

***Board of Trustees Regular Meeting Minutes
September 19, 2017***

5:00 pm Regular Board of Trustees Meeting, Olympic College Bremerton, Humanities & Student Services Building, Room 119/121, 1600 Chester Ave, Bremerton, WA, 98337

Trustee Warner called the Board of Trustees Regular Meeting to order at 5:01 p.m.

Board Members in Attendance:

Harriette Bryant Bev Cheney Jim Page Steve Warner

Others in Attendance:

David Mitchell, President
Adam Morris, Executive Assistant to the Vice President for Instruction (recorder)
Mary Garguile, Vice President for Instruction
Kay Ash, Vice Preside for Administrative Services
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
Deb Montez, WPEA President
Jane Barton, SGOC Vice President of Finance

The Board read the Mission, Vision and Values.

A. Consent Items

Approval of the draft minutes for the August 15, 2017 Regular Board of Trustees Meeting.

Trustee Page made a motion to approve the minutes. Trustee Bryant seconded the motion. The vote was unanimously in favor of approval of the August 15, 2017 minutes.

Approval of the draft minutes for the August 31, 2017 Board of Trustees Retreat.

Trustee Page made a motion to approve the minutes. Trustee Page seconded the motion. The vote was unanimously in favor of approval of the August 31, 2017 minutes.

B. Communication Items

1. Communication from the Public

- No members of the public signed up to speak to the Board of Trustees.

2. Introduce New OC Staff

- Dr. Damon Bell introduced Cynthia Savini, who is the new Director of Sofia Bremer Child Development Center.
- Dr. David Mitchell introduced Noel and Cathy Pyatt, Foundation Donors who won an auction item that allowed them to spend a day with the President of Olympic College. In addition to a tour of the campus facilities, they met with various College stakeholders to get a better understanding of the challenges and triumphs of the College.

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

Jane Barton reported on the activities of the SGOC:

- Trainings have been held in August/September for the SGOC and students;
- The Mentor (Administration)/Mentee (SGOC) murder mystery activity was successful in building trust between the two groups;
- The New Student Open House takes place tomorrow, 9/20/2017, from 12 PM – 3 PM.
- Welcome Back booths have been set up. This will be the first year they are open through the evening, to catch night school students. They can be found in the BSC and HSS buildings from 7:30 AM to 7:30 PM.
- John Olson, Ranger Public Relations Manager, was introduced to address the Board. Mr. Olson informed the Board that the Ranger Newspaper publication has been put on hold until January 1, 2018. Primarily due to the departure of Faviola Barbosa, this will also provide an opportunity to train a new Editor and fill out the staff ranks more.

4. Report of the Board

- Trustee Page reported several items to the Board:
 - o He will be attending Thursday's (9/21) Opening Days activities.
 - o He attended the SGOC Reception at Dr. Mitchell's house, and feels very confident about the group that is in place currently and looks forward to working with them.
 - o Trustee Page went to the State Board Retreat in Skamania, as President-Elect of the Washington State Association of College Trustees. Items discussed were aligned with their areas of emphasis: Advocacy (around a long-term, strategic advocacy taskforce), Completions/Guided Pathways, Equity and Diversity, Enrollment, CTC Link, Student Achievement Initiative changes, etc. Additionally, a resolution was passed that allows OC to remove the Barner Structure (once funds are available).
- Trustee Bryant reported that she attended the Blackberry Festival and had a wonderful time.
- Trustee Cheney reported on her attendance of the Opening Days convening that occurred this morning. She highlighted the speeches by Trustee Warner and President Mitchell, as well as the student panel discussion. She thanked those who organized the event.
- Trustee Warner reported on his experience at Opening Days. He called out the theme of the week "Flipping the Question: Is OC Student Ready" as being highly appropriate for the work being done currently to keep the focus on the students.

5. Report of the President of the College

Dr. Mitchell reported to the Board of Trustees:

- That he wanted to echo Trustee Cheney's comments on Trustee Warner's speech at the Opening Days ceremony;

- Thanked Adam Morris and Mary Garguile for their work organizing the Opening days activities for the week;
- Reiterated the importance of the comments Trustee Page made regarding the State Board Retreat, and the importance of Olympic College's representation at the state level and engagement on statewide commissions.
- Graduate Kitsap/Mason will hold a meeting on 9/29/2017 with Superintendents, Board Members, and other government/community stakeholders from the entire service district to discuss ways to create a college-going culture for area students, and increasing their completion at the post-secondary level. The goal of the meeting is to spur action, close opportunity gaps, and get area School Boards and Superintendents to work these ideas into their annual goals/strategic planning. A conference may be held in winter quarter for area leaders, board members, etc., to further work on this project.

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

Deb Montez reported several concerns to the Board of Trustees:

- On 9/29 the findings of the vote of no confidence will be reported to the shop steward at their meeting. Deb laments the damage done because of the lack of timely communication;
- A lot of position changes have taken place over the last year at OC, and the Union expresses major concerns from staff about positions being reduced and work being shifted around.
- Concerned about the One-Stop (Ranger Station). They acknowledge that its great for students and working well, however, the employees are highly stressed and staffing levels are a potential problem. If a staff member is unavailable to work, it will create an issue for both their co-workers and students.
- Reports being quite happy with the WPEA contract training conducted at the Admin. Retreat.
- Deb sent out articles to VPs/Pres/HR regarding self-reflection over the summer.

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 reported include:

- Addressed the last Board Meeting when he was reprimanded by the Interim Executive Director of Human Resource Services. He feels that the line he crossed was "gray." He wouldn't change what he said, and feels like it is his job to "speak truth to power" and that's what he felt he was doing. Ted like the response by the Interim Executive Director of Human Resource Services was not necessarily to what he said, but to "put him back in his place" from someone in a position of power.
- Asked the Board what they would like to hear from the Union representatives during their report time. Each of the Board members responded to his question.
- Invited the Board members to sit-in on classes fall quarter (as well as requested one member be a "celebrity judge" for a student project during the upcoming year.

8. Report of the Olympic College Foundation

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

- Summit (the alumni and friends magazine) was mailed out to roughly 40,000 homes yesterday. Highlights include: a story on Bill Harvey (theater namesake), Bremer Trust was the featured philanthropist (a focus on their giving towards the weld shop project), and an

article on the reverse transfer agreement and how it will effect OC's students and completion rates;

- Fundraising is going well, 600+ guests attended the wine festival;
- Community Luncheon planning is going very well. To date, 60 RSVPs have been received so far (which is the most in the last 5 years);
- Blackberry Festival: OC representatives included students, faculty, staff, Board of Trustees members, and Foundation Board members. It was a great outreach opportunity for the College;
- Harriett Bryant will be joining the Foundation board as a liaison between the Board of Trustees and Foundation.
- Jim Sund, President of Olympic College Foundation Board, was introduced to present the annual gift to the College. David Emmons provided details of the composition of the total gift amount, and announced a leadership gift from the Foundation of the Hospice of Kitsap County.

9. Presidential Search Report

Trustee Warner reported on the status of the Presidential search. The position has closed, and applications are beginning to be reviewed. Around 71 qualified applicants have been found (which is much higher than the average for the position). It demonstrates the number of people who want to work at OC, and the respect the institution has on the national level. All of the committee members received access to each application, and will create their own list of the 10 best applicants. Once the search committee meets next (in October), the individual top 10 lists will be boiled down to a group top 10 list. Those 10 finalists will be given a set of supplemental questions (from the Board of Trustees) to answer. After those answers are returned, a set of finalists will be selected for the final stage of the process (site visits, etc.).

Cindy Hough, Presidential Search Consultant, was present to clarify and answer questions on the process of the Presidential Search Committee.

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.

- Board members agreed that they will all attempt to make the events they are able to.

2. Draft 2017-2018 Board Goals/Work Plans

- A first draft of the 2017-2018 Board of Trustees Goals and Work Plan was discussed. This arose from the work done during their Retreat in August (8/31). Dr. Mitchell worked with Trustees Cheney and Page to create this draft, which was reviewed by the Board members. Trustee Warner read the document to the room to be transparent in their vision for 2017-2018. The Board will review the draft, make adjustments and revisions as necessary, and bring the goals/workplan back to the October meeting for approval. An emphasis will be placed on creating measurable goals.

3. Draft Civility and Academic Freedom Statement

- The President's Cabinet reviewed previous work being done around these topics, and created a draft statement for both Academic Freedom and for Civility. Allison Phayre presented the statements, and the context around them, to the Board. The draft is for the Board to review, edit as appropriate, and make into an official statement or policy. An official first reading of the official statement/policy will take place in October.

D. Action/Information Items

1. Action Item: FY2017-2018 Operating Fund Budget

Kay Ash presented the FY2017-2018 Operating Fund Budget. Trustee Page motioned for approval. Trustee Cheney seconded the motion. The vote was unanimously in favor of the FY2017-2018 Operating Fund Budget.

2. Information Item: Wayfinding Signage Project

Dr. Mitchell and Diana Lake presented the second reading for the Wayfinding Signage Project. Ms. Lake provided the supplemental information requested by the Board, as well as informed the Board on subtle changes made to the project. The Board accepted the Wayfinding Signage Project as an information item.

3. Information Item: Policy for Student Absences for Reasons of Faith or Conscience

Cheryl Nuñez and Kim Abel presented a draft Policy for Student Absences for Reasons of Faith or Conscience. The Board accepted the Policy for Student Absences for reasons of Faith or Conscience as an information item.

4. Information Item: Financial Report as of the end of the Fiscal Year 2016-2017

Kay Ash presented the Financial Report as of the end of the Fiscal Year 2016-2017. The Board accepted the Financial Report as of the end of the Fiscal Year 2016-2017 as an information item.

5. Information Item: Olympic College Campus Safety and Security 10-Year Master Plan

Dr. Mitchell, Evelyn Hernandez, and Kay Ash presented the beginnings of the Olympic College Campus Safety and Security 10-Year Master Plan. The Board accepted the Olympic College Campus Safety and Security 10-Year Master Plan presentation as an information item

E. Executive Session

There was no Executive Session.

F. Adjournment

Trustee Warner adjourned the meeting at 7:49 p.m.

This regular board meeting site is barrier free. Information for people with hearing or visual impairments may be provided by calling Access Services at 360-475-7540