

***Board of Trustees Regular Meeting Minutes
January 15, 2019***

5:00 pm Regular Board of Trustees Meeting, Olympic College Bremerton, Humanities & Student Services Building, Room 129, 1600 Chester Ave, Bremerton, WA, 98337

Trustee Bryant called the Board of Trustees Regular Meeting to order at 5:19 p.m.

Board Members in Attendance:

Steve Warner Cheryl Miller Jim Page Shannon Childs Harriette Bryant

Others in Attendance:

Marty Cavalluzzi, President
H. Bruce Marvin, Assistant Attorney General
Adam Morris, Executive Assistant to the President

The Board read the Mission, Vision and Values.

A. Communication Items

1. Communication from the Public

- Bree Grim, student, addressed the Board of Trustees. Ms. Grim requested support for the development of an environmental sustainability program on campus.
- Cooper Shaw, student, addressed the Board of Trustees. Mr. Shaw also requested support for the development of an environmental sustainability program on campus.
- Danielle Turner, SGOE President, addressed the Board of Trustees. Mrs. Turner informed the Board of Trustees that she would be resigning her position in two weeks.
- Debra Montez, Chief Shop Steward of WPEA Union, addressed the Board. Ms. Montez informed the Board of a mistake in her written report.

2. Introduction of New Olympic College Employees

- Casey Reed, Director of Military & Veteran Programs, introduced the following new staff members from Enrollment Services and Military & Veterans Programs (MVP):
 - o Dan Langille – School Certifying Official (MVP)
 - o Doug Zeno – School Certifying Official (MVP)
 - o Natalie Cromie – Program Coordinator (MVP)

- Sally Holt – Student Success Navigator (Welcome Center)
- Elsa Krier – Outreach & Recruitment Manager (Welcome Center)
- Tatiane Simmons – Transitions Manager (MVP)
- Jill Stead – Credentials Evaluator (Enrollment Services)
- Teresa Ramos – Director, Running Start
- Elaine Williams Bryant, Interim Vice President for Student Services & Achievement, introduced Paul Wong, the Program Coordinator for the Assessment and Testing Center.
- Amy Hatfield, Dean of Workforce Development, introduced Leo Cagel, Director of CTE Dual Credit & BFET.
- Allison Phayre, Interim Executive Director of the Office of Institutional Effectiveness, introduced Jeff Campbell, Data & Assessment Analyst.
- Rich Lunden, ctcLink Director, introduced Tanjagay Martin, Functional Business Analyst.

3. Report of the Board

- Trustee Page reminded his fellow trustees of the ACT Winter Conference next week. The Transforming Lives Award dinner will take place Monday, the 21st, and the conference will be held on Tuesday. For the second year running, Olympic College has a student receiving the award.
- Trustee Page reported on his experience at the Legislative Breakfast, where there was a good mix of both new and seasoned legislators in attendance.
- Trustee Page, current President of ACT, participated in the Joint Legislative Committee. They compared the Governor's Budget against the SBCTC budget request and saw that the system has a wonderful opportunity to get some appropriations that have been lacking.
- Trustee Miller reported on her attendance of the Legislative Breakfast.

B. Reports to the Board

- The SGOC Report to the Board was reviewed. No questions were asked.
- The President's Report to the Board was reviewed. Trustee Page inquired about the impact the partial federal government shut is having on the college. President Cavalluzzi informed him that for the moment, the impact is minimal. President Cavalluzzi will email information regarding the shutdowns impact to Financial Aid and to our veteran population to the Trustees.
- The AHE Report to the Board was reviewed. No questions were asked by the Trustees. Trustee Page responded to a question posed to the Board within the report regarding the Trustee's satisfaction with the recent changes made to the meetings. Trustee Page informed Mr. Baldwin that while there have only been a few meetings with the changes, he is generally satisfied with them, and especially appreciates the written reports. Trustee Page addressed the second question, regarding the Board's legislative strategy. Olympic College's Board of Trustees are aligned with the State Board of Community and Technical College's legislative agenda, and discussed upcoming legislative events.
 - Mr. Baldwin also made a request that the AHE, WPEA, and SGOC have time set aside for them to address the Board verbally. Trustee Bryant reminded Mr. Baldwin that there is an open public comment period in which anyone can speak (limited to 3 minutes each).
- The WPEA Report to the Board was reviewed. Trustees Page and Bryant both thanked Ms. Montez for making the corrections that were alluded to in her time during comments from the public.

- The Olympic College Foundation Report to the Board was reviewed. No questions were asked.
- The Instruction Report to the Board was reviewed. No questions were asked. Trustee Page commented that he appreciated the information included in the report relating to tenure.
- The Student Services Report to the Board was reviewed. Trustee Page highlighted several areas, and asked about the Residence Hall occupancy numbers, as it relates to foreign students. Heather Lukashin, Associate Dean of Student Services, responded that there are currently about 47 international students in the Residence Hall, which typically is occupied 50% by international students and 50% American students. The numbers have dropped recently, but they are aggressively working to bring them back up.
- The Administrative Services Report to the Board was reviewed. No questions were asked. Trustee Warner commended the work that has been completed recently at the Shelton Campus.
- The Equity & Inclusion Report to the Board was reviewed. Trustee Page asked about the recent roll-back of regulations/guidance around Title IX and the pending regulations to replace them (specifically whether this was creating any “gaps” or exposures that may leave the college vulnerable). Ms. Nunez informed him that nothing has changed as of yet, and the new regulations are still pending.
- The Office of Institutional Effectiveness Report to the Board was reviewed. Trustee Warner asked for clarification on the RACI Matrix. Dr. Allison Phayre, Interim Executive Director of the Office of Institutional Effectiveness, answered his questions. Trustee Page inquired about the composition of the Data Governance Council, and the process for selecting the members. Dr. Phayre provided that information.
- The Information Technology Report to the Board was reviewed. No questions were asked.
- The Human Resource Services Report to the Board was reviewed. Trustee Page inquired about the recent failed search for the Associate Vice President for Human Resource Services. Joan Hanten, Interim Executive Director of Human Resource Services, informed him of the status of the recruitment and touched on the recruitment process/strategies. Trustee Childs inquired about the OC Code of Conduct that was recently revised. Ms. Hanten provided the Trustees with a copy electronically, and informed the Trustees that there were no policy changes made, rather the Code of Conduct was reworked for clarity.

C. Consent Items

Approval of the draft minutes for the November 13, 2018 Special 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 November 13, 2018 Regular Board of Trustees Meeting draft minutes with correction of spelling error.

Approval of the draft minutes for the November 20, 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 November 20, 2018 Regular Board of Trustees Meeting draft minutes as presented.

D. 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.

E. Innovation Session

Rich Lunden, ctcLink Director, introduced his team and gave a brief outline of the presentation which provided an update to the Trustees on the implementation process of ctcLink. Olympic College is in the next deployment group (#3), and will be ramping up the implementation activities between now and January 2020, which is the projected “go live” date. Topics covered in the presentation include:

- The timeline of all deployment groups;
- The ctcLink Project methodology;
- An overview of the phases of implementation;
- Upcoming activities involving the subject matter experts (SME’s) across the campus;

A question and answer session was held. Trustee Page asked for more information on how the readiness of other colleges that are in the same deployment group as Olympic College could affect the implementation of the whole deployment group or Olympic College specifically. Mr. Lunden responded to Trustee Page and informed him of the work being done to increase the readiness of the other colleges in deployment group 3#, and assured the trustees of Olympic College’s readiness for the transition.

F. Study Session

- Trustees Page and Childs provided an update into their research of Board Governance Models. They have worked with Janell Whiteley, Vice President for Administrative Services, and Diana Lake, Director of Purchasing, regarding rules for contracting consultants to work with the Board on Governance Models. Next steps will be to meet with representatives from ACCT, AGB, and others to discuss the needs of the Board and decide on the best fit of consultant. An update will be provided at the next Board meeting.

G. Executive Session

The Board adjourned at 6:41 p.m. for a 4 minute recess before going in to Executive Session.

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

At 6:45 p.m. the Board met in Executive Session for 15 minutes.

At 7:00 p.m. it was extended for 10 minutes.

At 7:10 p.m. it was extended for 15 minutes.

The meeting reconvened at 7:14 p.m. out of Executive Session.

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

H. Adjournment

Trustee Bryant adjourned the meeting at 7:16 p.m.

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