

**South Puget Sound Community College  
BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
Tuesday, October 15, 2024  
Building 25-Boardroom  
South Puget Sound Community College  
2011 Mottman Road, S.W.  
Olympia, WA 98512-6292**

**CALL TO ORDER**

Board Chair Steven Drew called the meeting to order at 2:30 p.m.

**ROLL CALL**

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

**APPROVAL OF CONSENT AGENDA**

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

**A. ADOPTION OF MINUTES**

- September 10, 2024 regular board meeting

**B. MEETINGS AND CONFERENCES**

- ACT Trustee Tuesday, October 8, 2024, Virtual
- ACCT Leadership Congress, October 23-26, 2024, Seattle
- ASPEN Site Visit with Trustees, November 14, 2024, 10:30-11:00

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

Regular Meeting  
November 12, 2024  
2:30-4:30 p.m.  
South Puget Sound Community College  
2011 Mottman Road, S.W.  
Olympia, WA 98512-6292

**PUBLIC COMMENTS**

Chair Drew 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 public comments made during this meeting.

### BOARD SPECIAL COMMITTEE LIAISON REPORTS

- ACT Legislative Action Committee (LAC): Trustee Doug Mah--primary; Trustee Steven Drew—secondary
  - Trustee Mah reported:
    - The annual ACCT Leadership Congress will take place in Seattle in a couple of weeks, followed by the ACT Fall Legislative Conference. None of the trustees will be attending the Conference on November 14 due to the ASPEN Site Visit with the Trustees.
    - The State Board is moving forward with its legislative agenda.
- Board Finance Committee: Trustee Jeff Davis--primary; Trustee Doug Mah--secondary
  - Trustee Davis reported:
    - The Board Finance Committee met on September 25 to review financial reports. No conclusive financial outcomes were reported. There would be detailed reporting by Dr. Tolefree later in the meeting.
- Foundation Board: Trustee Judy Hartmann--primary; Trustee Rozanne Garman—secondary
  - Trustee Hartmann reported:
    - Campus Cares campaign is going on, with this year’s goal of raising \$60,000 in October.
    - Betti Tool Day is Foundation’s program for providing tools to 2<sup>nd</sup> year Automotive students. The students will be receiving their tools on October 20.
    - A fundraising partnership event on December 7, *Brunch with a Purpose*, hosted by John Doan and David Marks.

### REPORT FROM THE COLLEGE PRESIDENT

- Dr. Stokes called on ASB President, John Sohn, who introduced himself and provided the following report: updates on student involvement; renovation of the Student Union Building; success of the Clipper Coffee Corner; the Food Pantry's new shopping style model; and upcoming events like the winter warmth drive and holiday gift card donation.
- The Senate Survey has now been opened from October 7-November 11. This is

where they will be gathering student feedback on services, engagement, and just overall belonging on campus, and this data will be used to inform future decisions over what they want to drive their priorities for the year.

Dr. Stokes reported the following:

- Enrollment Update: The total Full-Time Equivalent (FTE) enrollment is over 4300, which is an increase of almost 15%. State FTE is up by 22%, Running Start by 7.2%, and International enrollment by 16%. The English for Speakers of Other Languages (ESOL) program, has seen a 36% increase, largely due to refugee and immigrant growth in the community. Enrollment at the Lacey campus is up by about 38% for the year. Jennifer Barber, Dean of Transition Studies, explained that World Relief, an agency coordinating with the federal government, resettled between 75 and 80 refugees in Thurston County last year. Most of these adults enrolled in the English language program, and this year has seen a similar number. The refugee enrollment includes individuals from Afghanistan, Ukraine, Congo, Kazakhstan, and Central and South America, contributing to a diverse English language program.
- He noted that the Executive Team had a discussion on bringing the board a list of budget adjustments. A large amount of the money will go to hiring quite a few adjuncts right up until the start of the quarter. They decided that the whole budget will not be revised, so there will be no major budget approval; instead, they will present the board with a list of items that they would like to add to the budget for the year.
- The Construction Trades Program has been in development for three years in partnership with United Way, EDC, Thurston County Chamber, PacMtn, CTE directors from the high schools, New Market, and other local labor groups. The program aims to provide credentials for individuals to move into construction trades, with the first set of classes covering core plus green building and carpentry. Additional modules such as plumbing and HVAC may be added based on the needs of employers. The program is expected to start in January, with a cohort size of 15 students. The program will target recent high school graduates interested in trades. The training will be held at Lacey Makerspace and Lacey Campus due to space constraints at New Market.
- His recent experience at the Aspen Presidential Fellowship was that it was an incredible professional development program and the best professional development he has ever had. He appreciated the opportunity to learn and grow professionally, and expressed gratitude for the support and funding provided. The fellowship provided a unique opportunity to network with 25 top college presidents from across the country, and the Aspen Institute is an incredible space for reflection and idea generation.
- The Thurston Chamber is hosting the Governor's Inaugural Ball on January 15, 2025. He reported the college's involvement in the Ball, and that they have asked him to emcee it.
- He noted the President's Outreach/Professional Development/Advocacy Activities List in TAB 2.

## POLICY

### Entrepreneur Academy

Omei Nandyal, Foundation Board member, and Noel Rubadue, Dean of Corporate and Continuing Education, reported on the new Entrepreneur Academy. He shared his journey as a serial entrepreneur and his experience with remote tech companies. He is the instructor for the Entrepreneur Academy. The Academy is a new 12-month program at SPSCC, aimed at creating a tech sector in the South Sound by partnering with the community and industry leaders to support tech startups. The program was launched in the summer with an initial expectation of 5 students, but 13 applied, and 11 are currently in the program. It is designed to support aspiring entrepreneurs through training, mentorship, resources and the development and launch of student-led companies. It aims to foster entrepreneurial skills and innovation among students, and to support their business development and business ventures.

They highlighted the Academy's goals including rethinking entrepreneurship and transforming theory to practice, cohort recruitment from any college pathway, application process, curriculum, support services available to participants, progress, what they have learned so far, and adjustments for next year.

They reviewed the current cohort that identified a market entry opportunity related to the inefficiencies in the way students receive their emergency grant funding. The cohort's product idea is a financial education and financial technology application. Their company name, Sound Gen Financial, focused on improving the financial aid process for students. Their departments include marketing, business development, human resources, development, product management, and finance and administration.

The board had positive feedback and expressed appreciation for the innovative program and its potential impact on the community.

### Faculty Report

The President called on Carlea McAvoy, Professor and Faculty Union President. She introduced Math faculty members Paradise Lowe and Julia Trude, who discussed their course redesign of Math and Society, over the past year, to Math Around the World, which focuses on diversity, equity, and inclusion. They reworked the course to include historical and cultural contexts, such as the development and use of fractions in Egypt and the Chinese numeral system. The course is modular, with hands-on activities, lecture videos, and projects to engage students. Students can explore mathematical developments in different cultures and create projects based on their interests. The course includes a "math passport" where students can delve deeper into regions or cultures of interest. Students have shown great interest and engagement in the course. The course is currently co-taught and will be shared with other faculties once refined. They received positive feedback and appreciation from the board for their presentation and their innovative approach to teaching math.

Carlea McAvoy highlighted the work of faculty members and the 2024-25 Communities of Practice that promote student success and professional development.

#### Student-Athlete Tuition Waiver

Dr. Dave Pelkey, Vice President for Student Services and Vernell Willingham, Director of Athletics, provided an overview on student-athlete waivers.

Prompted by a proposal from the NWAC and WACTC's recommendation to increase the optional student athletic waiver to match that of NWAC's Oregon member colleges, the State Board has adopted a resolution increasing the athletic waiver. As provided in the resolution, colleges may waive up to 100% of the 15-credit resident operating fee for grant-in-aid eligible student-athletes.

SPSCC's current Grant-in-Aid uses a combination of 25% tuition waiver and an amount equal to 40% of tuition from Foundation funds to fund athletic scholarships. They reviewed their request to the Board to authorize a waiver increase from 25% to 100% effective 2025-26. This will increase the cost of tuition being waived by \$207,587 and allow for \$110,718 of Foundation funds to be redistributed to general scholarships as well as Emergency Grants.

Their request aims to support student-athletes by covering their tuition and fees entirely, which would help in recruiting and retaining them and help them balance their academic and athletic commitments.

It was moved by Trustee Mah and seconded by Trustee Garman **THAT THE BOARD OF TRUSTEES INCREASE THE ATHLETIC WAIVER TO 100% OF THE 15-CREDIT RESIDENT OPERATING FEE FOR GRANT-IN-AID ELIGIBLE STUDENT-ATHLETES. THE MOTION CARRIES.**

#### 2024-2025 Instructional Calendar Changes

Dr. Michelle Andreas, Vice President for Instruction, presented the proposed changes to the 2024-2025 instructional calendar to align with the revised language in the recently-approved faculty contract. The proposal maintains the start and end dates of the quarters to minimize disruption.

##### Calendar Proposal:

- Kickoff Week: September 16-20
- Fall Quarter: September 23-December 9
- Faculty Winter Break: December 17-January 1
- Winter Quarter: January 6-March 18
- Faculty Spring Break: March 25-31
- Spring Quarter: April 7-June 13

The calendar proposal was recommended for Board approval and adoption as the

revised 2024-2025 Instructional Calendar.

It was moved by Trustee Garman and seconded by Trustee Mah **THAT THE BOARD OF TRUSTEES APPROVE THE CHANGES AND ADOPT THE REVISED 2024-2025 INSTRUCTIONAL CALENDAR. THE MOTION CARRIES.**

**BUILDINGS AND GROUNDS** No Report.

## **BUDGET AND FINANCE**

### Financial Aid Excess Funds

At the June 2024 meeting, the Board of Trustees approved the expansion of 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. The funds would be returned in full to the Running Start excess revenue fund, once the funds were available through the U.S. Department of Education to drawdown. The expanded authority to use local funds for this purpose expired on September 30, 2024.

Dr. Tysha Tolefree, Vice President for Finance and Operations, reported that the \$750,000 of local funds were not utilized. The proactive collaboration between departments of Financial Aid, I.T., and the Business Office resulted in a successful outcome for students without utilizing the excess funds. Victoria Hill, Dean of Student Financial Services, expressed gratitude for the Board's support. Dr. Tolefree reported that there was no need to extend the use of authority for fall quarter.

### 2024-2025 CCE Contracts

Dr. Tolefree presented a list of active Corporate and Continuing Education contracts for Fiscal Year 2025. The list includes detailed information on various projects, clients, and contract balances for each project. The total contract balance as of early October was \$23,657,996.28.

### Debt Service and Debt Capacity Report

Dr. Tolefree reported on the debt service and debt capacity per the Financial Stability and Solvency board policy. The Debt Service and Debt Capacity Report for Fiscal Year 2025 outlines the college's ability to meet its financial obligations without causing insolvency and ensures that the aggregate debt does not exceed 7% of the preceding three-year average of operating revenues. It includes details on the annual debt service for various projects, such as the Lacey 1, Health & Wellness Center, Bowen Building, and Bowen Building Renovation. For FY25, the annual debt service is \$2.1M, with a debt service limit of \$4.8 million. The report concludes that the college's debt capacity should remain stable throughout FY25. She noted that the college is at 43% of its debt capacity.

## FY25 Budget – Reserve Expenditure Request

The cost estimate to retro-commission and upgrade controls and heating valves in Building 35 (Health Sciences Building) is \$1,131,793. In September 2024, the college was awarded \$330,000 by the Department of Commerce to assist with this project. State Appropriated funds of \$165,000 is also allocated to this project, leaving a balance of \$637,000 required for completion.

Dr. Tolefree presented an FY25 request to utilize reserves to cover the deficit of \$637,000 for expenses associated with Building 35 energy improvements in compliance with the Clean Buildings Act.

It was moved by Trustee Mah and seconded by Trustee Garman **THAT THE BOARD OF TRUSTEES APPROVE THE REQUEST TO UTILIZE \$637,000 OF RESERVE FUNDS FOR INFRASTRUCTURE EXPENSES ASSOCIATED WITH BUILDING 35 ENERGY IMPROVEMENTS. THE MOTION CARRIES.**

**DIVERSITY, EQUITY, AND INCLUSION**

## Hanover Research Plan

Amanda Ybarra, Executive Diversity Officer, presented an update on the Hanover Research Plan. As a requirement of Senate Bill 5227 – Diversity in Higher Education, each institution of higher education must conduct a campus climate assessment. The Hanover Research Plan will be used to conduct a campus climate assessment to understand the current state of diversity, equity, and inclusion (DEI) at the college. Hanover Research was chosen for its national reputation, ability to customize the survey, and proven track record with other community colleges in the system. The assessment will be conducted over the winter and spring quarters of 2025, with final results expected by August 2025. The data will inform the Office of Diversity and Equity's Strategic Plan and ensure compliance with SB5227.

**COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES** None.

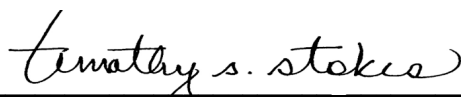
**EXECUTIVE SESSION** None.

**ACTION ITEM FROM EXECUTIVE SESSION** None.

**ADJOURNMENT** 4:27 P.M.



STEVEN DREW, BOARD CHAIR  
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY  
SOUTH PUGET SOUND COMMUNITY COLLEGE