

***Board of Trustees Regular Meeting Minutes
May 29, 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 Steve Warner Cheryl Miller Shannon Childs Jim Page

Others in Attendance:

Marty Cavalluzzi, President
Adam Morris, Executive Assistant to the President
Mary Garguile, Vice President for Instruction
Cheryl Nunez, Vice President for Equity and Inclusion
Damon Bell, Vice President for Student Services and Achievement
H. Bruce Marvin, Assistant Attorney General
Janell Whiteley, Interim Director of Business Services
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 April 17, 2018 Regular Board of Trustees Meeting.

Trustee Warner made a motion to approve the minutes. Trustee Miller seconded the motion. The vote was unanimously in favor of approving the April 17, 2018 minutes.

B. Communication Items

1. Communication from the Public

- Sarah Adams-Nowlin addressed the Board of Trustees. Ms. Adams-Nowlin provided her views on the recent decision regarding the Olympic College Bookstore. She feels the process for making the decision to transition the bookstore to management by a 3rd-party vendor was out of

alignment with Olympic College's values and looks forward to an all-college budget meeting that will address the topic.

- Karen Hulsebosch addressed the Board of Trustees. Ms. Hulsebosch provided her views on the recent decision regarding the Olympic College Bookstore. She feels the decision process and the way it was communicated does not meet the NWCCU standard 2.A.1, and is interested to learn more in the all-college budget meeting.
- Valarie St. Pierre-Hodge, an Olympic College student and president of the Native American Club, addressed the Board of Trustees. Ms. St. Pierre-Hodge informed the Board of her desire to start the process to get the Olympic College Campus blessed and smudged by area tribes. She has been working with Heather Newcomer, Library Faculty, and has already contacted elders of the Suquamish tribe regarding their participation.
- Barry Janusch, Athletic Director for Olympic College, addressed the Board of Trustees. Mr. Janusch presented Olympic College's 2018 Track and Field All-Americans and their coaches, Jakan Austin (Head) and Daryl Schruhl (Assistant). The College had 5 athletes that combined to win 9 All-American honors, including:
 - o Colton Paller – 1st place finishes in the Shot Put, Discus, and Hammer Throw
 - o Kaitlyn Paller – 1st place finishes in the Shot Put, Discus, and Hammer Throw
 - o Diane Olson – 2nd place finish in the Shot Put
 - o Koshi Ukai – 2nd place finish in the High Jump
 - o Chris Sevila – 3rd place finish in the Javelin

2. Introduce New OC Staff

- **Elsa Krier** was introduced by Jennifer Glasier, Dean of Enrollment Services, as the new Student Success Navigator.
- **Casey Reed** was introduced by Jennifer Glasier, Dean of Enrollment Services, as the new Outreach and Recruitment Manager.
- **Brad Songhurst** was introduced by Janell Whiteley, Interim Director of Business Services, as the new Director of Facilities.
 - o Mr. Songhurst provided the Board of Trustees with his impressions on all three Olympic College campuses, so far, and his plans to address the issues he has seen.

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

- Shannon Turner, President of the SGOC, reported to the Board of Trustees:
 - o His thanks to President Cavalluzzi for his comments on the Olympic College Bookstore, and his leadership during this difficult situation;
 - o Mr. Turner voiced his appreciation of President Cavalluzzi's inclusion of students in the proposed Shared Governance Committee;
 - o The Wellness Center initiative is still ongoing. A group of Olympic College students and staff went to UW-Tacoma to review their wellness center organization (which cohabitates with the area YMCA). The incoming SGOC leaders will continue this project;
 - o Recent events the SGOC participated in were covered: the Armed Forces Day Parade in Bremerton; Viking Fest in Poulsbo, and the NAACP awards dinner;
 - o Student Awards will be held May 30th, 2018. All trustees are invited to attend;
 - o Danielle Murphy was introduced as the SGOC President-Elect;
 - o Mr. Turner acknowledged his Cabinet Members:

- Kira-Marie Skibbe, Vice President of Student Life
- John Olson, Vice President of Public Relations & Communications
- Matthew Allen, Executive Vice President
- Jayne Barton, Vice President of Finance

4. Report of the Board

- Trustee Page reported on his attendance of the ACT Spring Meeting at Clark College. He and Trustee Warner were able to attend, and he encourages the new trustees to attend future conferences. Trustee Page provided a brief list of topics covered during the meetings, including a Campus Safety Panel Discussion and the Annual Trustee Awards.
- Trustee Page reported on the recent ACCT Action Alert that was sent out relating to Reauthorization of Higher Education Act. The Proper Act is currently in the House of Representatives for consideration and is viewed as being unfavorable to Community & Technical Colleges. He encourages his fellow trustees to review the legislation and connect with area representatives to educate them on how it may impact the college.
- Trustee Page reported on his attendance of Philip Mathew's leadership class.

5. Report of the President of the College

Dr. Cavalluzzi made his report to the Board of Trustees. Topics discussed include:

- Pizza with the President events held at each campus;
- His recent absence to attend to a family member needing medical attention. He thanks Adam Morris and his Executive Team for their work in his absence;
- The Kitsap Community Celebration of Philanthropy;
- His participation in the Bremerton Armed Forces Day Parade;
- The monthly Olympic Education Service District (OESD) Superintendents Meeting where he was a guest speaker;
- The decision making process surrounding the Olympic College Bookstore transition from self-support to 3rd party vendor operation;
- A proposed Policy and Governance Committee, to start in fall 2018;
- A proposed Budget Committee, to start in fall 2018;
- Olympic College's participation in the Achieving the Dream network;
- The All College Budget Meeting scheduled for 6/6/2018;
- Various needs the College has, as it relates to human capital, services, and repairs/upgrades/replacements to buildings and infrastructure;

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

Deb Montez reported to the Board of Trustees on behalf of the WPEA. Topics covered include:

- The 2018 Classified Connection. Roughly 90 employees attended, and a record number of Care Bear Awards were handed out. Ms. Montez thanks those who donated their time and gift baskets to the event;
- The recent decision regarding the Olympic College's Bookstore's transition from self-support to 3rd party vendor operation. Ms. Montez shared her concerns and informed the Board of Trustees WPEA's intent to file a demand to bargain with the College;
- The all-member WPEA meeting was held on May 24th;
- Upcoming events, to include:
 - 2nd annual Olympic College Athletics Hall of Fame induction ceremony (6/9)

- Diversity Conference (6/21-22)

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

Ted Baldwin provided an oral report to the Board of Trustees. Mr. Baldwin focused his report on the recent legislation around bargaining from local funds. His presentation included:

- A history of precedents surrounding bargaining from local funds/full scope bargaining;
- His involvement at a recent state-wide union meeting that provided full scope bargaining training;
- Mr. Baldwin provided the Board of Trustees with a packet of handouts that deal with:
 - The College's reserve status;
 - The annual budget for each College in the CTC system;
 - Growth of Presidents salaries in the CTC system;
 - Running Start funding increases;

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 and upcoming activities. Topics covered were:

- The intention to provide a written report to the Board of Trustees, starting in August;
- The OC Foundation Alumni Breakfast will take place on June 7th;
- The Donors & Scholars Celebration. There were a record number of scholarship applications this year, which resulted in a record number of students receiving scholarships;
- Olympic College's Spring Awards will be held June 14th;
- Phil Schaeffer's retirement celebration will be held June 14th;
- Bremerton Chamber of Commerce Armed Forces Parade, in which the OC Foundation sponsored the Youth Ambassadors. Olympic College's representative, John Olson, won first place in the speech competition;

9. Presentation: ctcLink – Evelyn Hernandez & Rich Lunden

- Evelyn Hernandez, Chief Information Officer, and Rich Lunden, ctcLink Director, presented an update on the ctcLink project. ctcLink is the new software that the Community & Technical College system is upgrading to. This will replace the current "legacy" system, which is 35 years old. Going forward, they will be providing an update to the Board of Trustees at least once per quarter. The presentation covered:
 - The scope of the project;
 - The core team working on the project, and their partners across the College;
 - An update on the status of the First Link implementers;
 - Project re-planning efforts;
 - Common Process Development;
 - Olympic College's deployment group placement;
 - The project's deployment approach and timeline;
 - Phases of the project;
 - A software comparison;
 - Immediate next steps;
- Prompted by a question from Trustee Page, the biggest challenge to this project will be ensuring there is adequate resources; both financial support and personnel.

C. Study Session

1. Equity Scorecard – Cheryl Nunez

- Cheryl Nunez, Vice President for Equity & Inclusion, presented the recently developed Equity Scorecard to the Board of Trustees. This scorecard is a way to visually represent how the College is doing, in terms of equity, in areas such as enrollment rates, persistence and completion rates, and progression and persistence rates. In her presentation, Ms. Nunez's:
 - o Defined Equity;
 - o Discussed the difference between a deficit-minded and equity-minded cognitive frame;
 - o Provided context surrounding the scorecard by briefing the Board of Trustees on an equity-based Theory of Change;
 - o Explained the Equity Index formula;
 - o Reviewed Olympic College's Equity Scorecard;

D. Innovation Session

1. Ranger Station – Damon Bell, Jennifer Glasier, & Nora Downard

- Dr. Damon Bell, Vice President for Student Services and Achievement, Dr. Jennifer Glasier, Dean of Enrollment Services, and Nora Downard, Program Manager, presented the Ranger Station to the Board of Trustees. The Ranger Station is a new department reflecting a new model of serving students. It combines admissions, registration & records, and financial aid services into one location.
- Dr. Bell provided the trustees with a historical context on the shifting service philosophy within higher education since the early 1990's, and provided background on Olympic College's efforts to institute a "one-stop" for students.
- Dr. Glasier was charged with designing Olympic College's "one-stop" within the building that all of the services were housed in (Humanities & Student Services). She worked with the front line staff of each department to research how other colleges have gone about creating a "one-stop" and plan Olympic College's efforts. This allowed for the Ranger Station to be built from the ground up, focusing on the front line staff's opinions and expertise. The employees were able to work together and cross train one another to provide for comprehensive, consistent, and quality service to students.
- In combining the departments, six people were reclassified into higher level positions, and only one Financial Aid position was eliminated. Additionally, a call center was created (consisting for 3-4 part-time employees and student workers) to handle incoming queries.
- Through data tracking, via the Who's Next software, peak hours were determined which allowed for more efficient staffing to shorten student wait times. Currently, the average wait time is 8 minutes.
- Since the Ranger Station was opened January 17, 2017, nearly 40,000 visits have been made with over 56,000 different services provided. The most requested services are:
 - o Financial Aid Status
 - o Registration Add/Drop
 - o Data Sheet
 - o Class Schedule
 - o General Questions
 - o Petition for Extension
 - o Petition for Reinstatement
 - o Change of Enrollment

- Explained Student Academic Progress to Student
- Dr. Glasier also provided a brief update on the new Welcome Center. This department is in response to recommendations that came out of the Strategic Enrollment Management group, and is responsible for assisting students through the enrollment process. Part of their charge is addressing the growing uncovered gap of students who apply to OC, but never register for classes.
- Both the Ranger Station and the Welcome Center efforts align with the College's undertaking of Guided Pathways and the overall Achieving the Dream work. Additionally, compatibility with the ctcLink system was considered at every stage of the process.

E. Action/Information Items

1. Information Item: Calendar of Events

Adam Morris presented the upcoming Calendar of Events to the Board of Trustees; the Board accepted the Calendar of Events as an Information Item.

2. Information Item: Financial Report as of the End of 3rd Quarter, Fiscal Year 2017-2018

Janell Whiteley presented the Financial Report as of the End of 3rd Quarter, Fiscal Year 2017-2018 to the Board of Trustees; the Board accepted the Financial Report as of the End of 3rd Quarter, Fiscal Year 2017-2018 as an Information Item.

3. Action Item: Tenure Status Joel Welter

Trustee Page motioned to grant tenure to Joel Welter. Trustee Warner seconded the motion.

Trustee Childs questioned Professor Welter on his goals for his department, and himself, with an emphasis on how they align with College goals.

The vote was unanimously in favor of approval.

Mary Garguile introduced Norma Whitacre, Dean of Business & Technology, who provided comments on Professor Welter to the Board of Trustees.

4. Action Item: Tenure Status Bonnie Adams

Trustee Page motioned to grant tenure to Bonnie Adams. Trustee Warner seconded the motion.

Trustee Childs questioned Professor Adams on her goals for her department, and herself, with an emphasis on how they align with College goals.

The vote was unanimously in favor of approval.

Mary Garguile introduced Norma Whitacre, Dean of Business & Technology, provided comments on Professor Adams to the Board of Trustees.

5. Action Item: Leave of Absence Request: Teresa Eliason

Trustee Warner motioned for approval of the recommended 1-year leave of absence for Teresa Eliason. Trustee Page seconded the motion. The vote was unanimously in favor of approval.

6. Action Item: Employment of Family Members or Self Policy

Trustee Page motioned for approval of the Employment of Family Member or Self Policy. Trustee Miller seconded the motion. The vote was unanimously in favor of approval

7. Action Item: Public Records Policy – Revision to OCP 700-03

Trustee Page motioned for approval of the Public Records Policy – Revision to OCP 700-03. Trustee Warner seconded the motion. The vote was unanimously in favor of approval

8. Action Item: Salary Increases for Faculty

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

9. Action Item: 2018-19 Salary Increases for Non-represented College Employees

Trustee Warner motioned for approval of 2018-19 Salary Increases for Non-represented College Employees. Trustee Page seconded the motion. The vote was unanimously in favor of approval.

F. Division Reports

- Instruction Report was reviewed. No questions or discussion.
- Student Services Report was reviewed. No questions or discussion.
- Equity & Inclusion Report was reviewed. No questions or discussion.
- Administrative Services Report was reviewed. No questions or discussion.

G. Executive Session

The Board adjourned at 5:40 p.m. for a 5 minute recess before going in to Executive Session.

The purpose of the Executive Session was to review the performance of a public employee.

At 5:45 p.m. the Board met in Executive Session for 15 minutes.

At 6:00 p.m. it was extended for 15 minutes.

At 6:15 p.m. it was extended for 10 minutes.

The meeting reconvened at 6:25 p.m. out of Executive Session.

The Board adjourned at 9:02 p.m. for a 3 minute recess before going in to Executive Session.

The purpose of the Executive Session was to review the performance of a public employee, and to discuss a real estate matter.

At 9:05 p.m. the Board met in Executive Session for 15 minutes.

At 9:20 p.m. it was extended for 15 minutes.

At 9:35 p.m. it was extended for 10 minutes.

The meeting reconvened at 9:47 p.m. out of Executive Session.

The meeting was adjourned at 9:55 p.m.

H. Adjournment

Trustee Bryant adjourned the meeting at 9:55 p.m.

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