

***Board of Trustees Regular Meeting Minutes
August 15, 2017***

5:00 pm Regular Board of Trustees Meeting, Olympic College Shelton, The Johnson Library Building, Room 108, 937 West Alpine Way, Shelton, WA, 98584-1200

Trustee Warner called the Board of Trustees Regular Meeting to order at 5:03 p.m.

Board Members in Attendance:

Harriette Bryant Bev Cheney Jim Page Darlene Peters Steve Warner

Others in Attendance:

David Mitchell, President
Adam Morris, Executive Assistant to the Vice President of Instruction (recorder)
Mary Garguile, Vice President for Instruction
Damon Bell, Vice President for Student Services and Achievement
Cheryl Nuñez, Vice President for Equity and Inclusion
Bruce Marvin, Assistant Attorney General
Ted Baldwin, AHE President
Nora Downard, WPEA member/representative (substituting for Deb Montez)
Shannon Turner, SGOC President

The Board read the Mission, Vision and Values.

A. Consent Items

Approval of the draft minutes for the June 20, 2017 Regular Board of Trustees Meeting.

Trustee Cheney made a motion to approve the minutes. Trustee Bryant seconded the motion. The vote was unanimously in favor of approval of the June 20, 2017 minutes.

B. Communication Items

1. Communication from the Public

- No members of the public signed up to speak to the Board of Trustees at this point in the meeting.
- Later in the meeting, the Interim Executive Director of Human Resource Services, asked for, and was granted, permission to address the Board. They discussed the lack of civility that they have seen, and called for the Board of Trustees to formally rebuke the AHE Representative over demeaning comments they made during the meeting about a fellow Olympic College

employee, who was present at the meeting. In lieu of a rebuke of the AHE Representative by the Board of Trustees, the Interim Executive Director of Human Resource Services asked that the AHE Representative publicly apologize to the Board and the employee involved. The AHE Representative apologized to the Board and the employee.

- The Director of Emergency Management (EM) and Poulsbo Site Manager, asked for, and was granted, permission to address the Board. They expressed their gratitude for the actions of support made on his behalf by the Interim Executive Director of Human Resource Services. They also expressed to the Board the love they have for Olympic College, and their employment, in spite of the negative comments they have experienced.

2. Introduce New OC Staff

- Damon Bell introduced Christopher Hines, who is currently the Resident Hall Manager at Olympic College, and has been temporarily assigned as the Director of Student Leadership and Success.

3. Report of the Student Government of Olympic College (SGOC)

Shannon Turner reported on the activities of the SGOC.

- Faviola Barbosa is no longer at Olympic College, and have been working with Christopher Hines in the interim.
- SGOC members have been active in supporting the Olympic College Foundation.
- Training schedules are being finalized for the new members.
- Will use tonight's meeting to officially swear in Terry Bash as the new Vice President of the Shelton Campus.
- Shannon wanted to reaffirm that the SGOC is here to represent the student body holistically, and in the best way they can. The course of action is to lead by example, and accurately voice the concerns of the students while supporting the faculty, staff, and administration of OC.
- The SGOC focus in the new school year is on Equity and Inclusion, and will work closely with Cheryl Nunez to help her and her mission in any way that they can.
- Terry Bash was sworn in as Vice President of the Shelton Campus.

4. Report of the Board

Trustee Page reported that he is President-elect of the Washington State Association of College Trustees (ACT). They have several retreats coming up, and he will be sharing the information from the meetings with the rest of the Board of Trustees and Olympic College staff as appropriate. Additionally, he wished to express his thanks for the support he received from the college during the time of difficulty he has recently experienced.

Trustee Peters reported on the success of the 2017 Diversity Conference that took place in June, and looks forward to the event next year.

5. Report of the President of the College

Dr. Mitchell reported to the Board of Trustees on several important topics that have been developing over the summer:

- The Capitol Budget has still not been passed by the State legislature. The re-appropriations bill, however, has passed, and current projects (such as the CIC Building) have been funded. Nevertheless, Olympic College does need the Capitol Budget approved in order to start some

planned projects. He asked the Board of Trustees to communicate the importance of passing the Capitol Budget with the legislature where possible.

- The CIC Building opening has been pushed back from its original opening date. The building is scheduled to be finished in the fall quarter, and will be fully occupied during Winter Quarter.

6. Report of the Olympic College Washington Public Employees Association (WPEA)

Nora Downard (substituting for Deb Montez) reported several concerns to the Board of Trustees:

- February 2017, there was a vote of no confidence held involving the security department, and the WPEA reports that they have not yet been responded too in regards to the outcome of the investigation that was made.
- A second item was regarding an email that was sent out by Dr. Mitchell recently, specifically the portion of the message: "In addition, the College has retained an outside firm to assess potential physical and technological safety issues on campus and make recommendations for improvements/upgrades." Nora reported the WPEA feels there is a lack of transparency on this statement/issue, in addition to concerns over cost and source of funds that will be spent on retaining the outside firm. Dr. Mitchell responded to Nora and provided clarification of the statement.
- Several classified staff members have vacated their positions recently, and the WPEA is concerned that they will not be filled in a timely manner. The union would like to know what happened to the work that was being done by the people who have vacated their positions; how has it been distributed, who is doing what. Nora reported the WPEA feels there has been a trend where its members have been continually asked to do more work, with fewer resources.

7. Report of the Olympic College Association of Higher Education (AHE)

Ted Baldwin reported to the Board of Trustees on behalf of the AHE. Topics discussed include:

- Reiterating the statement of Nora Downard regarding the lack of communication in the vote of no confidence held in Winter Quarter, and feels it may now be in the Board's purview.
- Craig Goodman will replace Allison Phayre as the Chief Negotiator for the Faculty; as she has taken a 1-year temporary Administrative assignment.
- Reporting to the Board on his views relating to the faculty salary scale, and contextual information on how salary scale increases have to be bargained.
- Feelings of "exploitation" by adjunct faculty members and part-time hourly employees.
- A letter from Ted to the AHE membership was submitted to the Board of Trustees for review, and was followed by brief explanation of said letter by Ted.

8. Report of the Olympic College Foundation

David Emmons, Executive Director of the Olympic College Foundation, reported the summer activities of the Olympic College Foundation to the Board:

- The Olympic College Alumni Association hosted Dr. Karen Bolton in their 2017 Speaker Series. 65 people attended her lecture, titled "They Said You'll Never Amount to Anything," which discussed leadership and her own path to success.
- The 4th issue of the Alumni Magazine, the Summit, is going to the printer tomorrow and will be delivered on Sept. 10th, 2017.

- The 9th annual Kitsap Wine Festival was held this past Saturday, with the funds raised benefiting the Olympic College Alumni Association, which will be turned over to the Foundation. The City of Bremerton approved next year's festival lodging tax credits.
- Olympic College Foundation's Community Luncheon will be on October 9th, 2017. They are still looking for table captains for the event. Sponsorship for the luncheon is going significantly better than past years.
- A community outreach event, the 2017 Blackberry Festival, is being sponsored, in part, by the Foundation.
- The fundraising campaign is going very well. A leadership gift was recently received this week, and a press release will be made in September announcing it.

9. Presidential Search Report

Trustee Warner reported that applications have been collected continually over the summer, and as of August 10th, 2017 there have been 31 applications submitted. The Presidential Search Committee will start reviewing applications on September 11th, 2017. On October 3rd, 2017 the committee will meet to narrow the applications down to 8. A second meeting will take place on October 24th, 2017 meet to cut applications down to the final 3.

10. Presentation – None

C. Study Session

1. Board Coverage of Upcoming Events

The Board of Trustees discussed upcoming calendar items and determined who would be attending.

Mary Garguile detailed the change to the Opening Days schedule. The main convening for the College will be on Thursday, September 21st, 2017. The Board Chair typically speaks at the convening.

2. Study Session – None

D. Action/Information Items

1. Information Item: Wayfinding/Parking Signage Bremerton Campus

Dr. Mitchell, Shawn Devine, and Diana Lake presented Wayfinding/Parking Signage Bremerton Campus; the Board accepted Wayfinding/Parking Signage Bremerton Campus as an information item, and requested more information on the names of the each of the Olympic Mountain peaks used in the project.

2. Action Item: Posting Policy

Trustee Peters motioned for approval. Trustee Page seconded the motion. The vote was unanimously in favor of the Posting Policy.

3. Action Item: Policy for Reporting Child Abuse and Neglect

Trustee Bryant motioned for approval. Trustee Cheney seconded the motion. The vote was unanimously in favor of the Policy for Reporting Child Abuse and Neglect.

4. Action Item: Non-Represented Employee Pay Increase

Trustee Page motioned for approval. Trustee Cheney seconded the motion. The vote was unanimously in favor of the Non-Represented Employee Pay Increase.

5. Action Item: Faculty Pay

Trustee Bryant motioned for approval. Trustee Cheney seconded the motion. The vote was unanimously in favor of Faculty Pay increase.

6. Action Item: Faculty Increments

Trustee Peters motioned for approval. Trustee Cheney seconded the motion. The vote was unanimously in favor of Faculty Increments.

E. Executive Session

The Board adjourned at 6:15 p.m. for a 5 minute recess before going in to Executive Session.

The purpose of the Executive Session was to discuss matters covered under RCW 42.30.110. A real estate matter will be discussed. The Board will conduct a performance review of the College President, Dr. David Mitchell. Action from the Executive Session may be taken, if necessary, as a result of items discussed in the Executive Session.

At 6:20 p.m. the Board met in Executive Session for 20 minutes.

At 6:40 p.m. it was extended for 25 minutes.

The meeting reconvened at 7:05 p.m. out of Executive Session.

7. Action Item: Addendum to the President's Contract

The Board had an evaluation discussion with the President regarding his performance and leadership, and expressed appreciation for the same. The Board voted on the addendum to the President's contract. The motion was for the President's contract to terminate upon his retirement on December 31st, 2017 and that his salary be increased by 2.0%. Trustee Bryant motioned for approval. Trustee Cheney seconded the motion. The vote was unanimously in favor of the Addendum to the President's Contract.

F. Adjournment

Trustee Warner adjourned the meeting at 7:07 p.m.

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