

**South Puget Sound Community College**  
**Special Board of Trustees Meeting**  
**Tuesday, July 18, 2023**  
**12:00 P.M.-5:00 P.M.**  
**Building 27-Percival Restaurant**  
**South Puget Sound Community College**  
**2011 Mottman Road, S.W.**  
**Olympia, WA 98512**

SPECIAL MEETING

Under RCW 42.30.080, a special meeting of the Board of Trustees, District 24, South Puget Sound Community College, was held on Tuesday, July 18, 2023 in Building 27-Percival Restaurant, 2011 Mottman Road SW, Olympia, WA 98512. The Board of Trustees had a retreat for their special meeting.

Trustee Rozanne Garman, Trustee Jeff Davis, Trustee Doug Mah, Trustee Steven Drew, and Trustee Judy Hartmann, were present. Justin Kjolseth, Assistant Attorney General (AAG), Education Division, was present.

Approval of Consent Agenda

As authorized by the Board, CCE contracts over \$1M that require Board approval would be presented under the Consent Agenda. July 2023 Contracts for Board approval:

- Health Care Authority
- Department of Labor and Industries
- Department of Health

Board approval of the Consent Agenda would indicate Board approval of each contract in excess of \$1M.

Prior to the approval of the Consent Agenda, Dr. Stokes requested an addendum: to request the Board of Trustees to delegate to him and Dr. Tysha Tolefree, the approval authority of CCE contract extensions over \$1M during summer.

Board approval of the Consent Agenda would indicate Board approval of this addendum.

It was moved by Trustee Drew and seconded by Trustee Davis **THAT THE BOARD OF TRUSTEES APPROVE THE AMENDED CONSENT AGENDA WITH THE PRESIDENT'S ADDENDUM. THE MOTION CARRIES.**

FY24 Operating Budget

Dr. Tysha Tolefree presented the second reading of the FY24 Operating Budget (from July 1, 2023 to June 30, 2024) for Board approval 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.

She reviewed the FY24 Revenue Projections for Student Tuition & Fees, Running Start, International Students, State Allocation, Other Revenues, and Transfers.

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.

It was moved by Trustee Mah and seconded by Trustee Davis **THAT THE BOARD OF TRUSTEES APPROVE THE FISCAL YEAR 2024 OPERATING BUDGET AS PRESENTED IN TAB 2. THE MOTION CARRIES.**

### Tribal Relations

After the SPSCC's Native Land Acknowledgement, Dr. Shanon Millman Rodriguez, Director of Tribal Programming; Amanda Ybarra, Executive Diversity Officer; and Dr. Michelle Andreas, Vice President for Instruction, presented an update on the College's tribal relations:

Tribal High School+ Program:

- History
  - Nisqually Tribe 2009- GED/2015- HS+; Skokomish Tribe 2015- HS+; Squaxin Island Tribe 2016- HS+
- What is tribal HS+?
  - Competency-based diploma program

- Work with students 18+, but occasionally start with 17 year-olds
- Perfect fit for tribal communities; program reaches multi-generations of family, for more than just a diploma
- Total number of completed diplomas since 2016 between three tribes- 180. Completers this year: Squaxin: 6; Skokomish: 8; and Nisqually: 6.

#### Programming and Support through the DEIC:

- FIRE Summit:
  - FIRE Summit started as an annual event ten years ago. It has grown into a partnership between SPSCC and surrounding tribes: Nisqually Tribe, Squaxin Island Tribe, Confederated Tribes of the Chehalis Reservation, and Skokomish Tribe.
  - It is a daylong experience designed to ignite Native youth, giving them a place to start dreaming while exploring their future academic possibilities.
  - High school students get to create and build relationships with college staff, faculty, and other Native students while learning about possible career pathways
- Ignite Program:
  - Equity program designed to help historically underrepresented student populations succeed in higher education
  - Support Provided: Intentional Community; Educational Planner housed in the DEIC; Financial Aid Advisor; Peer Mentor; technology and textbook support; hardship grants; forums and workshops
  - Programs lead to higher levels of success for historically underrepresented populations

#### Instruction and Future Plans:

- Build partnerships with tribal communities to inform our Early Childhood Education (ECE) AAS Degree curriculum and program delivery
- Develop and launch a task force focused on meeting the needs of SPSCC ECE students from underrepresented groups; supporting Native American students will be a primary focus of this task force
- Begin and continue focus groups in our tribal communities (Nisqually, Skokomish, and Squaxin Island) to inform our ECE degree curriculum and program delivery
- Seek funding through grant writing to support further data collection, partnerships building, and the ECE AAS curriculum revisions

#### Looking toward the future:

- Expanding Tribal Connections: Puyallup, Quinault, and beyond
- Additional collaboration with Instruction
- Collaboration through Student Life
- Annual Fire Summit

### Employee Turnover 2022-23

Dr. Michelle Andreas, Vice President for Instruction and Samantha Dotson, Executive Human Resource Officer, presented the 2022-23 turnover numbers/percentages. Leavers (74) / Leavers (74) + Active (317 employees) = Turnover Rate. The turnover rate was 18.9%. Industry turnover rate is 25-28%.

### 2023 Aspen Prize Feedback Report

Dr. Stokes and Dr. Michelle Andreas, Vice President for Instruction, reviewed Aspen's Feedback Report for SPSCC based on the data Aspen used in the prize process and the site visit notes. The Feedback Report included notable strengths and areas for improvement for the six areas on which colleges were assessed during the Aspen Prize process:

- Teaching and Learning
- Completion
- Transfer
- Workforce
- Access for Success
- Equity in Student Success

### President's 2023-2024 Goals

As part of Dr. Stokes' presidential evaluation, his 2023-24 internal and external goals were reviewed and discussed by the Board. The internal and external goals will be finalized and provided to the Board.

### President's Contract

Trustee Mah reported that the Board continued its assessment and evaluation review of the President and his contract during the Executive Session. They were in agreement that this has been an exceptional year for the college, and Dr. Stokes was an important part of that.

It was moved by Trustee Mah and seconded by Trustee Drew **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 A ONE-TIME \$30,000 CONTRIBUTION TO THE PRESIDENT'S SUPPLEMENTAL RETIREMENT CONTRIBUTION FOR RETENTION PURPOSES TO BE ADDED TO HIS CURRENT \$10,000 ANNUAL CONTRIBUTION, AND THAT THIS OFFER BE PLACED ON THE SEPTEMBER 2023 BOARD MEETING AGENDA FOR FINAL CONSIDERATION AS A CONSENT AGENDA ITEM.**

AAG Justin Kjolseth, would review and add the language to the current contract. The updated contract would be presented at the September Board meeting.

### Board Meeting Activities Schedule

- The Board reviewed the draft Board Meeting Work Schedule for 2023-24: dates, plans, and Study Session topics.
- The Board would identify Study Session/topics of interest later in the meeting. The Work Schedule would be updated and re-distributed to the Board.
- The October 10, 2023 Board of Trustees meeting would have to be re-scheduled to October 17 due to a conflict with the ACCT 2023 Leadership Congress.

### Board Committee Assignments

Trustee committee assignments for 2023-24 were confirmed:

- ACT Legislative Action Committee (LAC): Trustee Doug Mah – primary; Trustee Steven Drew – secondary
- Foundation Board: Trustee Judy Hartmann (primary); Rozanne Garman - secondary
- Board Finance Committee: Trustee Jeff Davis – primary; Trustee Steven Drew – secondary
- Ad-Hoc Governance Committee: Trustee Judy Hartmann – member, Trustee Doug Mah – member, and Dr. Stokes – member. This Ad-Hoc Governance Committee was added to align with the every five-year review of Board policies.

### 2022-23 Board Self-Assessment

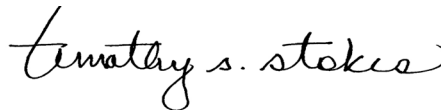
The Board of Trustees annually completes a Board Self-Assessment. The 2022-23 Board Self-Assessment Report was compiled and prepared by the Association of Community College Trustees (ACCT). The Board reviewed and discussed the report.

**ADJOURNMENT** 5:00 P.M.



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ROZANNE GARMAN, BOARD CHAIR  
SOUTH PUGET SOUND COMMUNITY COLLEGE



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TIMOTHY STOKES, SECRETARY  
SOUTH PUGET SOUND COMMUNITY COLLEGE