

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

**Tuesday, January 14, 2025**

**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 2:00 p.m.

**ROLL CALL**

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

**EXECUTIVE SESSION**

At 2:00 p.m. Board Chair Drew announced that the Board was going into Executive Session to review the performance of a public employee ((RCW 42.30.110(1)(g))), and no action would be 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. The Board was in Executive Session to review the performance of a public employee. There was no action taken by the Board.

**APPROVAL OF CONSENT AGENDA**

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

**APPROVAL OF CONSENT AGENDA**

**A. ADOPTION OF MINUTES**

- December 10, 2024 regular board meeting

**B. MEETINGS AND CONFERENCES**

- ACT Trustee Tuesday, January 14, 2025, Virtual
- ACCT National Legislative Summit, February 9-12, 2025, Washington, DC

**C. ANNOUNCEMENTS**

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

Regular Meeting  
February 4, 2025  
2:30-4:30 p.m.  
TwinStar Community Foundation Event Center  
Building 1-Room 194  
4220 6<sup>th</sup> Ave. SE  
Lacey, WA 98503

**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 comments.

**BOARD SPECIAL COMMITTEE LIAISON REPORTS**

- ACT Legislative Action Committee (LAC): Trustee Doug Mah--primary; Trustee Steven Drew—secondary
  - Trustee Mah reported:
    - The primary focus of the *Trustee Tuesday* meeting was preparing for the upcoming legislative session, and emphasizing the preservation of the 2023-2025 State allocation for the current fiscal year. An error led to a \$28.6 million over-appropriation for the community college system, and the colleges are halfway through spending that halfway through the State fiscal year. If the legislature takes back the \$28.6 million for the single fiscal year, that reduction will probably be carried forward in the base, which will turn into a \$57 million reduction going forward, on top of any reductions that may occur in the upcoming bi-annual budget.
    - Advocacy for the capital budget request will begin, and for salaries and general college operations.
    - The upcoming National Legislative Summit in February in Washington D.C. was discussed, focusing on higher education under the new Administration.
    - Dr. Stokes noted continuing advocacy with Sen. Patty Murray for the \$1.5 million Cybersecurity budget set aside, expected to be approved in March.
- Board Finance Committee: Trustee Jeff Davis--primary; Trustee Doug Mah--secondary
  - Trustee Davis reported:
    - The Board Finance Committee met on December 27 and had a discussion on funding for the soccer field and student housing

options, with detailed discussion from Dr. Tysha Tolefree to come later in the agenda

- Foundation Board: Trustee Judy Hartmann--primary; Trustee Rozanne Garman—secondary
  - Trustee Hartmann reported:
    - At the meeting in December, she reported that there was an effort ongoing for the remainder of the year, to contact individuals who may have given to the college in the past, but have not done an end-of-year giving. The Foundation received over \$56,000 in contributions from various outreach efforts.
    - A half-day retreat is planned for the end of January to discuss strategic planning strategies and metrics and student housing.

## REPORT FROM THE COLLEGE PRESIDENT

Dr. Stokes reported the following:

- Congratulations to Kelly Green, Vice President for Advancement, who was appointed to the Olympia City Council.
- Positive enrollment figures were reported, with a 13.4% overall increase and a significant rise in ESL and Running Start programs. International student numbers have returned to 100 FTEs.
- The college's Tribal Transition Specialist position to support the Applied Technology Department was posted on January 9, 2025.
- There are scheduled meetings with local tribes (Chehalis and Nisqually) to discuss new projects and potential degree programs focused on tribal enterprises. They are exploring developing a Bachelor of Applied Science in Business Administration focused on tribal enterprises.
- Dr. Thelma Jackson will deliver the keynote, "Answering the Call to Greatness" at the January 17 MLK Event in the Minnaert Center.
- The President's Outreach/Professional Development/Advocacy Activities List in TAB 2.

**POLICY** No Report.

**BUILDINGS AND GROUNDS** No Report.

## BUDGET AND FINANCE

Update on Student Housing

Dr. Tysha Tolefree, Vice President for Finance and Operations, outlined an update on the proposed financial structure for the Student Housing project.

The student housing initiative has undergone discussions to establish a viable financing and development strategy. Initially, the plan included a complex mixed financing structure involving COP and tax-exempt bonds. In December 2024 the Board was asked to consider an alternate finance structure proposal for the development of student

housing. After further research, review, and discussion of legal, State Board, and State Treasurer's Office requirements, a more streamlined financing approach was proposed to the Board.

The alternative proposal includes three main steps:

- 1) The college will issue an RFP to procure a national non-profit specializing in student housing development in partnership with higher education institutions. This non-profit will create a 501(c)(3) entity to hold tax-exempt bonds, where the bond financing is non-recourse to the college.
- 2) A ground lease agreement between the 501(c)(3) non-profit and the college will be established, with the non-profit leasing the land from the college and managing the project.
- 3) A grant agreement will be established to support a 10-year operational expense contribution, post-construction. The proposal aims to minimize the college's financial risk and involves preparing a resolution or a letter of intent to proceed.

Some of the discussions were around: Clarification on financial obligations for furniture and amenities; establishing clear budget caps and defining responsibilities to avoid unexpected costs; and ensuring detailed agreements and clear guidelines to minimize risks. The Board expressed a preference for a letter of intent to proceed with the proposed financing approach while working out detailed agreements.

Dr. Tolefree will provide the trustees with a case study that is similar in nature to the alternative proposal for student housing.

#### Resolution 25-01 for the Soccer Field

Dr. Tysha Tolefree focused on discussing the Soccer Field project and seeking board approval for Resolution 25-01 to authorize the college to use a Certificate of Participation (COP) to develop the soccer field on campus.

#### Financial information:

- The 20-year COP will mature in 2045, with an interest rate between 4-5%.
- The first payment is due in June 2026, and the last payment will be in 2045, with estimated annual payments between \$365,000 and \$385,000.
- The college has existing COPs maturing in 2034 (Lacey 1 building) and 2038 (Bowen Health & Wellness Center).

#### Benefits and impact:

- Student-athletes will benefit from an NCAA-approved soccer field on campus, reducing travel and associated costs.
- Potential off-season rentals of the fields could help offset maintenance costs.
- The project aligns with the college's Master Plan, benefiting the athletics department, soccer program, students, and the community.

## Resolution details:

- The resolution requests board approval for the college to develop a soccer field on campus using a COP.
- It details the development of a 1.9-acre soccer field, including lighting, a scoreboard, concessions, and bathrooms.
- The project budget is \$5 million, with \$2.5 million to be covered by the college and the remaining \$2.5 million anticipated to be funded by the student body through Student Activities (S&A) fees.
- The optimal COP issuance date is October 2025, aiming for the soccer field to open by Fall 2027. The college will submit the required paperwork to the Office of the State Treasurer (OST) by June 2025.

Questions were raised regarding the timing of the student body's vote. The student body vote is pending, with the expectation of a positive outcome. It was clarified that the resolution can move forward irrespective of their decision. Transparency was emphasized, with a commitment to update the minutes once the student body's vote is secured and to inform the State Board accordingly.

The Board of Trustees expressed optimism about the student body's partnership and the benefits of the project to both the college and the students. Acknowledgment was given to the collaborative effort that led to this creative funding solution, which includes flexibility for the student body to pay their portion over time or in lump sums.

Trustee Davis read Resolution 25-01 below:

**WHEREAS**, South Puget Sound Community College plans to develop a soccer field on campus for the purposes of holding college soccer games, training, practice, and other associated events, in support of its athletic programs on the main campus; and

**WHEREAS**, the property (field) is 1.9 acres, totaling 81,000 square feet, and will include lighting, a scoreboard, concessions, and bathrooms; and

**WHEREAS**, South Puget Sound Community College is requesting authority to finance up to \$5,000,000 to develop a soccer field through a Certificate of Participation with the State Treasurer's Office; and

**WHEREAS**, South Puget Sound Community College has legal authority, and that Dr. Tysha Tolefree, Vice President for Finance and Operations, is hereby authorized, for and on behalf of South Puget Sound Community College, to do and perform any and all acts which may be necessary to carry out the foregoing resolution including the preparing, making and filing of plans, application, reports and other documents; the execution, acceptance, delivery and recordation of agreements, and other instruments pertaining to South Puget Sound College's new Soccer Field project.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees authorizes the College to borrow funds of up to \$5,000,000 through a Certificate of Participation with the State Treasurer's Office to develop the soccer field.

**Presented this 14<sup>th</sup> day of January 2025.**

It was moved by Trustee Davis and seconded by Trustee Mah **THAT THE BOARD OF TRUSTEES ADOPT RESOLUTION 25-01, AUTHORIZING THE COLLEGE TO BORROW FUNDS OF UP TO \$5 MILLION THROUGH A CERTIFICATE OF**

**PARTICIPATION (COP) WITH THE STATE TREASURER'S OFFICE TO DEVELOP A SOCCER FIELD ON CAMPUS. THE MOTION CARRIES.****STUDY SESSION**

## Corporate and Continuing Education

The Corporate and Continuing Education (CCE) report for January 2025 highlights CCE's outreach, marketing efforts, and program developments to meet community needs. Noel Rubadue, Dean of Corporate and Continuing Education, presented a comprehensive view of CCE's integration with the college, emphasizing cultural alignment and the packaging of CCE training into credentials.

CCE's outreach and marketing strategies: Class schedule mailed twice yearly to over 8700 recipients; Certificate brochures distributed at agency meetings; CCE web page and email updates with class links; Participation in IPMA events, Economic Development Center events, and other community events; Meetings with agencies for customized training and consulting services; Involvement in tech networking groups and DES training schedules.

CCE aims to create opportunities aligned with community needs by: Evaluating every class and tracking enrollment patterns; Gathering input from instructors; Meeting with businesses and agencies to customize training scopes; and Debriefing with agencies post-training for continuous improvement.

CCE integrates with the college culture by aligning with the college's mission to support student success and workforce education and aligning with the Core Themes:

- Providing low-barrier entry to college courses
- Supporting workforce education with flexible, just-in-time training
- Delivering training through an equity lens
- Student Achievement: Tracking progress for certificate students and celebrating achievements in class; Most students are supported by their employers for ongoing professional development.
- Equity: Striving to reduce barriers to enrollment and simplify college processes; Training staff and instructors on accessibility requirements.
- Learning and Engagement: Providing a blend of learning styles to apply skills immediately in jobs; Providing a blend of learning styles to apply skills immediately in jobs; Partnering with credit programs to create diverse learning experiences.

CCE packages training into credentials:

- Professional Certificates: Business Analysis; Graphic Designer; Leadership Development; Project Management; Technical Solutions
- Customized Training Certificates: IPMA LeaderPath Certificate Series; DOL Diversity Inclusion and Belonging Certificate Series (resuming February 2025); DOR Leadership Facilitation Certificate Series (planned for 2025, pending

Governor's freeze); Thurston County Project Management Certificate Series; LNI DOSH Leadership Series (pending budget for 2025).

CCE's action items and decisions:

- Continue focusing on essential training and adjusting to state budget constraints
- Develop new training areas such as supervision and managing, in response to emerging needs
- Enhance partnerships with state agencies and other organizations for customized training solutions

CCE Team: Noel Rubadue, Dean of Corporate & Continuing Education; Alena Dicke, Director for Contracted Services; Kehli Kealy, Director of Professional Development & Technical Training; Mekaela Gladden, Director of Operations & Strategic Programming; Jessica Sanders, Director for Kraken Studios; Dawn Stetler, Program Specialist 2; Ivy Bowers, Contracts Assistant; Priscilla Mack, Fiscal Specialist; Yasymn Luzunaris, Customer Service Specialist

Integrated Basic Education Skills Training (I-BEST)

Jennifer Barber, Dean of Transition Studies and Transition Studies Professors Richard Dahlen and Gabrielle Morales-Wilson, presented on the Integrated Basic Education and Skills Training (I-BEST) program at the college. I-BEST program is designed to support students by integrating basic skills education with professional and technical instruction. It emphasizes a team-teaching approach with two instructors in the classroom: one focusing on content and the other on basic skills such as reading, math, and English language proficiency.

I-BEST faculty and staff include: 2 Full-Time Faculty; 1 Adult Learner Transition Specialist; 1 Program Specialist; 1 Dean

History of I-BEST at SPSCC:

- 2015: Started with support for professional and technical courses.
- 2019: Expanded to include support for transfer students and added one full-time faculty position.
- 2022: Added a second full-time faculty position and introduced new classes and programs.

I-BEST provides comprehensive support and training for both faculty and students, including: New Team Training; All-Team Meeting; I-BEST Faculty Meetings; and Adult Learner Transition Specialist who conducts class visits and provides additional support.

I-BEST in every Pathway:

- Academic Transfer I-BEST classes: English 90/95/101 and 98/101; Math 101, CMATH 107, CMATH 146, AMATH 146, AMATH 141; CCS101; Biology & 160; Chemistry& 121; Nutrition& 101; Psychology& 116; Business& 101

- Professional Technical I-BEST classes/programs: Automotive; Early Childhood Education; Office Technology and Administration; AEC 101; Medical Coding and Billing; Medical Assisting

I-BEST in the classroom: Team teaching involves shared grading, regular planning, assignment collaboration, and offering support instruction. Instructors build and model basic skills, such as math, reading, writing, communication, digital literacy, time management, and note-taking. They also teach students how to navigate academic systems, such as Compass, ctcLink, and campus resources.

I-BEST student perspectives: An excerpt from a winter 2023 English 98/101 student's evaluation highlighted the positive impact of having both an I-BEST instructor and a content instructor, emphasizing the inclusive and supportive approach of the program.

I-BEST student success rates: I-BEST English 93.4%; Non- I-BEST 73.4%; I-BEST Math 88.2%; Non- I-BEST 81%. I-BEST growth: 2019-2020 98 FTE; 2023-2024 219 FTE.

I-BEST action items and future plans:

- Revise new team training to better support both content and I-BEST instructors.
- Expand I-BEST to more classes and programs, leveraging student enrollment data.
- Continue collaboration with the State Board for Community and Technical Colleges to support I-BEST programs across the state and country.

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

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

- Just a reminder that the meeting in February will be at the Lacey campus.

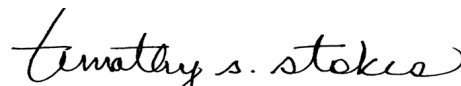
**EXECUTIVE SESSION** None.

**ACTION ITEM FROM EXECUTIVE SESSION** None.

**ADJOURNMENT** 4:35 P.M.



STEVEN DREW, BOARD CHAIR  
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY  
SOUTH PUGET SOUND COMMUNITY COLLEGE