

***Board of Trustees Regular Meeting Minutes
August 21, 2018***

5:00 pm Regular Board of Trustees Meeting, Olympic College Shelton, The Johnson Library, Room 108, 937 West Alpine Way, Shelton, WA, 98584

Trustee Bryant called the Board of Trustees Regular Meeting to order at 5:10 p.m.

Board Members in Attendance:

Steve Warner Cheryl Miller Shannon Childs Harriette Bryant

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
Elaine Williams Bryant, Vice President for Student Services and Achievement
H. Bruce Marvin, Assistant Attorney General
Janell Whiteley, Interim Director of Business Services
Deb Montez, WPEA Chief Shop Steward
Danielle Murphy, SGOC President

The Board read the Mission, Vision and Values.

A. Consent Items

Approval of the draft minutes for the June 26, 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 June 26, 2018 Regular Board Meeting draft minutes as presented.

B. Communication Items

1. Introduce New OC Staff

- No new staff were introduced at the meeting.

2. Communication from the Public

- Roy Bailey addressed the Board of Trustees and gave his concerns over the proposed increase to the Parking Fee, as well as his concerns over the stagnant pay of part-time employees.
- Helen Thomson addressed the Board of Trustees and shared her concerns over raising the parking fee while part-time employees have not had pay-raises in years and have had limits put on the number of hours they can work.

3. Report of the Board

- Trustee Bryant thanked those in attendance for making the trip to the Shelton Campus.
- Trustee Bryant thanked President Cavalluzzi and Adam Morris, Executive Assistant to the President, for organizing a wonderful and productive Board of Trustees retreat.
- Trustee Warner reported his satisfaction with the Board Retreat, specifically the second day when members of Cabinet were in attendance.
- Trustee Childs commented on the Board Retreat, and thanked those who came and presented.

4. Report of the President of the College

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

- 2018 Opening Days: Achieving the Dream will be the overarching theme. The All-College Convening will take place on Thursday, September 13th from 8 AM to 1 PM. Trustees are encouraged to attend. In addition to the Opening Days programming (9/11-14/2018), there will be a second week of professional development opportunities geared towards Classified Staff members and a special Achieving the Dream presentation will be made to the Student Services division on August 27th.
- Graduate Strong: Dr. Cavalluzzi has nominated for, and has accepted, the role of Committee Chair of the Graduate Strong initiative.
- Community & Technical College Leadership Development Association (CTCLDA) held its annual Summer Conference last week. Olympic College faculty member Dr. Karen Bolton received the CTCLDA Award of Excellence in Leadership.

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

Danielle Murphy, President of the SGOC, reported to the Board of Trustees on the recent activities of the SGOC, to include:

- The relocation of the SGOC offices.
- Trainings and on-boarding done by new officers.
- SGOC Goals – both short term and long term.

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 working agreement reached with the College Administration and the WPEA regarding the Bookstore transition.
- Classified Staff vacations.
- Concerns about the proposed parking fee increases.
- Margret Hodun's representation of Olympic College's Classified Staff during the WPEA bargaining taking place at the state level.

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

Ted Baldwin was not present to give an update.

8. Report of the Olympic College Foundation

David Emmons, Executive Director of the Olympic College Foundation, provided highlights from his written report to the Board of Trustees:

- Olympic College Alumni Association has a booth at the Kitsap County Fair.
- George Winston, pianist, will be hosted on campus by the Alumni Association for a concert on September 21st, 2018.
- Olympic College Employee Night at the Tacoma Rainiers will be August 22nd, 2018.
- The new Olympic College Foundation webpage has been launched.

C. Study Session

Janell Whiteley, interim Vice President for Administrative Services, provided the Board of Trustees with an overview of the Capital Projects at Olympic College and answered the questions they had. At the end of June 2018, the Interim Director of Facilities Services and Capital Projects position was vacated. While the college goes through the process to fill that position, Janell Whiteley has assumed those duties, with the help of Brad Songhurst, Director of Facilities Services. Ms. Whiteley discussed with the Board of Trustees:

- The Facility Condition Survey. Each building is reviewed every two years, conducted most recently in 2017, and the needs it uncovered (which do not include parking lot issues, asbestos abatement, etc.);
- Upcoming Capital Projects, and projects not using capital funds, such as: 10 bathroom upgrades in the Business & Technology Building, improvements to the Sofia Bremer Child Development Center fencing and landscaping, the fume hood and chemical eye wash station at the Poulsbo campus, as well as the list of needs on the Shelton campus;
- Maintenance & Operations (M&O) Funding;

D. Innovation Session

- No innovation session held this month.

E. Action/Information Items

1. Information Item: Upcoming Events Calendar

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

2. Information Item: Proposed Security Enhancement Fee Increase

Janell Whiteley presented the Proposed Security Enhancement Fee Increase to the Board of Trustees; the Board accepted the Proposed Security Enhancement Fee Increase as an Information Item.

3. Information Item: Proposed Parking Fee Increase

Janell Whiteley presented the Proposed Parking Fee Increase to the Board of Trustees; the Board accepted the Proposed Parking Fee Increase as an Information Item

4. Action Item: Update Resolution Between the College and Local Government Investment Pool

Trustee Warner motioned for approval of the Update Resolution Between the College and Local Government Investment Pool Action Item. Trustee Childs seconded the motion. Discussion was held. The vote was unanimously in favor of approving the Update Resolution Between the College and Local Government Investment Pool Action Item.

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 6:02 p.m. for a 13 minute recess before going in to Executive Session.

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

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

At 6:30 p.m. it was extended for 10 minutes.

The meeting reconvened at 6:40 p.m. out of Executive Session.

The Board of Trustees reconvened out of Executive Session and discussed a real estate matter. Olympic College has reached a consulting agreement with Saving Seattle, Inc. to list the house on the Barner property for sale. The agreement was vetted through Assistant Attorney General (A.A.G.) Bruce Marvin. Should a buyer be found, the College will contribute up to \$40,000 toward the cost of removing and relocating the building. The history of the property and the various concerns regarding the property expressed by citizens were discussed. After a brief question and answer period, the Board of Trustees have requested more information on the insurance requirements around an endeavor such as this. Janell will contact the Department of Enterprise Systems (DES) for their recommendations on insurance amounts and provide that information to the Trustees.

The meeting was adjourned at 6:59 p.m.

H. Adjournment

Trustee Bryant adjourned the meeting at 6:59 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.