

**South Puget Sound Community College  
BOARD OF TRUSTEES  
REGULAR MEETING  
Tuesday, December 12, 2023  
Building 25-Boardroom  
South Puget Sound Community College  
2011 Mottman Road, S.W.  
Olympia, WA 98512-6292**

**REGULAR MEETING 2:30-4:30 P.M**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. APPROVAL OF CONSENT AGENDA**

**A. ADOPTION OF MINUTES**

**(TAB 1)**

- November 14, 2023 regular meeting
- November 16-17, 2023 special meeting

**B. MEETINGS AND CONFERENCES**

- ACT Trustee Tuesday, January 23, 2024, 8:00 a.m., Virtual

**C. ANNOUNCEMENTS**

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

Regular Meeting  
January 9, 2024  
2:30-4:30 p.m.  
South Puget Sound Community College  
2011 Mottman Road, S.W.  
Olympia, WA 98512-6292

**E. 2024-2025 BOARD MEETING SCHEDULE**

**(TAB 1A)**

**F. 2025-2026 COLLEGE INSTRUCTIONAL CALENDAR**

**(TAB 1B)**

**4. COMMENTS FROM THE AUDIENCE**

**5. BOARD SPECIAL COMMITTEE REPORTS**

- ACT Legislative Action Committee (LAC): Trustee Doug Mah-primary; Trustee Steven Drew-secondary
- Board Finance Committee: Trustee Jeff Davis–primary; Trustee Steven Drew–secondary
- Foundation Board: Trustee Judy Hartmann-primary; Trustee Rozanne Garman-secondary
- Ad-Hoc Governance Committee: Trustee Judy Hartmann–member; Trustee Doug Mah–member; and Dr. Stokes–member

**6. REPORT FROM THE COLLEGE PRESIDENT (TAB 2)**

**7. INFOMATIVE REPORT**

- 7.1 Information Technology Security Update (TAB 3)  
(Information – No Board Action Required)  
Rip Heminway, Executive Technology Officer, will present an update on I.T. security.

**8. POLICY**

- 8.2 Review of Board Policies (TAB 4)  
(Board Action Required)  
The Board of Trustees retains the authority to adopt, amend or repeal policies for the governance of the college and the conduct of the business of the Board of Trustees. The Board's Ad-Hoc Governance Committee has been working with the rest of the trustees to review and update the Board policies. The Committee will discuss the proposed changes and present the final draft policies for Board approval.

**9. BUILDINGS AND GROUNDS** No report.

**10. BUDGET AND FINANCE**

- 10.1 Quarterly Financial Report (TAB 5)  
(Board Information – No Board Action Required)  
Vice President for Finance and Operations Dr. Tysha Tolefree, will report on the financial operation of the first quarter of the 2023-24 fiscal year.
- 10.2 Reserve Request (TAB 6)  
(Board Action Required)  
Dr. Tysha Tolefree, Vice President for Finance and Operations, will present a reserve request for \$300K for ongoing projects.

**11. EXECUTIVE SESSION**

Under RCW 42.30.110, an executive session will be held for the purpose of considering matters affecting national security; to consider selection of a site or the acquisition of real estate; to consider the minimum price at which real estate will be offered for sale or lease; to review negotiations on the performance of publicly bid contracts; to receive and evaluate complaints or charges brought against a public officer or employee; to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee; to discuss with legal counsel agency enforcement actions or litigation or potential litigation; to plan or adopt the strategy or position to be taken in collective bargaining, negotiations, grievances, or mediation (RCW 42.30.140(4)(a)).

**12. ACTION ITEM FROM EXECUTIVE SESSION**

**13. ADJOURNMENT 4:30 P.M.**