

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

ROLL CALL

Trustee Doug Mah, Trustee Steven Drew, Trustee Jeff Davis, Trustee Judy Hartmann, and Trustee Rozanne Garman were present. Elizabeth McAmis, Assistant Attorney General, Education Division, was present on behalf of Justin Kjolseth, Assistant Attorney General.

EXECUTIVE SESSION

At 12:00 p.m. Board Chair Drew announced that the Board was going into Executive Session to review the performance of public employees ((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 public employees. There was no action taken by the Board.

APPROVAL OF CONSENT AGENDA

Trustee Davis noted items on the agenda, prior to the approval of the Consent Agenda:

- Budget and Finance: Addition of item 11.2 titled Local Funding Support
- Next board meeting and Faculty Tenure Reception date correction: to April 8

It was moved by Trustee Davis, seconded by Trustee Hartmann, and carried **THAT THE CONSENT AGENDA BE APPROVED WITH THESE AMENDMENTS. THE MOTION CARRIES.**

A. ADOPTION OF MINUTES

- February 4, 2025 regular board meeting

B. MEETINGS AND CONFERENCES

- ACT Trustee Tuesday, March 11, 2025, Virtual
- ACT Trustee Tuesday, April 8, 2025, Virtual

C. ANNOUNCEMENTS

- April 8, 2025 Faculty Tenure Reception, 4:45 p.m.

D. DATE OF THE NEXT BOARD MEETING

Regular Meeting

April 8, 2025

2:30-4:30 p.m.

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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:
 - Four legislative items are still alive in the legislature:
 - High School completer eligibility for CTC tuition waivers
 - College Bound scholarship eligibility for high school completers
 - Tribal Elder tuition waivers
 - Customized training program reauthorization
- Board Finance Committee: Trustee Jeff Davis--primary; Trustee Doug Mah--secondary
 - Trustee Davis reported:
 - The Board Finance Committee met on February 20 and discussed the quarterly financial reports. The college seems to be doing well financially.
 - The detailed report from Dr. Tysha Tolefree would come later in the agenda. He deferred comments until those topic discussions.
- Foundation Board: Trustee Judy Hartmann--primary; Trustee Rozanne Garman—secondary
 - Trustee Hartmann reported:
 - Nothing to report as the Foundation Board has not met since the last Board of Trustees meeting.

REPORT FROM THE COLLEGE PRESIDENT

- Dr. Stokes thanked the Probationary Review Committees for their hard work and engaging process. He appreciated the incredible reports and expressed gratitude to the candidates for making the interviews enjoyable. He highlighted the candidates' commitment to student success and their determination to help students achieve their goals.
- Dr. Stokes called on John Sohn, ASB President, who shared various updates regarding student engagement and campus improvements. Key highlights include:
 - Winter Executive Forum: Results showed strong student satisfaction in academics, access to resources, and campus belonging. Food services received notable appreciation, with "10 out of 10" ratings increasing from 30 to 45 this quarter.
 - Food Pantry: Transitioned to a shopping-style model, which received over 80% perfect ratings from 31 survey responses. Efforts to make the pantry more welcoming and informative have been noted.
 - Financial Aid Workshops: Supported a two-day workshop attended by around 30 students, despite a lower turnout on the second day due to snow. The Foundation fireside chats about scholarships were popular
 - Future Plans: Continuing focus on financial assistance and campus community, promoting Foundation scholarships for the next cycle, and improving awareness of available resources.
 - Student Union Building: Efforts to revitalize student life in the newly renovated space, including the return of the cultural fair to celebrate diversity.
 - Soccer Field Project: Support for the campaign to create more health, wellness, and community opportunities on campus.
 - The importance of faculty support in promoting student involvement and event participation was also emphasized.
- Dr. Stokes reported the following:
 - The "dear colleague" letter from the Department of Education addresses the implementation of anti-DEI activities and guidance to the college. The college believes it is in compliance due to a comprehensive OCR audit conducted two and a half years ago and recent State Board audits. No changes are planned unless necessary, with the college maintaining its current work and focus on diversity.
 - Spring enrollment looks great, with students registering earlier than usual, helping balance the budget and sustain programs.
 - Dr. Michelle Andreas, Professor David Hyde, and Dr. Stokes will present at the Aspen Institute's Rural Guided Pathways Summit in New Orleans, emphasizing faculty work with data.
 - The college will host the All-Washington Academic Team celebration on April 24 at the Lacey campus.
 - Dr. Stokes recognized Khanh (Kevin) Pham as the 2025 New Century Transfer Pathway Scholar and a recipient of the All-USA Academic Team

award, making him one of the top 20 students in the nation. Dr. Stokes called on Khan, who shared his journey of moving to the United States from Vietnam in April 2022, and choosing to attend SPSCC for its small class sizes, financial aid, and proximity to family. He participated in the Ignite program, served as a social media intern, vice president of scholarship for the Honor Society, office assistant for the Transition Studies program, and founded the Leaders in Action Club. He also works as a legislative intern at the State Board. He expressed gratitude for the support received at SPSCC, helping him achieve his goal of transferring to a four-year university to pursue a bachelor's degree in computer science.

- Congratulations to Anne Molenda, Director of K-12 Partnerships and Recruitment, who was selected as an *Advocate of the Year finalist* by the Washington School Counseling Association.
- He noted the board received copies of the letter sent by the State Board, to the Washington Board of Nursing, addressing many concerns of community and technical colleges with nursing programs. He encouraged the trustees to engage in advocacy work with senators, legislators, and state nurses. He expressed gratitude for any assistance offered.
- He and Dr. Tysha Tolefree attended the Hearing Examiner's review of the college's plan for a soccer field. It appears that they may be inclined to approve the college plan.
- He noted the Capital Projects Update and the President's Outreach/Professional Development/Advocacy Activities List in TAB 2.

POLICY

Exceptional Faculty Awards–Winter Quarter

(TAB 3)

Sally Sharbaugh, Counselor and Co-chair of the Faculty Awards Committee, presented the Faculty Awards Committee's recommendation for Exceptional Faculty Awards for Winter Quarter 2025.

The application, *Design of Student Laboratory Notebook for Craft Brewing & Distilling AAS-T Lab-Based Courses (3)*, was submitted jointly by three faculty members: Chelsea Gustafson, Craft Brewing & Distilling Professor; Rembrandt Haft, Biology Professor; and Morgan Stock, Chemistry Adjunct Professor. The application is for revising and designing a lab manual for the Craft Brewing & Distilling AAS-T Lab-Based courses to aid students during their studies and in their professional careers. The manual will enhance program visibility in the industry and support graduates. The new lab manual will consolidate dispersed protocols from platforms like Canvas into a user-friendly, professional format. The notebooks will be provided to all enrolled CBD students free of charge in hard copy and in MS Word or PDF formats. The total cost for the project is \$3,886.26. The Faculty Awards Committee recommended Board approval of the proposal.

It was moved by Trustee Mah and seconded by Trustee Garman **THAT THE BOARD**

OF TRUSTEES APPROVE THE PROPOSAL FOR EXCEPTIONAL FACULTY AWARD: \$3,883.26 TO CHELSEA GUSTAFSON, CRAFT BREWING & DISTILLING PROFESSOR; REMBRANDT HAFT, BIOLOGY PROFESSOR; AND MORGAN STOCK, CHEMISTRY ADJUNCT PROFESSOR TO DESIGN A STUDENT LABORATORY NOTEBOOK FOR CRAFT BREWING & DISTILLING AAS-T LAB-BASED COURSES AS PRESENTED IN TAB 3. THE MOTION CARRIES.

Sabbatical Leave Request

Dr. Michelle Andreas, Vice President for Instruction, presented the Faculty Sabbatical Committee's recommendation for sabbatical leave during the 2025-2026 academic year.

Michael Gray, Film Professor, is proposing a project to finish a feature film involving current students and graduates. The film, titled "Mannequin," will be filmed in Washington state and is about a failed businessman dreaming of becoming a mannequin. The project aims to provide hands-on experience in various aspects of film production. Other benefits include instructional materials, hands-on learning experiences, industry connections, career pathways, and promotion of the SPSCC film program and Kraken Studio. The Faculty Sabbatical Committee unanimously supports the proposal and anticipates significant positive outcomes. Professor Gray's sabbatical request is for three quarters during the 2025-26 academic year.

It was moved by Trustee Garman and seconded by Trustee Hartmann **THAT THE BOARD OF TRUSTEES APPROVE THE SABBATICAL LEAVE REQUEST FOR MICHAEL GRAY, FILM PROFESSOR, FOR THREE QUARTERS DURING THE 2025-26 ACADEMIC YEAR AS PRESENTED IN TAB 4. THE MOTION CARRIES.**

Faculty Award/Denial of Tenure and Contract Renewal/Non-Renewal

Review committees for each of the probationary faculty have completed their activities and prepared evaluation and progress reports. Committee reports for all probationary faculty were reviewed by the Board prior to the March meeting. The Board considered the award or denial of tenure for third-year probationary faculty and renewal or non-renewal of contracts for first-year and second-year probationary faculty. Probationary faculty members include the following:

First Year

Liona Burnham	English
Kaylee Harrington	Outreach & Instructional Librarian
Tania Jareen	CIS & CS
Mia Johnstone	Business
Tony Kennish	Automotive
Sanjay Lanka	Business
Juan Menjivar	Spanish
Sara Rose	Physics

Lars "Fredrik" Stranger	CIS & CS
Aimee Wagonblast	Nursing

It was moved by Trustee Hartmann and seconded by Trustee Mah **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATIONS OF THE PROBATIONARY REVIEW COMMITTEES AND REVIEWING THE TOTALITY OF INFORMATION, DIRECT THE PRESIDENT TO GIVE NOTIFICATION OF CONTRACT RENEWAL EFFECTIVE WITH THE 2025-2026 CONTRACT YEAR TO: LIONA BURNHAM, ENGLISH; KAYLEE HARRINGTON, OUTREACH & INSTRUCTIONAL LIBRARIAN; TANIA JAREEN, CIS & CS; MIA JOHNSTONE, BUSINESS; TONY KENNISH, AUTOMOTIVE; SANJAY LANKA, BUSINESS; JUAN MENJIVAR, SPANISH; SARA ROSE, PHYSICS; LARS "FREDRIK" STRANGER, CIS & CS; AND AIMEE WAGONBLAST, NURSING. THE MOTION CARRIES.**

Second Year

Megan Connell	Nursing
William Goff	Nursing
Hailey Hobbs	Accounting
Shannon Kelley	Nursing

It was moved by Trustee Garman and seconded by Trustee Davis **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATIONS OF THE PROBATIONARY REVIEW COMMITTEES AND REVIEWING THE TOTALITY OF INFORMATION, DIRECT THE PRESIDENT TO GIVE NOTIFICATION OF CONTRACT RENEWAL EFFECTIVE WITH THE 2025-2026 CONTRACT YEAR TO: MEGAN CONNELL, NURSING; WILLIAM GOFF, NURSING; HAILEY HOBBS, ACCOUNTING; AND SHANNON KELLEY, NURSING. THE MOTION CARRIES.**

Third Year

Ryer Banta	OE Librarian
John-Patrick Downey-McCarthy	Culinary
Matt Ito	English
Tiffany Johnston	Dental Assisting
Paradise Low	Math
Gabrielle Morales-Wilson	ABE/IBEST
Shruti More	CIS
Patti Poblete	English
Jolyn Ponder	Medical Assisting
Stephanie Rotelli	CCS
Brad Schrandt	Music
Jean-Baptiste Urtecho	Biology

It was moved by Trustee Mah and seconded by Trustee Garman **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE**

RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, GRANT TENURE TO: RYER BANTA, OPEN EDUCATION LIBRARIAN. THE MOTION CARRIES.

It was moved by Trustee Davis and seconded by Trustee Hartmann **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, GRANT TENURE TO: JOHN-PATRICK DOWNEY-MCCARTHY, CULINARY. THE MOTION CARRIES.**

It was moved by Trustee Davis and seconded by Trustee Hartmann **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, GRANT TENURE TO: MATT ITO, ENGLISH. THE MOTION CARRIES.**

It was moved by Trustee Mah and seconded by Trustee Garman **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, GRANT TENURE TO: TIFFANY JOHNSTON, DENTAL ASSISTING. THE MOTION CARRIES.**

It was moved by Trustee Mah and seconded by Trustee Davis **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, GRANT TENURE TO: PARADISE LOW, MATH. THE MOTION CARRIES.**

It was moved by Trustee Hartmann and seconded by Trustee Mah **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, GRANT TENURE TO: GABRIELLE MORALES-WILSON, ABE/IBEST. THE MOTION CARRIES.**

It was moved by Trustee Drew and seconded by Trustee Davis **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, GRANT TENURE TO: SHRUTI MORE, CIS. THE MOTION CARRIES.**

It was moved by Trustee Drew and seconded by Trustee Davis **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, GRANT TENURE TO: PATTI POBLETE, ENGLISH. THE MOTION CARRIES.**

It was moved by Trustee Garman and seconded by Trustee Mah **THAT THE BOARD**

OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, GRANT TENURE TO: JOLYN PONDER, MEDICAL ASSISTING. THE MOTION CARRIES.

It was moved by Trustee Garman and seconded by Trustee Davis **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, GRANT TENURE TO: STEPHANIE ROTELLI, CCS. THE MOTION CARRIES.**

It was moved by Trustee Hartmann and seconded by Trustee Mah **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, GRANT TENURE TO: BRAD SCHRANDT, MUSIC. THE MOTION CARRIES.**

It was moved by Trustee Garman and seconded by Trustee Davis **THAT THE BOARD OF TRUSTEES, AFTER GIVING REASONABLE CONSIDERATION TO THE RECOMMENDATION OF THE PROBATIONARY REVIEW COMMITTEE AND REVIEWING THE TOTALITY OF INFORMATION, GRANT TENURE TO: JEAN-BAPTISTE URTECHO, BIOLOGY. THE MOTION CARRIES.**

Some comments and expressions of gratitude shared by the Trustees:

- Spent the last two days with tenure candidates who are stellar, student-focused, and success-driven
- Individual time with each third-year candidate was a pleasure and highly enjoyable
- Grateful for the time and efforts of those on the Probationary Review Committees—the mentors, deans, Dr. Andreas, and everyone involved with the process
- Appreciation for the time and work invested in the process
- Institution is performing at a high level with a bright future

BUILDINGS AND GROUNDS No Report.

BUDGET AND FINANCE

Quarterly Financial Report

Dr. Tysha Tolefree, Vice President for Finance and Operations, discussed the financial operation of the second quarter of the 2024-25 fiscal year:

FY25 Q2 Operating Revenues:

- Total operating revenues for FY25 Q2 are \$42M, reflecting a notable increase of 6% as compared to FY24 Q2 of \$39.6M.

- This increase of \$2.4M is largely due to a \$996K increase in state allocation funding, \$487K and \$1.2M in Tuition Operating Fees, and Running Start Program revenues, respectively.
- There has also been an increase of \$238K in matriculation fees, rent, and interest (\$50,000 in dedicated tuition fees, \$81,000 in rent, and \$214K in interest earned from investments).
- These positive variances over last FY are offset by an overall negative variance in total transfers of \$495K (a decrease of \$100K in CCE transfers from prior year and a reserve transfer of \$600K that has not been posted).

FY25 Q2 Operating Expenses:

- Total operating expenses for FY25 Q2 are \$24.3M, reflecting a 17% increase compared to FY24 Q2 of \$20.7M. This increase in expense primarily stems from an increase in salaries, wages, and employee benefits of \$ 2.7M, primarily due to the stipends and COLA increases for faculty and staff effective July 1, 2025.
- There was also an increase in adjunct faculty expense related to additional course offerings and part-time hourly wage expense due to an increase in hired part-time classified positions as compared to last fiscal year.
- Goods and services expenses have increased by \$560K, primarily due to an increase in utilities/gas (\$386K) and purchased services and supplies campus-wide.
- There has also been an increase in equipment by \$116K due to non-capitalized software, assets, and furnishings expenses.
- The operating surplus for FY25 Q2 amounts to \$17.7M, which is \$1.1M lower than in FY24 Q2, which is \$18.9M.

FY25 Q2 Non- Operating Budget Overview:

- Total non-operating revenues for FY 25 Q2 are \$11.4M, offset by expenses totaling \$9.3M, resulting in a net gain of \$2M.
- Overall, the college's non-operating accounts maintained a stable financial position with a solid net profit for the quarter.

The Trustees expressed appreciation for the detailed financial reports, which help the Board make informed decisions, particularly in turbulent economic times.

ADDENDUM

Local Funding Support – Federal Programs for Spring Quarter 2025

Dr. Tolefree reported, the administration requested the board's approval to expand the president's authority to spend up to \$1.2M of local funds (*Running Start excess revenue*) to support existing federal programs in case of a potential shortfall. The local funds will cover associated wages and benefits for the programs, and any used funds will be reimbursed once the college receives federal funding.

The funds will be used to support the following federally-funded programs:

- Basic Food, Employment, and Training (**BFET**)
- Basic Education for Adults (**BEDA**)

- **Perkins** – funds support career and technical education
- **WorkFirst** – provides cash grants, medical assistance, welfare-to-work services, and work supports (including subsidized childcare through the Working Connections Child Care program) to eligible TANF families
- **Federal Work Study** - provides part-time jobs for students with financial need, allowing them to earn money to help pay for college

The authority to use these funds expires on October 31, 2025, with the administration required to report the amount of funds advanced and received back to the Running Start account.

The Board discussed the motion, with suggestions to strike a sentence for clarity.

It was moved by Trustee Davis and seconded by Trustee Mah **THAT THE BOARD OF TRUSTEES APPROVE THE ADMINISTRATION'S REQUEST TO EXPAND THE PRESIDENT'S AUTHORITY TO AUTHORIZE EXPENDITURES UP TO \$1.2M OF LOCAL FUNDS (RUNNING START EXCESS REVENUE) TO ADVANCE THE POTENTIAL SHORTFALL NEEDED TO SUPPORT THE CONTINUANCE OF EXISTING FEDERAL PROGRAMS; TO INCLUDE ASSOCIATED WAGES AND BENEFITS FOR STUDENTS AND STAFF THAT USE AND/OR ADMINISTER THE RESOURCES. THIS AUTHORITY EXPIRES ON OCTOBER 31, 2025, AND THE ADMINISTRATION IS ASKED TO PROVIDE THE BOARD WITH A REPORT ON THE AMOUNT OF FUNDS ADVANCED AND RECEIVED BACK INTO THE RUNNING START ACCOUNT. THE MOTION CARRIES.**

The administration will continue to monitor the funding situation and take proactive measures to protect college programs. Commendations were given to the administration for prudent financial management and the ability to support students and staff during uncertainties.

DIVERSITY, EQUITY, AND INCLUSION No Report.

COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES None.

EXECUTIVE SESSION None.

ACTION ITEM FROM EXECUTIVE SESSION None.

ADJOURNMENT 3:42 P.M.



STEVEN DREW, BOARD CHAIR
SOUTH PUGET SOUND COMMUNITY COLLEGE



TIMOTHY STOKES, SECRETARY
SOUTH PUGET SOUND COMMUNITY COLLEGE