

**South Puget Sound Community College  
BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
Tuesday, June 13, 2023  
Building 25-Boardroom  
South Puget Sound Community College  
2011 Mottman Road, S.W.  
Olympia, WA 98512-6292**

**CALL TO ORDER**

In the absence of Board Chair Rozanne Garman and Vice Chair Steven Drew, Trustee Doug Mah called the meeting to order at 12:30 p.m. on behalf of Board Chair Garman.

**ROLL CALL**

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

**EXECUTIVE SESSION**

At 12:30 p.m. Trustee Mah announced that the Board would go 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 2:15 p.m. with no Board action.

**BREAK – 2:15-2:30 P.M.****RECONVENE REGULAR MEETING**

The regular meeting reconvened at 2:30 p.m. Trustee Mah announced that the Board was in Executive Session from 12:30 to 2:15 p.m. to review the performance of a public employee. There was no Board action taken.

**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**

- May 9, 2023 regular board meeting
- ACT Spring Conference, May 15-16, 2023, Walla Walla
- Employee Appreciation Celebration, May 24, 2023

**B. MEETINGS AND CONFERENCES**

**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  
September 12, 2023  
2:30-4:30 p.m.  
South Puget Sound Community College  
2011 Mottman Road, S.W.  
Olympia, WA 98512-6292

**E. CCE CONTRACT**

- October: Board approved Policy 108: Function, Purpose, and Authority of the Board of Trustees -- K. To enter into expense contracts in excess of \$500,000 and revenue contracts in excess of \$1,000,000 for Corporate & Continuing Education (CCE).
- November: Board decided that approval for future contracts over \$1M would be added as an item under the Consent Agenda.
- Contracts for Board approval (June):
  - Department of Social and Health Services (DSHS)
  - Employment Security Department K6154
  - Employment Security Department K6693
  - Employment Security Department K7017
  - Employment Security Department K7167

With the approval of the Consent Agenda, the Board also approved the CCE Contracts (June): DSHS and ESD K6154, K6693, K7017 and K7167

**COMMENTS FROM THE AUDIENCE** None.

**BOARD SPECIAL COMMITTEE LIAISON REPORTS**

- ACT Legislative Action Committee (LAC): Doug Mah, Jeff Davis
  - No report.
- Board Finance Committee: Steven Drew
  - No report.
- Foundation Board: Judy Hartmann
  - Trustee Hartmann reported:
    - The Clipper Scramble Golf Tournament on June 2 at the Olympia Country & Golf Club was a success for the participants and a financial success for the Foundation.
    - Foundation new hires: Christine Hoffmann, Director of Development effective July 5, 2023 and Amber Wetzels, Director of Strategic Partnerships & Major Gifts effective July 10, 2023.

**REPORT FROM THE COLLEGE PRESIDENT**

- Dr. Stokes called on the following IGNITE/BS students who spoke about how

these college programs made it possible for them to be successful. They were thankful for the financial, mental, and academic support they received and the sense of community and belonging:

- Samuel Fry: IGNITE student, DEIC Office Assistant, Peer Mentor
  - Jennifer Tuimaseve: IGNITE student, Peer Mentor, Athlete
  - Brandie Tobin: Black Scholar, Peer Mentor, Athlete
- Dr. Stokes called on Dr. CJ Dosch, Professor and Faculty Union President, who reported:
  - They have been working on contract maintenance and relationship building.
  - Their big initiatives/activities included legislative lobbying and the AFT Washington “Walk Out” Day of Action.
  - It has been a fruitful year in terms of educating faculty and making sure we are working within our practices.
  - Morale is characterized “with general optimism” in how things are going.
  - Bargaining is scheduled for next year. Negotiations open in November.
- There was no Faculty Senate report.
- Dr. Stokes called on Joshua Coetzee, ASB President, who gave the following report:
  - The student senate administered the spring 2023 survey and received 437 responses.
  - They had a year-end forum with the Vice President for Student Services.
  - The student senate and faculty senate have been working together to address complaints--from 43 faculty complaints in fall 2022 to 15 left in spring 2023. Along the way, there have been projects and forums to address different issues on campus.
  - They have completed hiring leaders for next year’s student senate.
  - The Food Pantry has had 1,003 visits this year.
- Dr. Stokes noted that the Board would carry out its tradition of having a Percival Brick engraved and installed in the Percival Plaza to recognize Joshua Coetzee as the 2022-2023 ASB President.
- Summer & Fall Enrollment Update: We have conservative enrollment projection numbers in our budget. Enrollment looks good--we are up with new applications for summer and fall.
- Angela Bowen Center Elevator Update: The elevator in the Angela Bowen Center is not working. The college is waiting for an estimate on a replacement. The administration may have to request money from college reserves to replace it.
- He noted the President’s Outreach/Professional Development/Advocacy List that was provided to the trustees.

## POLICY

Exceptional Faculty Awards--Spring Quarter

Vice President for Instruction, Dr. Michelle Andreas, presented the Faculty Awards

Committee's recommendations for Exceptional Faculty Awards for Spring Quarter 2023 for Board action.

### Comparison of grit between STEM and non-STEM college students

James (Jim) Chen, Exceptional Faculty Award Amount: \$8,911

"Professor Chen is applying for funds to perform a follow-up survey study to the one he performed in 2018-2019, entitled *Comparison of grit between STEM and non-STEM college students*. As it has been five years since the original study, and the original study was conducted prior to the Covid-19 pandemic, he feels that a follow-up study at this time would provide useful information as to possible impacts of the pandemic on levels of grit in the current cohort of college students.

The intervening five years have seen unprecedented change in educational pedagogy, as programs were required to shift very quickly to online modalities. Though this shift was difficult universally, the movement of hands-on, lab-based pedagogy to at-home modalities presented a notable challenge for STEM (science, technology, engineering, math) courses. Students were compelled to endure multiple academic terms of fluctuating and novel methodologies. As colleges return gradually to pre-pandemic modalities, it is unclear, but of concern, as to the impact of the pandemic-influenced educational experience on the levels of passion and perseverance in these students for pursuing long-term goals, the hallmarks of grit. Professor Chen's initial hypothesis for the follow-up study is that grit levels generally will be lower in current college students compared to pre-pandemic levels, and the "Consistency of Interest" component of grit, already lower in pre-pandemic STEM and community college freshman students, will be lower still in current STEM and community college freshman students, compared to pre-pandemic and concurrent control groups. Study methodology will closely follow the methodology used in the 2018-2019 study. Participants will be current college students, recruited via Amazon Mechanical Turk, as well as through campus flyers and faculty word-of-mouth. To better ensure a robust sample size, both four-year and community college students will be recruited at-large, as well as at SPSCC. Study design will seek approval from the SPSCC Institutional Review Board (IRB) prior to launch."

### Culinary Food and Supply Sustainability System

Emily Wallace and J.P. Downey-McCarthy, Exceptional Faculty Award Amount: \$8,976

"Professor Wallace and Professor Downey-McCarthy would like to create a new cohesive system for perishable and nonperishable supplies necessary for students to complete program competencies required by their accrediting body, the American Culinary Federation. They currently see a need to create a purchasing and receiving system that would promote a shared flow of the food students are producing through their coursework and capitalize on cross utilization of product. There is currently little continuity between classes that are producing a product that another class will need for a different or corresponding application. In addition, they see an overall need to provide sustainable food options for the college campus.

The newly-developed system will identify which program courses produce food that can be cross-utilized among student production to decrease overall waste while enhancing the student learning experience. The system would create more of an opportunity to offer a wider variety as well as a higher quantity of food on campus served from The Percival Dining Room or the Clipper Coffee Corner.

Strategy for implementing change:

Identify the courses in the program that produce food items for the other classes. These are the cornerstone classes that spearhead production for the rest of the program. *Example: Chicken stock is produced from the fundamentals class CAP 110. Chicken stock is used throughout all courses in the program as well as dishes sold via our enterprise services; thus, it is a cornerstone project.*

Once these course activities are identified, they would compile a list of dishes that are being produced to meet the competencies in the course curriculum. From that list, they would determine if the recipes and ingredients are still relevant to modern cuisine, industry standards, and ACF competencies. From there, they would edit and update menus and lists of food items for sale accordingly. *Example: Chicken stock is still a very important and relevant project for students to learn and achieve a high level of competency in. It is still being produced in many kitchens and remains a fundamental flavor building technique.*

Determine that all recipes and techniques are from mutually-acquired sources (textbooks, online resources, etc.).

Interweave program goals of multicultural awareness and sustainable practices in courses.

Connect cornerstone classes with the other classes in the program. Formulate menus and offerings for the coffee shop based upon what is actually being produced. Structure all courses so that student production always has an outlet for their work in an enterprise (Percival dining room or coffee shop)."

It was moved by Trustee Hartmann and seconded by Trustee Davis **THAT THE**

**BOARD OF TRUSTEES APPROVE THE TWO PROPOSALS AS PRESENTED IN TAB 3: FOR JAMES CHEN FOR COMPARISON OF GRIT BETWEEN STEM AND NON-STEM COLLEGE STUDENTS AND FOR EMILY WALLACE AND J.P. DOWNEY-MCCARTHY FOR CULINARY FOOD AND SUPPLY SUSTAINABILITY SYSTEM. THE MOTION CARRIES.**

#### President's Contract

The Board conducts an annual presidential evaluation process. The Board had an Executive Session earlier to conduct a final review and assessment of the college president's performance and consideration of his employment contract.

Similar to previous years, this year's presidential evaluation was outstanding. Some expressions of thanks and appreciation from the trustees included:

- ...congratulations on an exceptional year for Dr. Stokes, the college, faculty and staff
- ...so many things went so well this year, that it really builds on previous successes for everyone
- ...it has been a wonderful year, with outside evaluators' recognition of SPSCC
- ...appreciate his attention and work in regard to our Strategic Plan and managing ctcLink
- ...outstanding year; high praises for Dr. Stokes and the college; the college is held in high-esteem under the stewardship of Dr. Stokes
- ...congratulations to the president and the entire college

It was moved by Trustee Davis and seconded by Trustee Hartmann **THAT THE BOARD OF TRUSTEES, AFTER HAVING COMPLETED AN ANNUAL AND THOROUGH ASSESSMENT OF THE COLLEGE PRESIDENT'S PERFORMANCE AND REVIEW OF HIS EMPLOYMENT CONTRACT, OFFER DR. TIMOTHY STOKES AN EXTENSION OF HIS CONTRACT AS PRESIDENT OF SOUTH PUGET SOUND COMMUNITY COLLEGE THROUGH AND INCLUDING JUNE 30, 2026, AND 4% COLA THAT EXEMPT EMPLOYEES WILL RECEIVE FOR THE 2023-24 FISCAL YEAR. THE MOTION CARRIES.**

#### BUDGET AND FINANCE

##### 2023-2024 Services & Activities Fee Budget

Dean of Student Engagement & Retention Jennifer Manley, introduced Hudson Nelson, ASB Vice President of Finance and S&A Fee Committee Budget Chairperson, who presented the list of allocations for the 2023-24 Services and Activities Fee Budget. The S&A budget allocation for 2023-24 was set at \$1,365,750 based on prior year actual S&A revenue collection, projected revenue from anticipated enrollments and any legislative increases in tuition and fees. The S&A Budget Committee considered funding requests totaling \$1,706,459.88 from 31 different student programs.

A few things to note:

- Student Employment: All departmental budgets that support student employment were revised to allow for minimum wage increases in FY24.
- Student Clubs: The club budget model allows for equal funding for all clubs.
- New Programs: Men's and Women's Golf
- Student Publications: Decrease in funding Percival Review and ELL Brings you the World publications.
- The proposed 2023-2024 budget includes a \$71,574.221 contingency line item for supplementary allocations to S&A budgets that experience shortfalls or unforeseen needs.
- Students maintain the S&A Equity Reserve Account which includes all remaining unspent S&A Fee funds at the end of each fiscal year's cycle. This account allows the ASB Senate to participate in capital projects on campus.

It was moved by Trustee Davis and seconded by Trustee Hartmann **THAT THE BOARD OF TRUSTEES APPROVE THE 2023-24 SERVICES AND ACTIVITIES FEE BUDGET AS RECOMMENDED BY THE STUDENT SENATE AND PRESENTED IN TAB 4. THE MOTION CARRIES.**

Board Resolution 23-02

Dr. Tysha Tolefree, Vice President for Finance and Operations, presented Board Resolution 23-02, Lease Agreement with the City of Tumwater.

She noted a question at their Board Finance Committee meeting from Trustee Drew, "if we need a waiver subrogation clause in addition to the whole harmless language or is the insurance language strong enough to preclude a third party from suing the college in the event that an unexpected event occurs." AAG Elizabeth McAmis reviewed the lease and made recommendations to the language, making sure the lessee has fire insurance; that improvements and property alterations are covered; adding us as additional insured; making sure that Thurston County is the venue for discussions on any issues; and making sure that each party is responsible for their own fees and costs.

After discussion on entering either a 10-year or a 5-year lease, Resolution 23-02 was amended:

**WHEREAS**, the City of Tumwater and SPSCC wish to formalize their agreement to upgrade the facilities in Building 32 and enter into a **5-year lease, with the option to renew** long-term lease agreement (10 years);

**NOW AND THEREFORE, BE IT RESOLVED**, that the Board of Trustees of South Puget Sound Community College authorizes the College to enter into a **5-year 10-year** lease agreement with the City of Tumwater, **with the option to renew**.

It was moved by Trustee Davis and seconded by Trustee Hartmann **THAT THE BOARD OF TRUSTEES APPROVE THE AMENDED RESOLUTION TO AUTHORIZE**

**THE COLLEGE TO FORMALIZE THE AGREEMENT AND ENTER INTO A 5-YEAR LEASE AGREEMENT WITH THE CITY OF TUMWATER, WITH THE OPTION TO RENEW. THE MOTION CARRIES.**

**2023-2024 Operating Budget**

Dr. Tysha Tolefree presented the first reading of the FY24 Operating Budget (from July 1, 2023 to June 30, 2024) using the reports: FY24 Revenue Projections; FY24 Budget Development Guiding Principles; Executive Team Budget Deliberations for FY24; Initiatives Funded in FY24 Budget; Staffing; and Approved New Equipment for FY24 Budget.

**Key highlights of Legislative Session Outcomes for the FY24 Budget Development:**

- Tuition rates: increased from 2.4% to 3% for FY24
- Running Start Program rates: increased by 5% over FY23 rates
- Operations, Building, and Student Activities (S&A) Fees: in total will increase by 4%
- State Allocation (Operating Budget, Provisos, and Earmarks for SPSCC): increased by 9.7% over FY23
- COLA increases fully funded: faculty 8.9%; exempt/non-represented 4%; classified 4%
- Employer-paid monthly healthcare contributions per eligible employee: increased to \$1,145, up from \$1,130

**College Enrollment and FY24 Revenue Projections:**

- State tuition and Running Start fees equate to 37% of our projected income.
- Anticipating a 2% and 3% decrease in enrollment FTEs for state tuition and Running Start respectively in FY24
- The current forecast for our college anticipates an income reduction of 9% (year-end enrollment projection and FY24 forecast – excludes state allocations)
- College received \$1.2M in lost revenues (HEERF), will not have this next year
- Estimating our revenue loss could be approximately \$500,000 at minimum in FY24, which is better than the initial estimate of \$1.5M.

She would follow up on the question from Trustee Mah about the FY22 \$175K in rent revenues received compared to the \$60K budgeted for FY23 and FY24. She noted that the second reading of the FY24 Operating Budget would be presented at the July Board retreat for approval.

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

- What a phenomenal year it has been for the college, and it is wonderful that it has been recognized by other people. As long as our students are continuing to reach their goals and objectives, then that all comes together in a very nice package for us.
- A job well done--culminating in Saturday's graduation. Graduation will make a difference in our students' lives and our community.

- Thank you for the extraordinary work and taking us through the extraordinary Aspen ride.

**EXECUTIVE SESSION**

At 3:50 p.m. Trustee Mah announced that the Board was going into Executive Session to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price. The executive session was estimated to conclude at 4:20 p.m. with no Board action.

**RECONVENE REGULAR MEETING**

The executive session concluded at 4:20 p.m. with no Board action, and the regular meeting reconvened at 4:20 p.m.

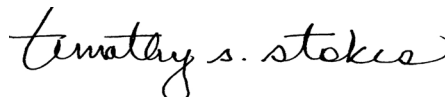
**ACTION ITEM FROM EXECUTIVE SESSION** None.

**ADJOURNMENT** 4:20 P.M.



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DOUG MAH, TRUSTEE, FOR  
ROZANNE GARMAN, BOARD CHAIR  
SOUTH PUGET SOUND COMMUNITY COLLEGE



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TIMOTHY STOKES, SECRETARY  
SOUTH PUGET SOUND COMMUNITY COLLEGE