BOARD OF TRUSTEES APPROVE THE EXCEPTIONAL FACULTY AWARD OF \$5,900 FOR THE FACULTY PEER COACHING PROGRAM AS PRESENTED IN TAB 5. THE MOTION CARRIES.**

## Sabbatical Leave Request

Dr. Michelle Andreas presented the Faculty Awards Committee's recommendation for sabbatical leave during the 2023-24 academic year.

- Description of Jennifer Wortman's sabbatical application:  
"ChatGPT, an artificially intelligent chatbot, launched as a prototype in November 2022. The Chatbot appears highly intelligent and is able to complete tasks, such as compose creative artwork, write college essays, complete math problems, and write computer code. This newest version of artificial intelligence quickly grabbed the attention of educators due to the chatbot's ability to articulate detailed responses across many disciplines. Since this new, intelligent chatbot technology is in its infancy, not much research has been conducted. However, some students are already using this technology, so it feels imminent that chatbot AI is going to continue to weave its way into college campuses as it grows in intelligence, whether educators are ready or not.

Jennifer would like to conduct in-depth research and experimentation with AI, such as ChatGPT, to be prepared not only for her own classes, but to act as a faculty liaison for other faculty at SPSCC looking to learn and revamp their teaching, expectations, and assessments. She wants to learn about the AI, best practices for integrating it into classes, and strategies for avoiding unethical use of AI with student success at the forefront of her work.

The majority of Jennifer's sabbatical is focused on research; thus, she would be approaching most weeks through a system of inquiry, where she will start by asking a few guiding questions to focus on. She intends to review scholarly publications, interact with online higher education collectives, and conduct primary research as needed. In addition, she plans to attend at least two conferences and one workshop series to gather information from diverse perspectives. The Artificial Intelligence for Education Workshop Series focuses on cross-discipline AI integration and strategies, the International Conference on Artificial Intelligence and Education offers an international perspective from various disciplines and career paths, and the Conference on College Composition and Communication concentrates more directly on her discipline of English. As she works through inquiry questions, she will document findings in a detailed chart which will have three columns: one for the questions, one for the answers, and one for the research reviewed. This way, she can keep her research organized and easy to access for creating resources for SPSCC faculty, her own personal use, and other applications, such as leading a Community of Practice."

It was moved by Trustee Mah and seconded by Trustee Hartmann **THAT THE BOARD OF TRUSTEES APPROVE THE SABBATICAL LEAVE REQUEST FOR JENNIFER WORTMAN, ENGLISH PROFESSOR, FOR WINTER AND SPRING QUARTERS 2023-24, AS PRESENTED IN TAB 6.**

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

Review committees for each of the probationary faculty have completed their activities and prepared evaluation and progress reports. Committee reports for all probationary faculty were reviewed by the Board prior to the March meeting. The Board considered the award or denial of tenure for third-year probationary faculty and renewal or non-renewal of contracts for first-year and second-year probationary faculty. Probationary faculty members included the following:

**First Year**

Kristofer Alston	Nursing
Ryer Banta	OE Librarian
Mery Diez-Ortega	Spanish
John-Patrick Downey-McCarthy	Culinary
Daniel Hollis	Business
Matt Ito	English

Tiffany Johnston	Dental Assisting
Paradise Low	Math
Sara McCamman	Nursing
Gabrielle Morales	ABE/IBEST
Shruti More	CIS
Joseph Owen	Welding
Patti Poblete	English
Jolyn Ponder	Medical Assisting
Stephanie Rotelli	CCS
Brad Schrandt	Music
Eric Spieth	Business
Paul Tran-Hoang	Philosophy
Jean-Baptiste Urtecho	Biology

It was moved by Trustee Hartmann and seconded by Trustee Drew **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEES AND REVIEWING THE TOTALITY OF INFORMATION, DIRECT THE PRESIDENT TO GIVE NOTIFICATION OF CONTRACT RENEWAL EFFECTIVE WITH THE 2023-2024 CONTRACT YEAR TO: KRISTOFER ALSTON, NURSING; RYER BANTA, OE LIBRARIAN; MERY DIEZ-ORTEGA, SPANISH; JOHN-PATRICK DOWNEY-MCCARTHY, CULINARY; DANIEL HOLLIS, BUSINESS; MATT ITO, ENGLISH; TIFFANY JOHNSTON, DENTAL ASSISTING; PARADISE LOW, MATH; SARA MCCAMMAN, NURSING; GABRIELLE MORALES, ABE/IBEST; SHRUTI MORE, CIS; JOSEPH OWEN, WELDING; PATTI POBLETE, ENGLISH; JOLYN PONDER, MEDICAL ASSISTING; STEPHANIE ROTELLI, CCS; BRAD SCHRANDT, MUSIC, ERIC SPIETH, BUSINESS; PAUL TRAN-HOANG, PHILOSOPHY, AND JEAN-BAPTISTE URTECHO, BIOLOGY. THE MOTION CARRIES.**

#### **Second Year**

Jason Barnett	Math
Chelsea Gustafson	Chemistry
Travis Knowles	Chemistry
Joy Platter	Cybersecurity & Network Administration
Jingyi You	Math

It was moved by Trustee Drew and seconded by Trustee Mah **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATIONS OF THE PROBATIONARY REVIEW COMMITTEES AND REVIEWING THE TOTALITY OF INFORMATION, DIRECT THE PRESIDENT TO GIVE NOTIFICATION OF CONTRACT RENEWAL EFFECTIVE WITH THE 2023-2024 CONTRACT YEAR TO: JASON BARNETT, MATH; CHELSEA GUSTAFSON, CHEMISTRY; TRAVIS KNOWLES, CHEMISTRY; JOY PLATTER, CYBERSECURITY & NETWORK ADMINISTRATION; AND JINGYI YOU, MATH. THE MOTION CARRIES.**

#### **Third Year**

Ashraf Alattar	CIS and Computer Science
----------------	--------------------------

Leslie Chao  
Jennifer Evans  
Heidi Kennedy  
Heather Maye  
Sonja Purttman  
Ann Weiss  
Diana Wilcox

Biology  
Office Technology and Administration  
Nursing  
Office Technology and Administration  
Pre-Nursing  
Accounting  
Nursing

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 TO: ASHRAF ALATTAR, CIS AND COMPUTER SCIENCE PROFESSOR. THE MOTION CARRIES.**

It was moved by Trustee Mah and seconded by Trustee Drew **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 TO: LESLIE CHAO, BIOLOGY PROFESSOR. THE MOTION CARRIES.**

It was moved by Trustee Drew 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 TO: JENNIFER EVANS, OFFICE TECHNOLOGY AND ADMINISTRATION PROFESSOR. THE MOTION CARRIES.**

It was moved by Trustee Hartmann 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 TO: HEIDI KENNEDY, NURSING PROFESSOR. THE MOTION CARRIES.**

It was moved by Trustee Mah and seconded by Trustee Drew **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 TO: HEATHER MAYE, OFFICE TECHNOLOGY AND ADMINISTRATION PROFESSOR. THE MOTION CARRIES.**

It was moved by Trustee Mah and seconded by Trustee Hartmann **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 TO: SONJA PURTTMAN, PRE-NURSING PROFESSOR. THE MOTION CARRIES.**

It was moved by Trustee Drew 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 TO: ANN WEISS, ACCOUNTING PROFESSOR. THE MOTION CARRIES.**

It was moved by Trustee Hartmann 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 TO: DIANA WILCOX, NURSING PROFESSOR. THE MOTION CARRIES.**

Comments from the Board included:

“Thanks for the time and effort in providing great PRC reports where we learned more about what you are doing; the teaching and learning being developed on campus; the work of belonging and respecting one another; the focus on the whole student and student achievement; and the support that other faculty and administration provide in the PRC process. We recognize the deans, executive team, mentors, and everyone that helped our 1<sup>st</sup>-year, 2<sup>nd</sup>-year, and tenure faculty to succeed. Congratulations on a job well done, particularly achieving tenure during COVID. You are the “change makers” and the work that you do makes a difference on our community and our students, for the greater collective impact. You are an important part of the college and the greater community. We feel very grateful, appreciative, and fortunate to have you at the college.”

**BUDGET AND FINANCE**

Quarterly Financial Report

Dr. Tysha Tolefree reported on the financial operation of the second quarter of the 2023-24 fiscal year.

FY23 Q2 Operating Budget Overview:

- The overall results of the Q2 Operating Budget was a net negative variance of (\$191K) as compared to FY22 for the same period. Corporate & Continuing Education rents and Running Start revenues were posted subsequent to the close of the accounting period and will be reflected in the third quarter.
- Total operating expenses for Q2 ending 12/31/22 was \$18.4M as compared to \$18.5M for the same period in FY22. The negative variances are largely due to debt services, employee benefits, and professional service contracts. The negative variances are largely offset by positive variances in goods and services grants, benefits, client services, and equipment expense.

FY23 Q2 Non-Operating Accounts Overview:

- The overall results of the Q2 Non-Operating Accounts was a net of \$752K. Total revenues were \$12M, offset by expenses of \$11.3M. The net profit is largely due to CCE, E-Learning, and lab and supply fees.

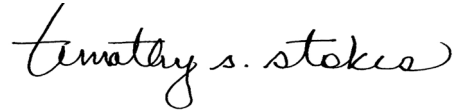
## Operating Surplus:

- While the overall operating surplus for FY23 Q2 is consistent with FY22 for the same time period, there are some accounting entries that were made after the close of the Q2 accounting period. As such, the positive net of these entries are approximately \$420K and will be reflected in the third quarter fiscal report.

**EXECUTIVE SESSION** None.**ADJOURNMENT** 3:36 P.M.

---

ROZANNE GARMAN, BOARD CHAIR  
SOUTH PUGET SOUND COMMUNITY COLLEGE



---

TIMOTHY STOKES, SECRETARY  
SOUTH PUGET SOUND COMMUNITY COLLEGE