

***Board of Trustees Regular Meeting Minutes  
June 18, 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 Special Meeting to order at 5:07 p.m.

**Board Members in Attendance:**

Jim Page      Shannon Childs      Harriette Bryant      Cheryl Miller

**Others in Attendance:**

Ms. Joan Hanten, on behalf of Marty Cavalluzzi, President  
H. Bruce Marvin, Assistant Attorney General

The Board read the Mission, Vision and Values.

**A. Communication Items**

**1. Communication from the Public**

- Joe Barboza addressed the Board of Trustees. Mr. Barboza expressed his gratitude for the support he has received from the Board and the College over the last few years.
- Teresa McDermott addressed the Board of Trustees. Ms. McDermott informed the Board of Trustees of the upcoming GED/HS21+ graduations and discussed the support the program has received by both internal and external constituents.
- Ted Baldwin addressed the Board of Trustees. This was Mr. Baldwin's last address to the Board of Trustees as Faculty Union President. Mr. Baldwin thanked the Board of Trustees and provided them a copy of the letter (email) he sent to the AHE members regarding his time spent as AHE President. Mr. Baldwin offered his reflections (positive and negative) on working with the Board of Trustees, and his hopes of their future operations.
- Deb Montez addressed the Board of Trustees. Ms. Montez spoke on the issue of door stops being removed from the Bremer Student Center (Building 10), as she feels that underrepresented students are disadvantaged by seeing doors closed to them. Ms. Montez

also feels that the employees of the building should have input on what she sees is a safety decision that affects work.

- Janell Whiteley, Interim Vice President of Administrative Services, asked the Board of Trustees for permission to address the concerns of Ms. Montez. Ms. Whiteley explained that the door stops are a code violation, which was uncovered by the Fire Marshall. Potential remedies that meet fire code are being reviewed, including magnetic door stops that would automatically close the doors if the fire detection system was triggered.
- Jodie Collins addressed the Board of Trustees. Ms. Collins also spoke on the issue of door stops being removed from the Bremer Student Center (Building 10), where she provided her concerns on safety/active shooter situations, ADA considerations, and the potential message a closed door might send.
- Deb Montez, in her role of WPEA Chief Shop Steward, addressed the Board of Trustees. Ms. Montez discussed the decision to not submit a written report this month, and informed the Board of the all member WPEA meeting taking place tomorrow (6/19/2019) to discuss the various issues of their membership. Ms. Montez will bring the results to the Board of Trustees. Ms. Montes also thanked Ted Baldwin for his help and support of the WPEA.

## **2. Introduction of New Olympic College Employees**

- Cheryl Nunez, Vice President for Equity & Inclusion, introduced Peggy McCanna, Executive Assistant to the Vice President of Equity & Inclusion, to the Board of Trustees.
- Allison Phayre, Executive Director of the Office of Institutional Effectiveness, introduced Jeanne Lewis, Achieving the Dream Project Manager, to the Board of Trustees.
- Shawn Devine, Director of Communications and Web Services, introduced Steven Wyble, Communications and Web services Coordinator, to the Board of Trustees.

## **3. Report of the Board of Trustees**

- Trustee Bryant presented on the topic of Trustee Page's last Olympic College Board Meeting. Mr. Page was presented with a commemorative crystal and an Olympic College sweater.
- Trustee Bryant reported on her attendance of the recent Graduate Strong and NAACP meetings, the 2019 Leadership Kitsap graduation, the Spring Awards ceremony, and the Olympic College commencement ceremony.
- Trustee Page reported on his time serving as an Olympic College Trustee, calling it one of the greatest honors of his career. Trustee page lamented stepping aside, but acknowledged that the time was right and that he still believes in the College's upward trajectory.
- Trustee Childs reflected on Trustee Page's service to the college and wished him the best going forward. Trustee Childs also reported on her attendance of the Donor's & Scholar's dinner.
- Trustee Miller reflected on Trustee Page's influence on her as a Board member. Trustee Miller also reflected on the recent commencement ceremony, specifically student Bree Grimm's speech.

## **B. Reports to the Board**

1. The SGOE Report to the Board was reviewed. No questions were asked. Harrison Greenlee addressed the Board and informed them on their recent work to rework their constitution and by-laws. Mr. Greenlee thanked his team for their hard work and their support of their fellow students.
2. The President's Report to the Board was reviewed. Joan Hanten (President Cavalluzzi's designee) offered some remarks on behalf of Dr. Cavalluzzi. In the remarks, Dr. Cavalluzzi expressed his thanks and congratulations to Trustee Page; thanked all of the Trustees for their service to the college this past year; and, he thanked the faculty, staff, Executive Team, and Student Government for their work this year. No questions were asked by the Board of Trustees.
3. The AHE did not submit a report this month. No questions asked.
4. The WPEA did not submit a report this month. No questions asked.
5. The Office of Institutional Effectiveness Report to the Board was reviewed. Trustee Bryant offered her congratulations to Allison Phayre, who was named as the new President of the Research and Planning Commission (RPC) at the State Board for Community and Technical Colleges.
6. The Information Technology Report to the Board was reviewed. No questions were asked.
7. The Human Resource Services Report to the Board was reviewed. Trustee Childs asked for clarification on the selection process for consultant to work with the Board of Trustees. Joan Hanten offered the clarification.
8. The Olympic College Foundation Report to the Board was reviewed. No questions were asked.
9. The Instruction Report to the Board was reviewed. Trustee Bryant appreciated the information on micro-aggressions.
10. The Student Services Report to the Board was reviewed. Trustee Bryant inquired about the International Student enrollment decline; Heather Lukashin, Associate Dean of Student Services, informed her that some of the disparity had to do with students graduating as well as lower enrollments.
11. The Administrative Services Report to the Board was reviewed. Janell Whiteley, Interim Vice President for Administrative services answered additional questions on the \$450,000 renovations scheduled for the fitness center.
12. The Equity & Inclusion Report to the Board was reviewed. No questions were asked.

### C. Consent Items

1. **Approval of the draft minutes for the May 21, 2019 Regular Board of Trustees Meeting**  
Trustee Page made a motion to approve the minutes as presented. Trustee Miller seconded the motion. A vote was held, and was unanimously in favor of approving the May 21, 2019 Special Board of Trustees Meeting as presented (4 – yes; 0 – no; 0 – absent).

### D. Action/Information Items

1. **Information Item: Upcoming Events Calendar**  
Adam Morris presented the Upcoming Events Calendar to the Board of Trustees; the Board accepted the Upcoming Events Calendar as an Information Item.
2. **Information Item: Parking Fee Increase**

Janell Whiteley, Vice President for Administrative Services, presented the Parking Fee Increase Information Item to the Board of Trustees; the Board accepted the proposed Parking Fee Increase as an Information Item.

**3. Action Item: Olympic College Bremerton Welding Shop Renovation**

Trustee Page motioned for approval of the Olympic College Bremerton Welding Shop Renovation. Trustee Childs seconded the motion. No discussion was held, nor questions asked. The vote was unanimously in favor of approving the Olympic College Bremerton Welding Shop Renovation action item. (4 – Yes; 0 – no; 0 – absent)

**4. Action Item: 2019-2020 Fee Requests**

Trustee Childs motioned for approval of the Amendment of the 2019-2020 Fee Requests. Trustee Miller seconded the motion. No discussion was held, nor questions asked. The vote was unanimously in favor of approving the 2019-2020 Fee Requests action item. (4 – Yes; 0 – no; 0 – absent)

**5. Action Item: FY2019-2020 Operating Budget**

Trustee Page motioned for approval of the FY2019-2020 Operating Budget. Trustee Miller seconded the motion. No discussion was held, nor questions asked. The vote was unanimously in favor of approving the FY2019-2020 Operating Budget. (4 – Yes; 0 – no; 0 – absent).

Janell publically acknowledge Margaret Hodun for her efforts on project.

**6. Action Item: Compensation Increases for Academic (Faculty) Employees, beginning July 1, 2019**

Trustee Page motioned for approval of the Compensation Increases for Academic (Faculty) Employees, beginning July 1, 2019. Trustee Childs seconded the motion. Page: impact to adjunct (cola + moving from 60% to 64%). The vote was unanimously in favor of approving the Compensation Increases for Academic (Faculty) Employees, beginning July 1, 2019. (4 – Yes; 0 – no; 0 – absent).

**E. Innovation Session**

**1. The Power of Community: High-Impact Team Teaching at Olympic College**

- Martin Cockcroft and Craig Goodman introduced themselves and the project, which was a First Year Experience Course. The project first started in summer of 2017, and was a team effort between student services and instructions.
  - o Mr. Cockcroft shared different pieces of data the precipitated this work, mainly the Fall to Fall retention rate (which was roughly 40% of students when looked at in 2017), as well as the portions of the SENSE Survey Data which revealed that students had very high expectations entering Olympic College but their experience here did not meet those expectations: 82% said they had no single point of contact (way higher than national average and 20% said they didn't feel welcome the first time they came (whereas 2% is average for like institutions).
- Mr. Goodman outlined how they went to Teaching and Learning National Institute (TLNI) with a group of Olympic College employees and created a project that morphed into this

one. Originally, at TLNI, the goal wasn't to create a class. The model was more centered around a "coach" for students to help them with resources.

- The course was first run in winter quarter, and the feedback from the students was that there was too much content "dumped" in there, and the team focused on revising the course in spring quarter to make it more interactive. Further revision will take place over summer break as well. The goal is to really develop relationships with each student to help ensure their success.
- Right now, it is a 2 credit course, but the team is looking at ways for students to get the benefit of the course without having to officially "take it" and/or work 2 additional credits into their schedules.
- The Olympic College Foundation was thanked for their support. While the course was being developed and refined, they covered all the cost for students to take the course. The Title III grant was also thanked for providing funding to support faculty work on curriculum development.
- A questions and comment session was held. Trustees Miller and Childs offered their praise to all involved for undertaking such an important project, as it will not only impact our students in a positive way, but will also help with the culture of the college.

## **F. Study Session**

### **1. Website Usability Study**

- Shawn Devine, Director of Communications and Web Services, introduced himself and the project. Mr. Devine provided a brief contextual background to the project, as it is a piece of a larger scale effort to improve the website and college communications. The website usability study is part of the second phase of a three phase project, and was designed to help improve website navigation, content, usability, and student conversions.
- Mr. Devine reviewed the study's approach and methodology with the Trustees, which included an audience survey, focus groups, analytics review, usability study, card sort, navigation proposal and tree testing.
- The results of the study led to a series of findings, which include:
  - o New/experienced users generally like the website;
  - o Global navigation is useful but too complex;
  - o Academic and admissions info is too hard to find;
  - o Key elements of home page are easy to overlook;
  - o Home page should adopt stronger focus on prospective students;
  - o Audience hub pages should be better organized;
  - o OC has capable multidisciplinary web team;
- Based on the findings, a set of recommendations were made to improve the website:
  - o Foreground information for prospective and current students;
  - o Revise home page design to better serve students;
  - o Provide clearer paths for prospective students;
  - o Expand and standardize academic program pages;
  - o Develop new template for audience hub pages;
  - o Better serve military-connected students and other target populations;
  - o Make strategic investments in web-management resources;

- Mr. Devine outlined the need for these changes, and presented a proposed workplan and staffing needs to accomplish said plan. The prioritization of the workplan is as follows:
  - o Overall website navigation;
  - o The “search” feature;
  - o Events calendar;
  - o Improved program pages;
  - o Improved content for prospective students, military students, student of color;
  - o Faculty Bio pages;
- A questions and comments session was held. Trustee Childs asked about how ADA compliance fit into this project. Mr. Devine informed her of the accessibility components that the website improvements would address and also discussed the campus wide problem of generating accessible materials.

## **2. ctcLink Update**

- Evelyn Hernandez, Chief Information Officer, and Rich Lunden, ctcLink Project Director, provided a brief quarterly update on the ctcLink conversion project.
- Mr. Lunden outlined timeline for this coming academic year, reviewed the activities completed thus far, and explained the various components of Business Process Fit Gap analysis (BPFs), Data Cleansing, and Data Validation.
- Ms. Hernandez and Mr. Lunden will return in the fall to provide another update on the status of the conversion project.

## **G. Executive Session**

No Executive Session was held.

## **H. Adjournment**

Trustee Bryant adjourned the meeting at 6:59 p.m.

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