

**South Puget Sound Community College  
BOARD OF TRUSTEES  
REGULAR MEETING  
Tuesday, March 19, 2023  
Building 25-Boardroom  
South Puget Sound Community College  
2011 Mottman Road, S.W.  
Olympia, WA 98512-6292**

(If you require special accommodations during your attendance at the Board meeting, contact Diana Toledo at 360-596-5206 at least one day before the scheduled meeting.)

**REGULAR MEETING 11:00 A.M.-4:30 P.M**

- 1. CALL TO ORDER**
- 2. ROLL CALL**

**EXECUTIVE SESSION (CLOSED) – 11:00 A.M.-2:15 P.M.**

***The Board is going into Executive Session: to review the performance of public employees.***

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)).

**BREAK – 2:15-2:30**

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

- 3. APPROVAL OF CONSENT AGENDA**

**A. ADOPTION OF MINUTES**

- February 13, 2024 regular board meeting

**(TAB 1)**

**B. MEETINGS AND CONFERENCES**

- ACT Trustee Tuesday, April 2, 2024, 8:00 a.m., Virtual
- ACT Spring Conference, May 2-3, 2024, Yakima Valley College

**C. ANNOUNCEMENTS**

- April 9, 2024 Faculty Tenure Reception, 4:00 p.m.

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

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

**E. CCE CONTRACTS**

**(TAB 1A)**

- December 2023: Board approved Policy 108: Function, Purpose, and Authority of the Board of Trustees – To authorize grant requests or contract funding proposals in excess of \$1,000,000. Should funding opportunities and timelines occur between regular Board meetings, the president is authorized to submit proposals for conditional funding upon confirmation at the following Board meeting.
- A report of signed contracts over \$1M for the period of July 1, 2023-December 14, 2023, is presented. Board approval of the Consent Agenda will indicate compliance with BORD108 and Board oversight.

**4. SPECIAL INTRODUCTIONS** None.

**5. PUBLIC COMMENTS**

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.'

**6. 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

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

8. **INFORMATIVE REPORT** No Report.

9. **POLICY**

9.1 Sabbatical Leave Requests (10 mins.; 3:00-3:10) (TAB 3)  
(Board Action Required)

Dr. Melissa Meade, Dean of Humanities & Communication and Dr. Jen Gilliard, Dean of Social Science & Business, will present the Faculty Awards Committee's recommendations for sabbatical leave during the 2024-2025 academic year.

9.2 Faculty Award/Denial of Tenure and Contract Renewal/Non-Renewal (30 mins.; 3:10-3:40) (TAB 4)  
(Board Action Required)

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 will consider 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**

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

**Second 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
Joseph Owen	Welding
Patti Poblete	English
Jolyn Ponder	Medical Assisting
Stephanie Rotelli	CCS
Brad Schrandt	Music
Jean-Baptiste Urtecho	Biology

**Third Year**

Jason Barnett  
Chelsea Gustafson  
Travis Knowles  
Joy Platter  
Jingyi You

Math  
Chemistry  
Chemistry  
Cybersecurity/Network Administration  
Math

- 9.3 2024-2025 Board of Trustees Officers *(5 mins.; 3:40-3:45)*  
The Board Chair will appoint a nominating committee to submit recommendations for the 2024-2025 Board officers for election in June.

**10. BUILDINGS AND GROUNDS** No Report.

**11. BUDGET AND FINANCE**

- 11.1 Quarterly Financial Report *(15 mins.; 3:45-4:00)* **(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 second quarter of the 2023-24 fiscal year.

- 11.2 Revised 2023-24 Budget *(20 mins.; 4:00-4:20)* **(TAB 6)**  
(Board Action Required)  
Dr. Tolefree will present the Revised 2023-24 Budget for review and Board approval.

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

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

**14. 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)).

**15. ACTION ITEM FROM EXECUTIVE SESSION**

**16. ADJOURNMENT**