

**South Puget Sound Community College
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday, May 9, 2023
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 1:58 p.m.

ROLL CALL

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

EXECUTIVE SESSION

At 1:58 p.m. Board Chair Garman announced that the Board was going into Executive Session to review the performance of a public employee ((RCW 42.30.110(1)(g))). The executive session was estimated to conclude at 2:20 p.m. with no Board action.

BREAK 2:20-2:30 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 a public employee and no action was taken by the Board during the Executive Session.

APPROVAL OF CONSENT AGENDA

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

A. ADOPTION OF MINUTES

- April 11, 2023 regular board meeting

B. MEETINGS AND CONFERENCES

- ACT Spring Conference, May 15-16, 2023, Walla Walla

C. ANNOUNCEMENTS

- 2023 Commencement Ceremony, June 17, 10:00 a.m., The Evergreen State College's Red Square

D. DATE OF THE NEXT BOARD MEETING

Regular Meeting

June 13, 2023

2:30-4:30 p.m.

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COMMENTS FROM THE AUDIENCE

Dr. Stokes thanked individuals who worked on the Undocumented Student Resources Report: Tony Garcia, Jasmin Faulk-Dickerson, Roosevelt Mendez, Judith Barba-Perez, Dr. Dave Pelkey, Dr. Valerie Robertson, and Kati Sagawa. They did great work on the language issues, and we are implementing their recommendations.

BOARD SPECIAL COMMITTEE LIAISON REPORTS

- ACT Legislative Action Committee (LAC): Doug Mah, Jeff Davis
 - Trustee Mah reported:
 - At the ACT Spring Conference, the State Board will be presenting on the highlights from this year's legislative session.
 - He serves on the ACCT Public Policy and Advocacy Committee. All of the discussion/update is all about money: debt ceiling negotiations; House & Senate reviewing individual projects; \$1.5M request for B.S. in Cybersecurity and Computer Science made Sen. Cantwell's short list; Higher Education Emergency Relief Fund (HEERF) deadline is coming up end of June.
- Board Finance Committee: Steven Drew
 - Trustee Drew reported that the Board Finance Committee met to review the financial reports, which indicate the financials are good and strong. He deferred the details to Dr. Tysha Tolefree.
- Foundation Board: Judy Hartmann
 - Trustee Hartmann reported:
 - No report today. She deferred the annual report to Annie Iriye, President of the Foundation Board of Directors.

REPORT FROM THE COLLEGE PRESIDENT

- Dr. Stokes reported:
 - No reports from the ASB President, Faculty Union President, and Faculty Senate Coordinator.
 - ASB senator for legislative affairs Sophia Bowton-Meade was selected to the 2023 *ALL IN* Student Voting Honor Roll. She was recognized by *ALL IN* for student voting and legislative advocacy work.
 - SPSCC's Healthcare Education program has been chosen as a 2023 Healthcare Champion Future of Healthcare Award recipient. This award is provided annually to individuals and groups in Thurston and Mason counties whose contributions to healthcare are impactful and are selected by a committee of healthcare

leaders in the community. It is sponsored by the local medical society and the Thurston County Chamber of Commerce. The recognition event will be held June 27 at the Olympia Country and Golf Club at 5:00 p.m.

- 10th Day enrollment update: Enrollment was up 5% over last year.
- They will seek Board approval in June for a 10-year lease of the former horticulture building with Tumwater Water Quality Department.
- They are in lease negotiations to continue partnership at the CBD Center.
- The college will be starting Men's & Women's Golf Program in partnership with Tumwater Valley Golf Course.
- CODA, our accreditor for Dental Assisting, only had one curriculum recommendation for our Dental Assisting Program, which is one of the best programs in the country. Congratulations!
- He noted the President's Outreach/Professional Development/Advocacy List that was provided to the trustees.

POLICY

Code of Student Rights & Responsibilities

Dr. Dave Pelkey reported that notification of the proposed rules were published in *The Sounds* college newspaper for public comments. There were no comments received in response to the proposed rules and there were no comments at the public meeting. He noted the new WACs reflect revisions to the Code of Student Rights & Responsibilities, which were previously provided to the trustees, and are provided once more as the final document for Board approval.

It was moved by Trustee Mah and seconded by Trustee Drew **THAT THE BOARD OF TRUSTEES APPROVE THE FINAL VERSION OF THE NEW WASHINGTON ADMINISTRATIVE CODE (WAC) UPDATES AND REVISION OF THE CODE OF STUDENT RIGHTS AND RESPONSIBILITIES AS PRESENTED IN TAB 3. THE MOTION CARRIES.**

BUDGET AND FINANCE

Quarterly Financial Report

Dr. Tysha Tolefree, Vice President for Finance and Operations, reported on the 2022-23 third quarter financials:

- The overall results of the Q3 Operating Budget was a net negative variance of (\$1.9M) as compared to FY22 for the same period.
- The total operating revenues for Q3 ending 3/31/23 was \$40.2M as compared to \$39.7M for FY22 during the same period. The slight increase of 1% is in large part due to a positive variance of \$2.2M in state allocations offset by negative

variances.

- The total operating expenses for Q3 ending 3/31/23 was \$31.1M as compared to \$28.7M for the same period in FY22, which is an 8% increase.
- The overall results of the Q3 Non-Operating Accounts was a net of \$1.3M. The total revenues were \$19.1M, offset by expenses of \$17.8M.
- The current FY23 year-end forecast may change significantly, as we prepare to close the first year of financials within the ctcLink system.

STUDY SESSION

Foundation Annual Report

Annie Iriye, President of the Foundation Board of Directors and Kelly Green, Vice President for Advancement, provided the 2022 Foundation Annual Report:

- 2022 Financial Overview: \$1.9M Revenue-Cash & Pledged; \$13.7M Foundation Assets Value
- Fundraising Highlights: Notable Gifts & Grants: >\$100,000: Inge Marcus; Estate of Jack Armstrong; Cowlitz Indian Tribe. \$25,000-\$100,000: Don Rhodes, WSECU; Providence; Estate of Carolyn Keck; TwinStar; Olympia Orthopaedic Associates; Thurston County Chamber Foundation; Subaru; SCJ Alliance; Coordinated Care; Judy Blinn
- Capital Campaign Wrap-Up: Officially ended 12/31/22; Total raised: \$13.2M, 117.8% of goal
- Putting Income to Work: \$992,849 for Student Scholarships, Grants, and Staff/Faculty Professional Development Grants; \$1,094,135 for College Program Support; \$558,135 for Operational Support, Investment Fees, and Event Expenses
- Targeted Impact Funds: \$148,000 for Ignite and Black Scholars Tuition, Emergency Grants, and Scholarships; DEI 45-credit grants; Part-time Student Scholarships; Transition Studies Tuition Grants
- 2022 Highlights: Ribbon Cuttings and Events
- New Phone-a-thon
- Internal Focus: Hiring and Strategic Planning
- Partnering with Programs: Baking & Pastry Arts, Career Services, Automotive, Culinary Arts, Athletics
- Donor Gratitude and Relationship Building: Leadership Circle, Graduation Thank-You's, House Parties, Space Naming Dedications, Community Engagement Committee forming

Implicit Bias Training

Executive Diversity Officer, Amanda Ybarra, provided training on Implicit Bias:

- Reflection and Definition of Implicit Bias
- Theory in Action
- Understanding Implicit Bias

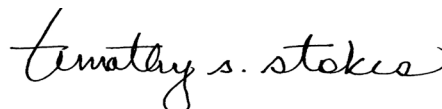
- Examples of Implicit Bias
- Impacts of Implicit Bias
- Consequences: Why We Care
- Implicit Bias in Higher Education
- Consequences of Implicit Bias: Gendered Language in Faculty Reviews
- Breaking the Cycle: Tactics to Counter Implicit Bias
- What SPSCC is Doing to Combat Implicit Bias in Our Institution
- What We Can Do To Combat It In Our Lives

EXECUTIVE SESSION None.

ADJOURNMENT 4:30 P.M.



ROZANNE GARMAN, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE