

***Board of Trustees Regular Meeting Minutes  
October 17, 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 5:04.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 of Instruction (recorder)  
Mary Garguile, Vice President for Instruction  
Kay Ash, Vice President 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  
Shannon Turner, SGOC President

The Board read the Mission, Vision and Values.

**A. Consent Items**

**Approval of the draft minutes for the September 19, 2017 Regular Board of Trustees Meeting.**

Trustee Page made a motion to approve the minutes. Trustee Cheney seconded the motion. The vote was unanimously in favor of approving the September 19, 2017 minutes.

**B. Communication Items**

**1. Communication from the Public**

- Roberta Gillis, Program Coordinator in the Career Center, presented the concerns of students involved in the Steps to Success program. They are worried their program will be eliminated. Students in program have difficult backgrounds, and are here because they want to better their lives. This group gives them a place where they feel like they belong. She

expressed the importance of the program, and that it has been instrumental for these students in their quest to finish their degrees. A petition was submitted, signed by 31 faculty members and 160 students. Letter of support from Mirelle Cohen was also presented.

## **2. Introduce New OC Staff**

No new staff were introduced this month.

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

Shannon Turner reported that he would like to thank Dr. Mitchell and the Foundation for opportunity to attend the Minority Male Student Leadership Conference. He also reported that Student engagement is the primary focus of SGOC, on all campuses, and the Poulsbo campus in particular. Shannon also briefed the Board on the SGOC's active involvement in Title IX reporting on campus. Last year, the SGOC did not deal with any Title IX incidents, however this year the SGOC have brought several incidents to the attention of Cheryl Nunez, Vice President of Equity and Inclusion. The SGOC is dedicated to educating themselves, and the student body, on Title IX issues and where they can go for support should they be involved in one.

Upcoming Event: Halloween Block Party will take place next Wednesday, 10/25. Great involvement from all aspects of campus is expected, with 10-11 clubs and programs involved. The SGOC encourages the Board of Trustees to attend if they are able.

## **4. Report of the Board**

- Trustee Bryant reported how grateful she was to attend the 2017 Leadership Conference in Las Vegas last month. The conference was very informative, with an outstanding representation from Washington State Community and Technical Colleges (26 institutions from around the State were there). Also, Oct 16-20<sup>th</sup> is the national week without violence. Trustee Bryant urges support of this cause.
- Trustee Cheney reported attending the Community luncheon, and how successful it was.
- Trustee Page reported also went to the 2017 Leadership Conference. He found there to be great information presented over the course of the conference that will be beneficial for the College, one area of note being Presidential contracts. He also reported that the Trustee of the year was Dan Altmayer from Highline College here in Washington. Additionally, Trustee Page reported that the State Board Long-Term Strategic Advocacy Committee has kicked off recently, and workplan has been developed. The next step in this initiative will be sending an RFP to the State Board to obtain a consultant. Trustee Page also attended the Graduate Kitsap-Mason meeting, the goal of which is to get students from area schools to post-secondary education and to strengthen the partnership between K-12 and post-secondary institutions in the region.
- Trustee Warner also reported on his experience at the conference in Las Vegas. He found sessions on Law, as it relates to Free Speech, and Increasing the Potential of Satellite Campuses particularly noteworthy. He also reported on the reception that was held earlier today on the Shelton campus for the new welding shop. Congressman Denny Heck was in attendance.

## **5. Report of the President of the College**

Dr. Mitchell reported to the Board of Trustees:

- Congratulations were in order for David Emmons and the rest of the OC Foundation team. Their recent community lunch saw its largest attendance ever, and the most money brought in. There was great support from Representative Derek Kilmer.
- Olympic College has been ranked as a Top 150 Community College in the country by the Aspen Institute for a 3<sup>rd</sup> consecutive time. There has been lots of press and recognition around this achievement.
- Dr. Mitchell thanked the SGOOC for their strong turnout and support at the meeting.

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

Deb Montez reported to the Board of Trustees:

- During their labor management meetings, they have started putting dates next to agenda items to denote when the issue was first raised. Of note, issues around parking have been discussed since 2015.
- Other areas of report include:
  - o Shared Leave Processes – HR has been working very diligently with the WPEA on this, and it is appreciated.
  - o Several mediations have occurred recently with Human Resources. Glynnis Klinefelter Sio and Joan Hanten from Human Resources have been very helpful in this area.
  - o In-Service Day: This has mainly been geared toward Faculty, and the WPEA is looking to bring in trainings for Classified staff.
  - o Impact that the loss of “institutional knowledge” creates when people leave who have been at OC for a long time. The WPEA laments the lack of “fanfare” for her leaving (although she did acknowledge that the employee expressed the desire to not have a “big deal” made). Still, she wishes more attention would be paid to people leaving.

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

Ted Baldwin reported to the Board of Trustees:

- Ted brought in Barbara Parker, Elisabeth Briggs, Linnea Hess, Kirsten Clawson, and Arlene Plevin to speak on his behalf regarding the issue Deb Montez raised about people retiring.
- Arlene Plevin piggybacked on the comments made by Deb about people leaving, and laments not getting the opportunity to say goodbye.
- Ted reported that from a faculty point of view, the loss of long serving division office staff loss tremendous loss for faculty.
- In response to OC’s nomination for the Aspen Prize, Ted reports that he can’t help but think “why us”? In his view, we have terrible reputation among former employees, as well as gaps in how we treat current employees, which should be a focus during the Presidential search.
- Additionally, he provided a list of classes the faculty members invite Trustees to attend.

## **8. Report of the Olympic College Foundation**

David Emmons, Executive Director of the Olympic College Foundation, reported to the Board of Trustees on the status of the Foundation and its recent activities:

- Mr. Emmons thanked the Trustees for their support of the Community Luncheon. He also wants to acknowledge his great team for the work they have put in making this event a success. In total, there were 377 attendees, which represented a 9.3% increase in attendance

compared to last year). This was a very memorable event that goes a long way to build community support.

- He to Los Angeles to attend the CASE conference with Sue Strachan, Director of Special Events/Alumni. In his view, it was the best fundraising conference he has attended. All of the attendees were Community Colleges, which was very beneficial to all that attended.
- The Campaign is going well. The consultant recommended moving forward with raising funds for the OC Promise (the 3<sup>rd</sup> phase of the campaign). Well over half of the total goal has currently been raised. The OC Promise is a program where if you graduate from Bremerton HS (pilot school, too be taken service district wide later), you will be promised a free year at OC (13<sup>th</sup> year) should you meet some basic conditions.
- Planned giving brochures have been distributed.
- The College is hosting, in conjuncture with the Kitsap Community Foundation, the 4<sup>th</sup> annual Estate Planning Conference.
- Alumni Association Speaker Series: Marie Weichman will present “Art in a Chaotic World.” on Nov. 2<sup>nd</sup>.
- Olympic College’s Alumni Associations was approached by the Kitsap Economic Development Association (KEDA) to present an Alumni Award for contributions to economic development in Kitsap County. They will be presenting Olympic College graduate Nathan Evans (Microsoft) with the first ever award. KEDA will be making a donation to the Foundation for a student scholarship for someone who is in the program from which the award winner graduated.

## **9. Presidential Search Report**

Trustee Warner Reported on the Presidential Search Advisory Committee (PSAC) meeting held recently. The candidate pool was cut to 12, with one of those individuals pulling themselves out of consideration, so 11 moved forward. Supplemental questions have been sent out, and responses returned. PSAC members have access to read their responses, and will cut the number down significantly at a meeting on October 24<sup>th</sup>. Those finalists will be presented to the Board of Trustees for consideration. A Special Board Meeting will take place on 10/25 at Noon. Trustee Warner outlined the interview process for the weeks of Nov. 6 and 13<sup>th</sup>, and listed potential visit dates to determine if there are any conflicts.

## **10. Presentation – Bremer Trust – John F. Mitchell**

- John F. Mitchell presented an update to the Board of Trustees on the Bremer Trust. His presentation covered the history of the trust, the structure of the trust, and the current status of the trust’s finances.

## **11. Presentation – Graduate Kitsap/Mason**

- An update on Graduate Kitsap/Mason presented by Dr. Mitchell and Cheryl Nunez. Graduate Kitsap/Mason is a regional collective impact partnership aimed at creating a College-Going Culture and increasing the number of Kitsap and Mason County students who complete a post-secondary degree or certificate through a coordinated system of support for education equity and excellence. This initiative seeks to bring various community groups together under a common agenda, shared measurement systems, mutually reinforcing activities, continuous communication, and a sustainable support structure. Dr. Mitchell relayed the importance of lighting a fire in this area to spur change.

## **C. Study Session**

### **1. Board Coverage of Upcoming Events**

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

## **D. Action/Information Items**

### **1. Action Item: Resolution to Temporarily Amend the Board of Trustees Bylaws**

Trustee Cheney motioned for approval. Trustee Page seconded the motion. The vote was unanimously in favor of approving the Resolution to Temporarily Amend the Board of Trustees Bylaws.

### **2. Action Item: Election of Board Officers**

The Board of Trustees held an election for new Board Officers. Trustee Cheney nominated Harriette Bryant for Chair, seconded by Trustee Page, and Trustee Page for Vice-Chair, seconded by Trustee Bryant. A vote was held, and was unanimous, for electing Harriette Bryant as the new Chair and Jim Page as the new Vice-Chair of the Olympic College Board of Trustees.

### **3. Action Item: Wayfinding/Parking Signage – Bremerton Campus**

Trustee Page motioned for approval. Trustee Cheney seconded the motion. The vote was unanimously in favor of approving.

### **4. Action Item: Adopt 2017-2018 Board of Trustees Workplan and Goals**

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

### **5. Action Item: Student Absences for Reasons of Faith or Conscience**

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

### **6. Action Item: OESD Region and Olympic College Joint Senior Leadership Safety Resolution**

Trustee Cheney motioned for approval. Trustee Page seconded the motion. The vote was unanimously in favor of Approval.

### **7. Information Item: Commitment to Civility and Academic Freedom**

Dr. Mitchell presented the revised Commitment to Civility and Academic Freedom policy that was discussed at the September 19<sup>th</sup>, 2017 meeting; the Commitment to Civility and Academic Freedom Policy was accepted as an information item.

### **8. Information Item: CIC Project**

Dr. Kay Ash presented an update on the CIC Project; the Board accepted the update on the CIC Project as an information item.

As of October 9th, the project is 95% done. The projected completion date is 12/6/2017, with a building inspection date of 12/19/2017 planned. Theater completion date is still January 2018. A temporary Occupancy Permit is anticipated in mid-December.

**9. Information Item: AACC DACA Letter Sign On**

President Mitchell presented a request to sign on to the AACC's letter to Congress in support of DACA; the Board accepted request to sing on to the AACC's letter to Congress in support of DACA as an information item.

**E. Executive Session**

The Board adjourned at 6:55 p.m. for a 10 minute recess before going in to Executive Session.

The purpose of the Executive Session was to discuss matters covered under RCW 42.30.110, to evaluate the performance of a public employee.

At 7:05 p.m. the Board met in Executive Session for 10 minutes.

The meeting reconvened at 7:15 p.m. out of Executive Session.

The meeting was adjourned at 7:16 p.m.

**F. Adjournment**

Trustee Bryant adjourned the meeting at 7:16 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*