

***Board of Trustees Regular Meeting Minutes  
November 21, 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 Bryant called the Board of Trustees Regular Meeting to order at 5:10 p.m.

**Board Members in Attendance:**

Darlene Peters      Harriette Bryant      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  
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 October 17, 2017 Regular Board of Trustees Meeting.**

Trustee Page made a motion to approve the minutes. Trustee Peters seconded the motion. The vote was unanimously in favor of approving the October 17, 2017 minutes.

**Approval of the draft minutes for the October 25, 2017 Special Board of Trustees Meeting.**

Trustee Page made a motion to approve the minutes. Trustee Peters seconded the motion. The vote was unanimously in favor of approving the October 25, 2017 minutes.

**Approval of the draft minutes for the October 26, 2017 Special Board of Trustees Meeting.**  
Trustee Page made a motion to approve the minutes. Trustee Peters seconded the motion. The vote was unanimously in favor of approving the October 26, 2017 minutes.

**Approval of the draft minutes for the November 6, 2017 Special Board of Trustees Meeting.**  
Trustee Page made a motion to approve the minutes. Trustee Peters seconded the motion. The vote was unanimously in favor of approving the November 6, 2017 minutes.

**Approval of the draft minutes for the November 7, 2017 Special Board of Trustees Meeting.**  
Trustee Page made a motion to approve the minutes. Trustee Peters seconded the motion. The vote was unanimously in favor of approving the November 7, 2017 minutes.

**Approval of the draft minutes for the November 8, 2017 Special Board of Trustees Meeting.**  
Trustee Page made a motion to approve the minutes. Trustee Peters seconded the motion. The vote was unanimously in favor of approving the November 8, 2017 minutes.

**Approval of the draft minutes for the November 13, 2017 Special Board of Trustees Meeting.**  
Trustee Page made a motion to approve the minutes. Trustee Peters seconded the motion. The vote was unanimously in favor of approving the November 13, 2017 minutes.

**Approval of the draft minutes for the November 14, 2017 Special Board of Trustees Meeting.**  
Trustee Page made a motion to approve the minutes. Trustee Peters seconded the motion. The vote was unanimously in favor of approving the November 14, 2017 minutes.

**Approval of the draft minutes for the November 16, 2017 Special Board of Trustees Meeting.**  
Trustee Page made a motion to approve the minutes. Trustee Peters seconded the motion. The vote was unanimously in favor of approving the November 16, 2017 minutes.

## **B. Communication Items**

### **1. Communication from the Public**

- Leonard Forsman, Chairman of the Suquamish tribe, and Jeromy Sullivan, Chairman of the Port Gamble S'Klallam tribe, signed up to address the Board of Trustees. Chairman Forsman and Chairman Sullivan presented gifts to President Mitchell honoring his retirement, and thanked him for his work in building the relationship between the College and the area tribes.

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

- Allison Phayre introduced Charles "Chuck" Manilla to the Board. Chuck will be the Title III Project Manager for Olympic College.

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

Shannon Turner reported to the Board of Trustees on several topics, to include:

- The presidential search process. Mr. Turner thanked the Board for recognizing the students' voice throughout the process, and supporting them and the concerns they have raised.
- The SGOC will be working with Cheryl Nunez to put on an intergroup dialog, which will take place this coming Saturday and span 8 hours.

- “Global Night” was held last Friday, and it was a successful event. This event provided students/staff/faculty a different perspective on our international students.
- The SGOC is hosting a Legislative Breakfast on December 12<sup>th</sup> at 9:00 AM. Area legislators will be in attendance, and the Board of Trustees are invited to attend as well.

#### 4. Report of the Board

- Trustee Page reported on several topics, including:
  - Sitting in on several advising appointments at the College to better understand that portion of the student experience. He found it helpful to see the process in person, and it provided him several insights into the onboarding process.
  - Visiting the Vet center for a tour and discussion with Jeremy Meyer, Director of Military Education & Veterans Services.
  - Planned visits to Accounting and Physics classes that will occur next week. These were invitations made by faculty to any Board member wishing to visit classrooms.
  - Trustee Page led brief discussions on two topics that are prevalent in the news:
    - Gun Violence: What can, or should, the Board of Trustees do around this issue?
      - Daniel Walkup, Director of Emergency Management & Poulsbo Site Director, provided insights on the issue. Mr. Walkup discussed with the Board a recent active shooter drill conducted at a local elementary, and informed them that he is in talks to host future trainings at the Olympic College Poulsbo campus.
      - President informed the Board that the College has contracted security consultants, who will be working with the College to create a Campus Security Master plan, which will incorporate a technologically enhanced lockdown procedure.
    - Harassment and Sexual Misconduct Claims – What is the process/procedure for these?
      - Olympic College has a protocol for responding to reports of sexual misconduct, which is State mandated. Cheryl Nunez explained that process to the Board. Additionally, faculty and staff have been notified of their status as mandatory reporters, and the reporting requirements that go along with that responsibility. Ms. Nunez also outlined the various trainings offered to staff, faculty, and students and briefed the Board on the new provisions recently added to the Student Code of Conduct.
- Trustee Bryant thanked everyone involved in the Presidential Search Process.

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

Dr. Mitchell reported to the Board of Trustees:

- Effective December 1<sup>st</sup>, Adam Morris will be the new Executive Assistant to the President.
- His thanks to Trustee Peters for inviting Chairman Forsman and Chairman Sullivan to the meeting. He is deeply honored to be recognized by the leaders of the Suquamish and Port Gamble S’Klallam Nations.
- President Mitchell thanked the Board for their support during his tenure. It has been an incredible board to work for; even though people have had different ideas, they were always unified by a common goal.
- Board Chair’s Birthday: Happy Birthday Harriette Bryant

- At the recent ACT Conference, Olympic College students involved in the Veterans Services Program made a presentation, which received a standing ovation.
- Military Times recognized Olympic College as a Top 10 College for Veterans in the country.

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

Deb Montez reported to the Board of Trustees:

- Election results of the WPEA.
- The WPEA is working on a demand to bargain regarding facilities reorganization.
- Expressed concerns about a few labor management issues.
- Would like clarity and more training relating to mandatory reporting.
- Working with Teresa Jones and Amanda Gebhardt-Fuentes to try to institutionalize the Diversity Conference.
- Reported concerns regarding the Presidential Search process. Employees do not feel their opinions matter, and it is tough to make the time to go to candidate forums.
- Classified Staff feel stressed around the holidays.
- An athlete passed away recently: James LaCoste – Cross Country. Mr. LaCoste was in a car accident on November 7<sup>th</sup>. Ms. Montez would like to thank Jodi Collins and Anthony Carson for help their help during these trying times.

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

Ted Baldwin reported to the Board of Trustees:

- Cross Country Team had league meet two days after Mr. LaCoste passed away, and a moment of silence was held by all teams in attendance
- The AHE held a statewide meeting recently, and noted that many of College's are going through Presidential searches also.
  - o The AHE is prepping for the upcoming legislative session. There is only one bill that the AHE and American Federation of Teachers (AFT) will be jointly running this legislative session, which has to do with funding of salaries.

## **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. The next major undertaking will be the 13<sup>th</sup> Year pledge. More information will be disseminated regarding this in the coming months.

## **9. Presidential Search Report**

Trustee Warner reported on the Presidential Search Report. All interviews have been completed and the report on candidate background checks was received today. Feedback from the candidate forums were given to board today as well. The next step for the Board will be to read all the feedback in depth, and hold a Special Board Meeting on December 4<sup>th</sup> at 11:00 AM to discuss the candidates and determine if there is a consensus.

## **10. Presentation – Equity Scorecard - Cheryl Nunez**

- This agenda item was tabled for a future meeting.

## **11. Presentation – 2017 Faculty and Staff of Color Conference**

- Dr. Karen Bolton briefed the Board on the 2017 Faculty and Staff of Color Conference, which was held in Vancouver, WA. Fourteen Olympic College employees attended, with funds available for six more to attend if there was the interest. This year's conference title was "Healing with Love and Community: Moving from Surviving to Thriving." Dr. Bolton covered the conference's Mission Statement, Workshop options, and Keynote Speakers. She also thanked Dr. Mitchell for supporting the FSOC Conference and other social justice leadership opportunities during his tenure.

## **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. Information Item: Q1 Financial Report**

Dr. Kay Ash submitted, and Dr. Mitchell presented, the Q1 Financial Report to the Board of Trustees; the Board accepted the Q1 Financial Report as an information item.

### **2. Action Item: Revision to Approved Wayfinding/Parking Signage (Bremerton Campus)**

Trustee Warner motioned for approval. Trustee Page seconded the motion. The vote was unanimously in favor of approving the revision to the approved Wayfinding/Parking Signage (Bremerton Campus).

### **3. Action Item: Commitment to Civility and Academic Freedom Policy**

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

### **4. Action Item: Approval of the Transforming Lives Award Student Nomination**

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

## **E. Executive Session**

- None

## **F. Adjournment**

Trustee Bryant adjourned the meeting at 6:38 p.m.

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