

**South Puget Sound Community College  
BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
Tuesday, June 11, 2024  
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 12:00 p.m.

**ROLL CALL**

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

**EXECUTIVE SESSION**

At 2:00 p.m. Board Chair Garman announced that the Board would go 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.

Chair Garman acknowledged that SPSCC is once again a Top 10 Aspen Community College and thanked faculty, staff, executive team, and Dr. Stokes for their amazing work to reach this moment once again. The Board is very grateful for this amazing achievement.

**APPROVAL OF CONSENT AGENDA**

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

**A. ADOPTION OF MINUTES**

- May 14, 2024 regular board meeting

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

- 2024 Commencement Ceremony, June 15, 10:00 a.m., The Evergreen State College's Red Square

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

Regular Meeting  
September 10, 2024  
2:30-4:30 p.m.  
South Puget Sound Community College  
2011 Mottman Road, S.W.  
Olympia, WA 98512-6292

**PUBLIC COMMENTS**

Chair Garman announced, "Board Policy 105 (*Meetings*) allows for oral comments or questions by members of the public on any matter relevant to its responsibilities and duties in the operations of the college. Consistent with this policy, comments may be limited to three minutes per person. The board is here to listen and typically does not respond and/or engage in public comments. We will now hear from individuals who wish to comment."

There were no comments.

**BOARD SPECIAL COMMITTEE LIAISON REPORTS**

- ACT Legislative Action Committee (LAC): Trustee Doug Mah-primary; Trustee Steven Drew-secondary
  - There was no report.
- Board Finance Committee: Trustee Jeff Davis-primary; Trustee Steven Drew-secondary
  - There was no report.
- Foundation Board: Trustee Judy Hartmann-primary; Trustee Rozanne Garman-secondary
  - Trustee Hartmann acknowledged Board Chair Garman's golf team during the Clipper Golf fundraiser and asked Vice President for Advancement Kelly Green, to say a few words -- she reported that it was the 31<sup>st</sup> Clipper Scramble, which was moved to Tumwater Valley this year, the home course of the Clipper golf team. They had 31 teams on the course, and sponsors, coaches and athletes were in attendance.

**REPORT FROM THE COLLEGE PRESIDENT**

Report from the College President:

Dr. Stokes called on Rae Watkins, ASB President, who reported:

- *The State of the Students Final Report*, included student priorities from the Senate Survey and 2023-24 student agendas and supporting documents.
- They received 950 survey responses over the course of the year, which demonstrate students' willingness to get involved.
- The top four priorities recurring in the Student Senate Survey:
  - Food Service; Financial Aid; Scheduling with on-campus representatives; and Student advocacy.
  - They received proposals from students about how to further student voice and broaden student advocacy by joining the Washington Student

Association and invoking of RCW 28B.50.102 that allows the Governor to appoint a student to the Board of Trustees.

- Rae Watkins thanked the Board for their support of students this past year; added that the students are stronger than ever and are hoping to get involved in the coming years in student advocacy on campus and at the state level.

Dr. Stokes announced that the Board would carry out its tradition of having a Percival Brick engraved and installed in the Percival Plaza to recognize Rae Watkins as the 2023-2024 ASB President.

Dr. Stokes called on Carlea McAvoy, Mathematics Professor and Faculty Union President, who reported:

- Undergraduate Research Program: Small lectures led by faculty in their areas of expertise, where students get relevant, hands-on experience with real science and collaborate with local agencies and organizations on important projects that directly impact our community and ecosystem. The program is team-taught and involves faculty mentor work. It is a 5-credit program that stretches over three quarters. During fall-winter they refine their research question and gather resources and during spring they carry out their projects and present in a public forum. This year, seven faculty members from biology, chemistry and physics, were involved.
- The Climate Solutions Project started in 2022-23 and was supported by the State Board. There were 22 faculty members that got involved, producing 13 new climate-related lectures, labs and projects--creating them, evaluating them, sharing them so other faculty can use them in future events. The Project funded field trips and hands-on training for some faculty; equipment to test air and water quality for the science students; an internship; cataloging the energy issues in Building 35 and making recommendations about operation cost savings and reduction of carbon dioxide emissions; new EV battery for Automotive, and others. Dr. Stokes continued funding in 2023-24. There was a wide variety of faculty participation and 15 other projects were added this year. Dr. Stokes has released funding to continue this program next year.

Dr. Stokes reported:

- SPSCC received a \$750,000 grant from the National Oceanic and Atmospheric Administration (NOAA). The college will partner with the Squaxin Island Tribe and participate in a "groundbreaking initiative aimed at developing a climate-ready workforce." Over the next four years, the grant will support the Tribal Stewards Program where SPSCC and five other community colleges will collaborate; training SPSCC's STEM faculty in Traditional Ecological Knowledge; and additional training opportunities in climate science through coordinated workshops with the University of Washington Climate Impacts Group, NOAA, and local Tribal partners.
- Summer enrollment is incredible—it shows we are 23 above our 10<sup>th</sup> day number last year. Currently, fall enrollment is the largest increase in my history in higher education. It is above 50 percent higher than where we were at this time last year. The enrollment shows an incredible amount of work by a tremendous number of people across the campus.
- A big shout-out to the following and their teams: Dr. Dave Pelkey, Vice President

for Student Services; Rip Heminway, Executive Technology Officer; and Dr. Tysha Tolefree, Vice President for Finance and Operations. They worked collaboratively to create a system outside of ctcLink so we can award financial aid to our students. We have some challenges around getting reimbursements back from the Department of Education, and we have a solution on the agenda for Board action.

- Davis Jenkins and his research associates from the Community College Research Center (CCRC) at Columbia University are the premier researchers on community college success in the nation. They did the foundational research for advising and student supports, teaching and learning, and Guided Pathways, among others. They asked us to be a feature in a chapter in one of their books on working with faculty and using data to help improve teaching and learning and make changes that are necessary to improve retention and completion.
- End-of-year celebrations and Art, Music Performance (AMP) have been going on. Shout-out to Dr. Melissa Meade—they have been filling the Arts Center. Amélie the musical, based on the motion picture Amélie; the choir; the orchestra; the jazz band--were all incredible.
- Tribal graduation celebrations:
  - Squaxin Island sgwi-gwi Celebration- Thursday, June 13 at 5:00
  - Skokomish Graduation Celebration- Saturday, June 22 at 3:00
  - Nisqually Education Celebration- Wednesday, June 26 at 5:30
- The President's Outreach/Professional Development/Advocacy Activities List in TAB 2.

## POLICY

### Contract Renewal/Non-Renewal

The Probationary Review Committee (PRC) for Faculty Counselor Heather Kranz, has completed its activities and prepared evaluation and progress reports. Committee reports were reviewed by the Board prior to the June meeting. Dr. Pelkey reported that Counselor Kranz has been an absolutely amazing addition to their team and she has a deep community connection which has been an asset to the institution and our students. The Board considered the contract for Heather Kranz, Faculty Counselor.

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, DIRECT THE PRESIDENT TO GIVE NOTIFICATION OF CONTRACT RENEWAL EFFECTIVE WITH THE WINTER 2024-2025 CONTRACT YEAR TO HEATHER KRANZ, FACULTY COUNSELOR. 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.

Some expressions of thanks and appreciation from the trustees included:

- Each trustee is very honored to be on this Board, grateful and proud of this institution because of the quality of work of Dr. Stokes, the executive team, faculty, professional staff and everyone at the institution. It is an amazing role to have, and it is about the leadership and everybody moving in one direction at this college.
- Excellent review, excellent performance. We are very fortunate to have Dr. Stokes here.
- We are very grateful that Dr. Stokes is at the helm of the Clipper ship. We are doing extremely well, and everyone has coalesced in making this institution great.
- We have an opportunity to interact with, and observe, Dr. Stokes in a different role amongst his peers--to see their level of respect and deference, and the counseling that he does with his peers.
- His impact on this college is significant, but he has an equally large impact on the entire state system.
- One of the things that makes him a good leader is always paying attention to the mission, the areas in which we need to work next, and bringing the resources that we have to address the kinds of things that we want to do to support our mission and our students.
- Our experience of Dr. Stokes as a leader is one with compassion, clarity, commitment, and focus, and one who is centered around our college and our students.

“Dr. Stokes has achieved exceptional recognition for the college, with respect to student achievement, faculty and staff engagement and success. The trustees desire to retain Dr. Stokes so that the College can continue to benefit from these achievements and ensure that his leadership continues.” It was moved by Trustee Hartmann and seconded by Trustee Davis, **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, 2027; AN 11% SALARY INCREASE, WHICH INCLUDES THE 3% COLA APPROVED BY THE LEGISLATURE FOR 2024-2025; AND AN ADDITIONAL \$15,000 AS A ONE-TIME CONTRIBUTION TO HIS SUPPLEMENTAL RETIREMENT PLAN. HIS CURRENT CONTRACT PLUS THIS ADDITIONAL CONTRIBUTION WILL BRING THE TOTAL CONTRIBUTION TO \$25,000 FOR THE YEAR ENDING JUNE 30, 2024. THE MOTION CARRIES.**

Election of 2024-25 Board of Trustees Officers

The Board considered the nominating committee’s recommendations for the election of 2024-2025 Board officers.

It was moved by Trustee Davis and seconded by Trustee Mah **THAT THE BOARD OF TRUSTEES APPROVE THE BOARD NOMINATING COMMITTEE’S**

**RECOMMENDATION FOR 2024-25 TO ELECT STEVEN DREW AS BOARD CHAIR AND JUDY HARTMANN AS BOARD VICE CHAIR. THE MOTION CARRIES.**

**BUDGET AND FINANCE**

2024-2025 Services & Activities Fee Budget

Dean of Student Engagement & Retention Jennifer Manley, introduced Ella Reichert, ASB Vice President of Finance and S&A Fee Committee Budget Chairperson, who presented the list of allocations for the 2024-25 Services and Activities Fee Budget. The S&A budget allocation for 2024-25 was set at \$1,435,000 based on prior year actual S&A revenue collection, projected revenue from anticipated enrollments and new legislative increases in tuition and fees. The S&A Budget Committee considered funding requests that totaled \$1,663,958.05 from 36 different student programs.

A few things to note:

- The proposed 2024-25 budget includes a \$62,711.00 contingency line item for supplementary allocations to S&A budgets that experience shortfalls or unforeseen needs.
- Students maintain the Services & Activities Capital Equity Reserve Account, which includes all remaining unspent Services & Activities Fee funds at the end of each fiscal year's cycle. This account allows the ASB Senate to participate in capital projects on campus.
- Student Employment: All departmental budgets that support student employment were revised to allow for minimum wage increases in FY25.
- New Budget: Coffee Shop Operations to support student employment wages.
- Student Publications: Funding to support an online hub for student creative work.
- Student Clubs: The club budget model allows funding for all active FY25 clubs.

There was a request for clarification that future reports include the amounts spent (actual budget) and that requests that are denied, reduced, or not fully funded by S&A funds, include brief explanation and alternative funding source used/granted.

It was moved by Trustee Davis and seconded by Trustee Mah **THAT THE BOARD OF TRUSTEES APPROVE THE 2024-25 SERVICES AND ACTIVITIES FEE BUDGET AS RECOMMENDED BY THE STUDENT SENATE AND PRESENTED IN TAB 3. THE MOTION CARRIES.**

2024-2025 Operating Budget

Dr. Tysha Tolefree, Vice President for Finance and Operations, presented the second reading of the FY25 Operating Budget using the reports: FY25 Revenue Projections; FY25 Budget Development Guiding Principles; Executive Team Budget Deliberations for FY25 (Initiatives Funded in FY25 and Staffing); and Approved New Equipment for FY25 Budget. She noted that for the spring quarter, they had estimations based on the best information they had. She mentioned that nothing changed from the last time they looked at the report except for some final spring numbers which she reviewed.

Key highlights of Legislative Session Outcomes for the FY25 Budget Development:

- Tuition rate: (Operations, Building, Student & Activities Fees) will increase by 3%
- Running Start Program rates: will increase by 2%
- Non-resident tuition rate: will increase by 3%
- State Allocation (Operating Budget, Provisos, and Earmarks for SPSCC): will increase by 4% over FY24 initial projection (revised FY24 budget in March 2024)
- COLA increases fully funded: faculty 5.834%; exempt/non-represented 3%; classified 3%
- Employer-paid monthly healthcare contributions per eligible employee: increased to \$1,170, up from \$1,145 – 2% increase

College Enrollment and FY25 Revenue Projections:

- Anticipating continued growth of 2% in state tuition and Running Start enrollments; and a 1% increase in non-resident tuition fee enrollment
- State tuition and Running Start fees equate to 41% of our projected revenue, while the state allocation reflects 54%
- \$130K increase in other revenues largely due to rent income from our new tenant and minor increases in rental fees due to increased operational costs
- \$114K increase in transfers, largely related to reserves that will be used to cover one-time operational expenses

It was moved by Trustee Drew and seconded by Trustee Mah **THAT THE BOARD OF TRUSTEES APPROVE THE FISCAL YEAR 2025 OPERATING BUDGET AS PRESENTED IN TAB 4. THE MOTION CARRIES.**

## **ADDENDUM**

### Financial Aid Funds for Summer Quarter 2024

Dr. Dave Pelkey, Vice President for Student Services, reviewed that due to an emergency created by the U.S. Department of Education's (DOE) ongoing disruptions with FAFSA and the impacts to student financial aid awards for Summer Quarter, the administration is requesting Board approval to expand the president's authority to spend up to \$750,000 of local funds (Running Start excess revenue) to advance funds to our students for expenses above tuition and fees for Summer Quarter 2024. These local funds will be returned in full to the Running Start excess revenue fund, once the college can drawdown its DOE funds. This expanded authority to use local funds for this purpose expires on September 30, 2024, at which time, the administration will provide the Board with a report on the amount of funds advanced and received back into the Running Start account from the drawdown from DOE. It is recommended the Board approve this request, which supports student success and retention.

It was moved by Trustee Mah and seconded by Trustee Drew **THAT DUE TO AN EMERGENCY SITUATION CREATED BY THE DOE FAFSA SIMPLIFICATION ROLLOUT, THE BOARD OF TRUSTEES APPROVE THE ADMINISTRATION'S REQUEST TO EXPAND THE PRESIDENT'S AUTHORITY TO AUTHORIZE EXPENDITURES UP TO \$750,000 OF LOCAL FUNDS (RUNNING START EXCESS REVENUE) TOWARD STUDENT EXPENSES ABOVE TUITION AND FEES FOR**

**SUMMER QUARTER 2024. THIS AUTHORITY SUNSETS ON SEPTEMBER 30, 2024, AND THE ADMINISTRATION IS ASKED TO PROVIDE THE BOARD WITH A REPORT ON THE AMOUNT DISBURSED AND RECEIVED BACK ONCE THE COLLEGE CAN DRAWDOWN SUMMER QUARTER FUNDS FROM DOE. THE MOTION CARRIES.**

**DIVERSITY, EQUITY, AND INCLUSION** No Report.

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

- The trustees expressed their gratitude and recognized everyone's hard work and a job well done this school year. This college is doing so incredibly well. Additionally, the Aspen recognition is a testament to the heart and soul of everyone who works here.
- The whole art to all of this is to make success look effortless. But we all know that it takes a great deal of effort, energy, and commitment from the bottom all the way to the top. We see this day in and day out, and our students and the community benefit from it.
- As it was Trustee Garman's last meeting as Board Chair, Dr. Stokes thanked her for doing an outstanding job again as Board Chair for the 2023-24 academic year.
- Dr. Stokes and the Board also expressed their appreciation and gratitude to Diana Toledo and AAG Justin Kjolseth.

**EXECUTIVE SESSION** None.

**ACTION ITEM FROM EXECUTIVE SESSION** None.

**ADJOURNMENT** 5:15 P.M.

  
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ROZANNE GARMAN, BOARD CHAIR  
SOUTH PUGET SOUND COMMUNITY COLLEGE

  
\_\_\_\_\_  
TIMOTHY STOKES, SECRETARY  
SOUTH PUGET SOUND COMMUNITY COLLEGE