

***Board of Trustees Regular Meeting Minutes  
January 16, 2018***

**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 5:06 p.m.

**Board Members in Attendance:**

Harriette Bryant      Jim Page      Steve Warner      Shannon Childs      Cheryl Miller

**Others in Attendance:**

David Mitchell, President  
Adam Morris, Executive Assistant to the President  
Mary Garguile, Vice President for Instruction  
Kay Ash, Vice President for Administrative Services  
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 November 21, 2017 Regular Board of Trustees Meeting.**

Trustee Page made a motion to approve the minutes. Trustee Warner seconded the motion. The vote was unanimously in favor of approving the November 21, 2017 minutes.

**Approval of the draft minutes for the November 21, 2017 Special Board of Trustees Meeting.**

Trustee Page made a motion to approve the minutes. Trustee Warner seconded the motion. The vote was unanimously in favor of approving the November 21, 2017 minutes.

**Approval of the draft minutes for the December 04, 2017 Special Board of Trustees Meeting.**

Trustee Page made a motion to approve the minutes. Trustee Warner seconded the motion. The vote was unanimously in favor of approving the December 04, 2017 minutes.

**Approval of the draft minutes for the December 14, 2017 Special Board of Trustees Meeting.**

Trustee Page made a motion to approve the minutes. Trustee Warner seconded the motion. The vote was unanimously in favor of approving the December 14, 2017 minutes.

**Approval of the draft minutes for the December 28, 2017 Special Board of Trustees Meeting.**

Trustee Page made a motion to approve the minutes. Trustee Warner seconded the motion. The vote was unanimously in favor of approving the December 28, 2017 minutes.

**B. Communication Items**

**1. Communication from the Public**

- No one from the public signed up to formerly address the Board of Trustees.
- A presentation was made to Ms. Darlene Peters, former member of Olympic College's Board of Trustees. Ms. Peter's service to the College was recognized by President Mitchell, and, with the support of the Olympic College Foundation, a gift was presented to her to commemorate her time on the Board. Ms. Peter's addressed the Board to thank them for allowing her to serve alongside them and reinforced her belief in the Mission, Vision, and Values of Olympic College.

**2. Introduce New OC Staff**

- Dr. Jennifer Glasier, Dean of Enrollment Services, introduced Dan Schueler who is the new Director of Student Leadership and Success. Mr. Schueler will be working with the Student Government and overseeing student conduct issues for Olympic College.

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

Shannon Turner reported to the Board of Trustees on several topics included in their attached report, to include:

- The SGOC has been very active in pursuing a Wellness Center. So far, 1500-2000 surveys have been collected, with the survey period ending the end of this week. The next step proposed would be a vote of the student population, which they anticipate occurring as early as next month. Mr. Turner hopes to have at least 1000 votes registered. Key aspects of the project were highlighted, and he explained how the proposed Wellness Center will benefit the students, the College, and the community at large.
- Thanks were expressed to the WPEA, AHE, and Administration for agreeing to the proposed solution to the parking problem.
- Mr. Turner expressed concern regarding the reduction in hours for the SGOC. Currently they are working between 18-20 hours per week, and are set to be reduced to 15 hours per week.
- Olympic College's tribute to Martin Luther King, Jr. will be tomorrow, January 17<sup>th</sup>, 2018 from 12:00 PM – 2:00 PM.

**4. Report of the Board**

- Trustee Harriette Bryant formerly welcomed new Board of Trustee members Shannon Childs and Cheryl Miller. Trustee Bryant also reported on several events she attended, including: the retirement party for Dr. Mitchell, the SGOC legislative breakfast, the CIC building preview, and the sea glass mosaic opening.

- Trustee Steve Warner also reported on his experience at the CIC building preview, noting the impressive study areas on north side of buildings' upper floors.
- Trustee Jim Page attended the CIC building preview as well, and also commented on the upcoming events pertaining to the Board of Trustees that will be held in Olympia, WA next week, such as: the Association of College Trustees (ACT) winter conference, including the New Trustee Orientation and the Transforming Lives Award Dinner, and the legislative reception being hosted by the College.

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

Dr. Mitchell reported to the Board of Trustees for his last time as President of Olympic College. His last official day will be February 15<sup>th</sup>, 2018. President Mitchell thanked everyone who came to his retirement celebration last month. In addition, Dr. Mitchell touched on the following topics:

- Olympic College has been accepted into Achieving the Dream network. It is a big decision whether or not to join, as there is a fee, but he feels it would be well worth it. With the blessing and direction of incoming President, Dr. Marty Cavalluzzi, the College has begun filling out the paperwork necessary to formally join.
- Enrollment is up slightly this quarter, at about 1.3%. The numbers will be closely monitored to determine whether the trend will continue.
- Today was first day of the new open parking model. So far it is working quite well. President Mitchell thanks both unions for their work towards an MOU and contributing to the solution.
- Olympic College will be hosting a reception for our service district's state legislators on January 23<sup>rd</sup>, 2018 from 5:30 PM – 7:00 PM. Invitations have been sent out to the Senators and Representatives, as well as the President's Cabinet, Union leadership, and SGOC President.
- Finally, President Mitchell would like to congratulate the Board of Trustees on a successful presidential search. Dr. Cavalluzzi is very highly thought of in the system, and he is a great choice as the next leader of Olympic College.

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

Deb Montez reported to the Board of Trustees on several topics:

- The flu season has taken big toll on the classified staff. With many people out ill, there is an increased stress on the staff remaining to get all the work done.
- Ms. Montez thanked the administration and both unions for coming up with a solution to the parking issue created by the demolition of the theater, Art, and Music buildings. She did lament the fact that this issue was not brought to their attention earlier.
- The attrition of classified staff has had an impact on remaining employees, who feel they have been asked to do more with less resources.
- Announcements: the Men's and Women's basketball teams will be hosting double-headers for the next four weeks. The games will be Wednesdays, with games starting at 5:00 PM & 7:00 PM. The Veteran's Club will be providing food services at the game.

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

Ted Baldwin reported to the Board of Trustees on several topics:

- Mr. Baldwin introduced himself and provided a sketch of his career to the new Board of Trustees members.
- The main focus of his report was on two bills (HB 1237 and SB 5993) that are currently in the respective chambers of the Washington State legislature, which would allow for "equal

bargaining rights” for faculty in the community and technical college system. Mr. Baldwin provided his thoughts on the history of the law, how the faculty of community and technical colleges differ from the K12 or 4-year institutions, and the joint support from the Association of Higher Education (AHE0 and the American Federation of Teacher (AFT) the bills have.

## **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. Topics covered were:

- The Foundation Biennial Community Report. Copies provided.
- Alumni Association Activities:
  - o A special issue of the Summit Magazine, the Legacy of a President, will be coming out soon.
  - o The first event of 2018 Alumni Association Speakers Series will take place February 1<sup>st</sup>, 2018 from 6:30 PM – 7:30 PM in the CIC Theater. The speaker will be Professor Amy Lawrence, on the topic: “Environmental Learning Through Local Action.”
  - o The Annual Alumni Valentine’s Day dinner will be on February 14<sup>th</sup>, 2018 from 6:30 PM – 8:30 PM in the Fireside Bistro.
- The status of the Olympic College Foundation Campaign, including a recent gift from First Federal Bank and the Robert B. Stewart Opportunity Scholarships.
- The annual Fundraising Auction & Brunch, which is Safari Themed and will take place March 4<sup>th</sup>, 2018.
- The SBCTC Transforming Lives Award Dinner will take place January 22<sup>nd</sup>, 2018 and will feature an Olympic College Student, Josh Daley, who will tell his story on how the Community and Technical College system changed his life.
- A celebration of life for Bill Harvey, former Olympic College Faculty and Foundation Board Member, is planned for February 17, 2018.
- Olympic College has been the winner of three Case Awards:
  - o OC Alumni Association Speaker Series 2017
    - Bronze: Alumni & Donor Brochures, Direct Mail, and Event Materials
  - o OC Foundation 2016 Annual Appeal
    - Gold: Direct Mail and Advertising for Fundraising
  - o Logan Westom, Olympic College Foundation Portfolio
    - Gold: Platinum – Excellence in Photography.
- Olympic College has been nominated for Non-Profit of the Year award through the Silverdale Chamber of Commerce. The ceremony will take place January 19<sup>th</sup>, 2108.

## **9. Presentation – Campus Safety Master Plan**

- Dr. Kay Ash and Dr. David Mitchell presented the most recent draft of the Campus Safety Master Plan to the Board of Trustees. President Mitchell gave background information on the project, and described the areas focus. This is a supplemental presentation following information presented at the September 19<sup>th</sup>, 2018 Regular Board of Trustees Meeting. Dr. Ash gave the trustees an overview of the plan and how it was developed, as well as discussed the prioritization of upgrades/improvement/maintenance needs detailed within it. As the plan is further refined, more information will be presented to the Board of Trustees.

## **C. Study Session**

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

- Board discussed their planned attendance of upcoming events. All will attend events during the ACT winter conference, the Transforming Lives Award Dinner, and the Legislative Reception. Trustee Page will be the only Board Member attending the ACCT National Legislative Summit in Washington, D.C. in February.

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

### **1. Information Item: Capital Development Project Proposal Summary**

Dr. Kay Ash and Dr. Mitchell presented the Capital Development Project Proposal Summary to the Board of Trustees; the Board accepted the Capital Development Project Proposal Summary as an information item.

### **2. Information Item: Naming of the plaque on the seats in the William D. Harvey Theater**

David Emmons and Dr. Mitchell presented the Naming of the plaque on the seats in the William D. Harvey Theater to the Board of Trustees; the Board accepted the Naming of the plaque on the seats in the William D. Harvey Theater as an information item.

### **3. Information Item: Naming the College Instruction Center Simulation Lab**

David Emmons and Dr. Mitchell presented the Naming the College Instruction Center Simulation Lab to the Board of Trustees; the Board accepted the Naming the College Instruction Center Simulation Lab as an information item.

### **4. Information Item: Use of Olympic College Logo by City of Bremerton**

Dr. Kay Ash and Dr. Mitchell presented the Use of Olympic College Logo by City of Bremerton to the Board of Trustees; the Board accepted the Use of Olympic College Logo by City of Bremerton as an information item.

### **5. Action Item: President's Contract**

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

### **6. Action Item: Instructional Calendars**

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

### **7. Action Item: Rescheduling of February Board Meeting**

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

## **E. Executive Session**

The Board adjourned at 6:47 p.m. for a 5 minute recess before going in to Executive Session.

The purpose of the Executive Session was to discuss matters related to collective bargaining, and to discuss the qualifications of an applicant for public employment pursuant to RCW 42.30.110(1)(g).

At 6:52 p.m. the Board met in Executive Session for 15 minutes.

At 7:07 p.m. it was extended for 10 minutes.

At 7:17 p.m. it was extended for an additional 5 minutes.  
The meeting reconvened at 7:22 p.m. out of Executive Session.  
The meeting was adjourned at 7:26 p.m.

**F. Adjournment**

Trustee Bryant adjourned the meeting at 7:26 p.m.

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