

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

**Tuesday, October 17, 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 2:34 p.m.

**ROLL CALL**

Trustee Rozanne Garman, Trustee Steven Drew, Trustee Doug Mah, and Trustee Judy Hartmann were present. Trustee Jeff Davis was absent. Sharon English, Assistant Attorney General, Education Division Section Chief, was present on behalf of Justin Kjolseth, Assistant Attorney General.

**INTRODUCTION**

Sharon English, Assistant Attorney General, Education Division Section Chief.

**APPROVAL OF CONSENT AGENDA**

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

**A. ADOPTION OF MINUTES**

- September 12, 2023 regular meeting

**B. MEETINGS AND CONFERENCES**

- ACCT Leadership Congress, October 9-13, 2023, Las Vegas, NV
- ACT Fall Conference, November 16-17, 2023, Seattle, WA

**C. ANNOUNCEMENTS**

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

Regular Meeting

November 14, 2023

2:30-4:30 p.m.

South Puget Sound Community College  
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**E. CCE CONTRACT**

- October 2022: 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 2022: Board decided that approval for future contracts over \$1M will be added as an item under the Consent Agenda.
- Contracts: State of Washington Department of Ecology, State of Washington Department of Children, Youth and Families  
Board approval of the Consent Agenda will indicate Board approval of the contract in excess of \$1M.

With the approval of the Consent Agenda, the Board also approved the CCE Contracts.

**COMMENTS FROM THE AUDIENCE** None.

#### **BOARD SPECIAL COMMITTEE LIAISON REPORTS**

- ACT Legislative Action Committee (LAC): Trustee Doug Mah-primary; Trustee Steven Drew-secondary
  - The State Board will hear the college system's 2024 legislative agenda and priorities on October 19. Those include funding requests for:
    - at least 15 additional Bachelor of Science in Computer Science programs
    - development of free, copyright-cleared educational resources
    - upgrade of college buildings to comply with the Clean Building Act and de-carbonization and energy efficiency efforts
    - Capital Budget projects at Lower Columbia College, Columbia Basin College, and Bellingham Technical College
- Board Finance Committee: Trustee Jeff Davis-primary; Trustee Steven Drew-secondary
  - There was no Board Finance Committee meeting. Details of the financial reports were deferred to Dr. Tysha Tolefree.
- Foundation Board: Trustee Judy Hartmann-primary; Trustee Rozanne Garman-secondary
  - Foundation has four Strategic Planning Sessions scheduled between October 23 to the end of the year.
  - Pledgers to last year's campaign are starting to make their contributions.
  - Introduction: Amber Wetzel, Director of Strategic Partnerships & Major Gifts effective July 10, 2023.
- Ad-Hoc Governance Committee: Trustee Judy Hartmann-member; Trustee Doug Mah-member; and Dr. Stokes-member
  - The committee will meet on October 19.

#### **REPORT FROM THE COLLEGE PRESIDENT**

- Dr. Stokes called on Rae Watkins, 2023-24 ASB President, who reported the following:
  - Student Survey has been open with 155 responses so far. They are working to encourage more participation until it closes on November 6.

They added a survey question on food options on campus and serving times.

- Food Pantry: 92 visits in the summer; 261 the first month of fall quarter.
- Coffee Corner: 75% higher than the same time last year.
- Dr. Stokes called on Jason Salcedo, English and Humanities Professor and Faculty Senate coordinator, who reported:
  - The following are the elected Faculty Senate coordinators:
    - Jason Salcedo, English Professor
    - Michael Gray, Film and Media Studies Professor
    - Chandra Miller-Starks, Psychology Professor
  - Faculty Senate goals include the following:
    - Continued partnerships across the institution to build culture of collaboration and support for athletics (work with Student Life, Public Relations, and Athletics to bring back faculty/staff basketball night)
    - Planning for their 2<sup>nd</sup> Annual Faculty Social, which is sponsored by Dr. Stokes. This celebration helps integrate new faculty and build collegiality and morale.
    - Shared governance – this is an ongoing goal that involves furthering the relationship and the collaboration between faculty and administration to fulfill the college mission

Board Chair Garman acknowledged Professor Salcedo's work and passion and the acknowledgement of our student-athletes, centering them and recognizing their commitments outside of the classroom.

- No report from Faculty Union.
- Fall Enrollment Update: FTE is up 17.5% at 3830; Running Start is up at 20% at 1221; International enrollment has 72 FTE; ESL is 49% over last year; ABE is up by 12%. Enrollment is right about the pre-pandemic line.
- At the AACT Leadership Congress on October 11, Trustee Mah and Dr. Valerie Robertson, Dean of Enrollment Services, gave a joint presentation, *“Implementing Data Systems to Close Equity Gaps and Increase Student Success.”* The college implemented the Hobsons/EAB Starfish data platform as part of Guided Pathways. The College has successfully leveraged the platform to track and manage the student experience in direct alignment with strategic initiatives aimed at increasing student achievement and eliminating barriers and equity gaps.
- Design-Build Institute of America has selected SPSCC's Dr. Angela Bowen Center for Health Education for the National Merit Award in the Rehabilitation, Renovation, and/or Restoration category.
- On October 14, the Market Building opened as one of the businesses and newest building and beer garden in the Craft District.
- WACTC worked on the ctcLink Work Plan for Academic Year 2023-24.
- He noted the information located in the board binder: President's Outreach/Professional Development/Advocacy Activities List

**INFORMATIVE REPORT** No Report.

**POLICY** No Report.

**BUILDINGS AND GROUNDS** No Report.

## **BUDGET AND FINANCE**

### Budget Closeout

Dr. Tolefree, Vice President for Finance & Operations, reported on the FYE23 budget closeout (operating revenues, expenses, and overall performance):

- Total operating revenues: \$45.9M (\$45.1M for FY22). Relative to the FY23 budget, the total operating revenues exceeded projections by \$761K.
- Total operating expenses: \$44.2M (9% increase compared to FY22). Relative to the FY23 budget, the total operating expenses were \$917K less than initially projected.
- Overall, the FY23 operating budget has a FYE net surplus of \$1.6M compared to \$3.8M in FY22 for the same period.
- The financial outcome for FYE23 is positive.
- The outcome of the operating budget is also positive despite decline in tuition operating fees, Running Start, and international student contracts (largely impacted by the pandemic).
- Overall non-operating revenues: \$26.6M, offset by \$26.9M expenses, resulting in a net loss of \$316K for FYE23. The negative variance is largely due to institutional support, capital projects, student services, e-learning, and technology fees offset by a positive variance of \$2M in CCE programs.

### 2023-2024 Grants and Contracts

Dr. Tolefree presented a list of CCE Contracts during FY24 for a total of \$23,575,636 and a list of FY24 Grants for a total of \$2,253,102.

### Building 27 Student Services Renovation

Dr. Tolefree and Dr. Dave Pelkey, Vice President for Student Services, reviewed the plans for the Building 27 Student Services remodel and the request for approval to spend up to \$1.224M in local S&A funds to remodel the Student Union Building (Building 27) to consolidate student support services, Diversity, Equity & Inclusion Center, and student government space.

On June 2, 2023, the Associated Student Body (ASB) approved a plan to remodel the SUB, and the remodel cost is approximately \$1.224M from the ASB Reserves Fund. The remodel will provide wrap-around support, a more community-facing student government and support services environment, and increased student engagement from a holistic approach that meets the needs of students in an environment that fully supports student success. The DEIC and associated programs will be relocated from

Building 22 to Building 27. The ASB government and Student Support Services will be consolidated within Building 27 to include a reception desk, food bank, and espresso stand. The project is estimated to be completed before the end of the 2023-24 academic year, no later than June 30, 2023.

After discussion about the proposed remodel, the amount of \$1.224M approved by the ASB, possible higher remodeling costs, and the implementation/completion timeline, the Board determined authorizing a higher amount, adding approximately 15% for contingency. If the total remodel cost ends up higher than the \$1.224M, Dr. Pelkey would have to go through a request and approval process with the ASB.

It was moved by Trustee Mah and seconded by Trustee Hartmann, **THAT THE BOARD OF TRUSTEES APPROVE THE COLLEGE ADMINISTRATION'S RECOMMENDATION TO APPROVE THE SPEND REQUEST OF UP TO \$1.4M OF LOCAL FUNDS – STUDENT & ACTIVITIES (S&A) FEES, TO REMODEL THE STUDENT UNION BUILDING (SUB) LOCATED IN BUILDING 27 AS PRESENTED IN TAB 5. THE MOTION CARRIES.**

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

- Trustee Mah reported that an estimated 2,000 trustees attended this year's ACCT Congress, beating last year's attendance in New York. Next year's conference will be in Seattle. Trustee Mah is co-chair of the Asian Pacific Islander Native American Caucus, which is one of three affinity minority caucuses. This year there was new emphasis around having ACCT make a hard statement or do something about recent changes in state laws, specifically in Texas and Florida that are seen as outlawing or defunding DEI work within education. The outcome is that ACCT has pulled together a task force to look at how they can address this concern. The challenge is that ACCT is a national association, and does not deal with state/local politics. However, this concern is having an impact on what colleges can do. Now there are trustees who may or may not want to participate in DEI activities if their state has defunded it. It highlights these divisions and the national politics showing up at the doorsteps of trustees across the country. California is leading some discussions against the recent Supreme Court rulings on affirmative action and enrollment. ACCT may not have this concern addressed by the next conference, so this discussion may show up in Seattle a week before the elections. Rich Fukutaki, a Trustee from Bellevue College, is scheduled to be the incoming president of ACCT and will take over the Seattle caucus. Trustees involved in the state ACT and affinity groups are in support of Rich and are trying to think of what this would look like.

#### **EXECUTIVE SESSION**

At 4:10 p.m. Chair Garman announced that the Board was going into Executive Session to discuss with legal counsel matters relating to litigation or potential litigation and to review the performance of a public employee. The executive session was estimated to conclude at 4:30 p.m. with no Board action.

**RECONVENE REGULAR MEETING**

The executive session concluded at 4:30 p.m. with no Board action, and the regular meeting reconvened at 4:30 p.m.

**ACTION ITEM FROM EXECUTIVE SESSION** None.

**ADJOURNMENT** 4:30 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