

**South Puget Sound Community College  
BOARD OF TRUSTEES  
REGULAR MEETING  
Tuesday, December 10, 2024  
Building 22-Room 195  
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 2:00-4:30 P.M**

**1. CALL TO ORDER**

**2. ROLL CALL**

**EXECUTIVE SESSION (CLOSED) – 2:00-2:20 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 – 2:20-2:30 P.M.**

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

**3. APPROVAL OF CONSENT AGENDA**

**A. ADOPTION OF MINUTES**

- November 12, 2024 regular board meeting
- November 14, 2024 board special meeting

**(TAB 1)**

**B. MEETINGS AND CONFERENCES**

- ACT Trustee Tuesday, December 10, 2024, Virtual

**C. ANNOUNCEMENTS**

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

Regular Meeting  
January 14, 2025  
2:30-4:30 p.m.  
South Puget Sound Community College  
2011 Mottman Road, S.W.  
Olympia, WA 98512-6292

**E. 2025-2026 BOARD MEETING SCHEDULE (TAB 1A)**

**F. 2025-2026 INSTRUCTIONAL CALENDAR PROPOSED CHANGES (TAB 1B)**

**G. 2026-2027 COLLEGE INSTRUCTIONAL CALENDAR (TAB 1C)**

**4. 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.'

**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 Doug Mah--secondary
- Foundation Board: Trustee Judy Hartmann--primary; Trustee Rozanne Garman--secondary

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

**7. INFORMATIVE REPORT** No Report.

**8. POLICY**

**8.1 Contract Renewal/Non-Renewal (TAB 3)**  
**(Board Action Required)**

The Probationary Review Committees (PRC) for two off-cycle, summer-start Nursing faculty, have completed their activities and prepared evaluation and progress reports. Committee reports were reviewed by the

Board prior to the December meeting. The Board will consider contract renewal or non-renewal. (First Year: Li Li, Nursing; and Shana Parker, Nursing).

8.2 Exceptional Faculty Awards–Fall Quarter (TAB 4)  
(Board Action Required)

Dr. Michelle Andreas, Vice President for Instruction, will present the Faculty Awards Committee's recommendations for Exceptional Faculty Awards for Fall Quarter 2024.

9. **BUILDINGS AND GROUNDS** No Report.

10. **BUDGET AND FINANCE**

10.1 Student Housing & Soccer Field Financing Proposal (TAB 5)  
(Board Action Required)

Dr. Tysha Tolefree, Vice President for Finance and Operations, will present the Student Housing and Soccer Field proposal and Certificate of Participation (COP) financing request for Board action.

10.2 Quarterly Financial Report (TAB 6)  
(Board Information – No Board Action Required)

Dr. Tolefree will report on the financial operation of the first quarter of the 2024-25 fiscal year.

10.3 FYE24 Payout (TAB 7)  
(Information – No Board Action Required)

Dr. Tolefree will report on the FYE24 college year-end stipend for eligible staff and faculty.

10.4 FY25 1-Time (non-permanent) Budget Adjustment Request (TAB 8)  
(Board Action Required)

Dr. Tolefree will provide a FY25 1-time budget adjustment request in support of current operational and programmatic needs.

11. **DIVERSITY, EQUITY, AND INCLUSION**

11.1 DEI Update  
(Information – No Board Action Required)

Amanda Ybarra, Executive Diversity Officer, will provide an update on the DEI Center move into Building 27 and provide general department updates.

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

**13. EXECUTIVE SESSION (CLOSED)**

***The Board is going into Executive Session: to discuss with legal counsel agency enforcement actions or litigation or potential litigation.***

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)).

**14. ACTION ITEM FROM EXECUTIVE SESSION**

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