

***Board of Trustees Regular Meeting Minutes  
November 19, 2019***

**5:00 pm** Special Board of Trustees Meeting, Olympic College Bremerton, Building 4, Room 129, 1600 Chester Avenue, Bremerton, WA 98337.

Trustee Childs called the Board of Trustees Regular Meeting to order at 5:13 p.m.

**Board Members in Attendance:**

Harriette Bryant   Candelario Gonzalez   Shannon Childs   Cheryl Miller   Tom Eckmann

**Others in Attendance:**

Dr. Marty Cavalluzzi, President

H. Bruce Marvin, Assistant Attorney General

Adam Morris, Executive Assistant to the President (minutes)

The Board read the Mission, Vision, and Values

**A. Communication Items**

**1. Report of the Board of Trustees**

- Trustee Bryant reported on her experience at the Washington State Association of College Trustees (ACT) Fall Conference. Both she and Trustee Childs sit on the Legislative Action Committee, which is part of the ACT organization.
- Trustee Eckmann reported on his attendance of the ACT Fall Conference. Trustee Eckmann specifically focused on the State-wide committee to address trustee on-boarding, and presentations relating to the tenure process, as well as how other colleges throughout the state are linking students on campus to the appropriate community resources (food banks, etc.).
- Trustee Eckmann reported on the creation of the Finance Committee, which is a sub-committee of the Board of Trustees. Trustee Eckmann discussed the outcome of the first meeting of the finance committee, and the proposed changes to the financial reporting format that is designed to make it easier on the staff who prepare the report and more informative for the trustees.
- Trustee Eckmann attended the Western Washington University (WWU) State of the College event held in Poulsbo, and is looking forward to more collaboration with WWU.

- Trustee Gonzalez introduced himself and his background, and he is excited to help the college move forward.
- Trustee Childs reported on her experience at the ACT Conference, and is looking forward to working with legislators in the upcoming legislative session.
- Trustee Childs also reported on the audit entrance conference that was held today, and thanks all of staff involved in the process for their hard work.

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

- Norma Whitacre, Dean – Business & Technology, introduced Mike Taylor, Director of Construction Trades.
- Norma Whitacre, Dean – Business & Technology, introduced Kim Stewart, Business Technology Faculty.

## **3. Communication from the Public**

- None.

## **4. Student Government of Olympic College (SGOC) – Verbal Report (3 min.)**

- Desire Jones, President of the SGOC, addressed the Board of Trustees and provided them with an overview of their activities since the last meeting, to include:
  - o Meeting with Congressman Kilmer;
  - o Holding a “Pizza with the Presidents” (Marty Cavalluzzi and Desire Jones) during the recent I2X Event on campus;
  - o Creation of a Random Acts of Kindness recognition program;
  - o Halloween Week activities hosted by both the SGOC and Olympic College Activities Board (OCAB), which is an off-shoot of the SGOC;
  - o Hosted Harry Potter Movie Night;
  - o Hosted Pumpkin Painting;
  - o Status report on the OC Mascot project;
  - o National Coming Out Day event, organized by Lucas Harlow;
  - o Disability Awareness Displays at the Bremerton, Poulsbo, and Shelton locations;
  - o New employee introduction: Brooklyn Jennings – Food Bank Office Assistant;

## **5. Association of Higher Education – Verbal Report (3 min.)**

- Craig Seybold, President of the Olympic College Association of Higher Education, addressed the Board of Trustees. Mr. Seybold introduced himself and provided a brief overview of his career up to his current position as Electronics Faculty. Mr. Seybold reported on meeting with both President Cavalluzzi and Vice President of Instruction (VPI) Garguile, and that the meetings have been good/ cordial. The current state of negotiations was touched on, from the AHE prospective, and he feels things have been moving forward relatively well, which is partially attributed to the early start to the process. AHE President Seybold applauded President Cavalluzzi for his efforts on the Budget Process and Participatory Governance, and shared his concerns around the terminology being used when discussing governance (participatory vs. shared).

## **6. Washington Public Employees Association – Verbal Report (3 min.)**

- None.

## B. Reports to the Board

1. The President's Report to the Board was reviewed. Trustee Eckmann expressed his approval of the budget committee process, and asked whether the trustees would be seeing the Emergency Management Plan at the January Regular Board Meeting. President Cavalluzzi informed the Board of Trustees that the Emergency Management Plan would be presented to the Board at their January meeting, and he also provided an update to the Board on the Associate Vice President for Human Resource Services and Vice President of Administrative Services hiring processes.
2. The Student Services Report to the Board was reviewed. Trustee Bryant inquired as to whether or not all of the Running Start students that have started the year are still with OC. Teresa Ramos, Director of Running Start, answered that roughly 3 students were lost, which typically happens each year as students figure out the Running Start is not the best fit for them. Trustee Eckmann asked for further clarification on the difference in ISIRs between 2019-2020 and the 2018-2019 academic years. Nora Downard, Program Manager for the Ranger Station, answered that while an enrollment decline is partially responsible, the main reason for the difference is that the 2018-2019 number reflects the entire academic year, whereas there are still 8 months left in the award period for the 2019-2020 academic year.
3. The Special Projects Report to the Board was reviewed. No questions were asked.
4. The Administrative Services Report to the Board was reviewed. No questions were asked.
5. The Equity & Inclusion Report to the Board was reviewed. No questions were asked. Trustee Bryant thanked the Office of Equity and Inclusion for their community partnerships, diversity conference, and the various upcoming trainings that are scheduled.
6. The Office of Institutional Effectiveness Report to the Board was reviewed. Trustee Eckmann asked for an explanation of the SENSE survey, and Allison Phayre, Executive Director of the Office of Institutional Effectiveness, described the surveys administration schedule, purpose, and methodology.
7. The Information Technology Report to the Board was reviewed. Trustee Eckmann inquired about how the User Acceptance Testing (UAT's) have been going. Evelyn Hernandez, Chief Information Officer, explained the process and challenges, and reaffirmed that we are in a good position. Nora Downard offered comments on her recent experience at Clark College, where she was a volunteer during their "go-live" process. President Cavalluzzi thanked Ms. Downard for her time, efforts, and leadership throughout this project.
8. The Human Resource Services Report to the Board was reviewed. Trustee Bryant asked what percent of new employees hired by Olympic College were people of color. That information was not readily available, and Kim Abel will work to provide that information.
9. The Olympic College Foundation Report to the Board was reviewed. Trustee Eckmann thanked Joan Hanten for stepping in and providing support for the OC Foundation during their search for a new Executive Director.
10. The Instruction Report to the Board was reviewed. Trustee Bryant praised Marie Weichman for her donation of pet bowls to the Kitsap Humane Society, and offered her congratulations for Karen Bolton on her recent Distinguished Alumni Award from Chapman University. Trustee Eckmann inquired about how many Olympic College graduates were involved in the Early Childhood Education program through WWU. Mary Garguile informed the Board that of the 20 students in the first cohort, most, if not all, were OC graduates.

## C. Consent Items

### 1. Approval of the draft minutes for the October 21<sup>st</sup>, 2019 Special Board of Trustees Meeting

- Trustee Bryant made a motion to approve the minutes as presented. Trustee Eckmann seconded the motion. A vote was held, and was in favor of approving the October 21<sup>st</sup>, 2019 Special Board of Trustees Meeting minutes as presented (5 – yes; 0 – no; 0 – abstaining).

## D. Information/Action Items

### 1. Action Item: Bremer Trust Presentation of Gift

- Trustee Childs presented the Bremer Trust Presentation of Gift Action Item. John Mitchell provided a brief history on the Bremer Trust, and Steve Rice presented a monetary gift to the college. Trustee Bryant motioned to accept the Bremer Trust Presentation of Gift. Trustee Miller seconded the motion. There was no discussion or questions. The vote was in favor of accepting the Bremer Trust Presentation of Gift Action Item (5 – yes; 0 – no; 0 – abstaining).

### 2. Action Item: Nomination of Bremer Trust Trustee

- Trustee Childs presented the Nomination of Bremer Trust Trustee Action Item. Trustee Eckmann made a motion to nominate John Mitchell to another term as trustee for the Bremer Trust. Trustee Bryant seconded the motion. There was no discussion or questions. The vote was in favor of approving Nomination of Bremer Trust Trustee Action Item (5 – yes; 0 – no; 0 – abstaining).

### 3. Action Item: Transforming Lives Nomination

- Cheryl Nunez presented the Transforming Lives Nomination Action Item. Trustee Miller motioned to approve the Transforming Lives Nomination. Trustee Eckmann seconded the motion. There was no discussion or questions. The vote was in favor of approving the Transforming Lives Nomination Action Item (5 – yes; 0 – no; 0 – abstaining).

### 4. Action Item: 2019-2020 Athletic Program Budget

- Karen Wikle presented the 2019-2020 Athletic Program Budget Action Item. Trustee Bryant motioned to approve the 2019-2020 Athletic Program Budget. Trustee Eckmann seconded the motion. There was no discussion or questions. The vote was in favor of approving the 2019-2020 Athletic Program Budget Action Item (5 – yes; 0 – no; 0 – abstaining).

### 5. Information Item: Financial Report as of the end of 1<sup>st</sup> quarter, fiscal year 2019-2020

- Karen Wikle presented the Financial Report as of the end of 1<sup>st</sup> quarter, fiscal year 2019-2020 Information Item. The Board accepted the Financial Report as of the end of 1<sup>st</sup> quarter, fiscal year 2019-2020 Information Item.

### 6. Information Item: Yearly Events Calendar

- Adam Morris presented the Yearly Events Calendar to the Board of Trustees. The Board accepted the Yearly Events Calendar Information Item.
- Discussion took place regarding the schedule of the Regular Board of Trustee Meetings for the 2020 calendar year. Based on the survey data that was collected on the Trustees' preferences for week of the month, day of the week, and time of day of Regular Board of

Trustees Meetings, Trustee Bryant made a motion for the 2020 calendar year Regular Board of Trustees Meetings to be held on the 3<sup>rd</sup> Tuesday of each month (except for July and December) starting at 5:30 PM. Trustee Eckmann seconded the motion. The vote was in favor of approving the motion (5 – yes; 0 – no; 0 – abstaining).

- Trustee Bryant made a motion to hold the Study Session at the beginning of each meeting. Trustee Miller seconded the motion. The vote was in favor of approving the motion (5 – yes; 0 – no; 0 – abstaining).
- The Board of Trustees announced they will be holding a Legislative Reception and Board Retreat on Saturday, December 14<sup>th</sup>, 2019. All area legislators, union and student representatives, the Board of Trustees, and President Cavalluzzi will be invited to attend the Legislative Breakfast. Further discussion of additional Board Retreats was held, with no dates officially determined.

## **E. Study Session**

### **1. Guided Pathways**

- Olympic College President Marty Cavalluzzi and Allison Phayre, Executive Director of the Office of Institutional Effectiveness, presented on Guided Pathways to the Board of Trustees. President Cavalluzzi discussed how Guided Pathways fits with Olympic College's Mission, Vision, and Values, as well as Achieving the Dream. Dr. Phayre provided an overview of what Guided Pathways are/is, and what the State Board for Community and Technical Colleges is working on related to Guided Pathways now that it legislatively mandated from the State. President Cavalluzzi and Dr. Phayre provided more in-depth information on the connection between Olympic College's Achieving the Dream work and the four pillars of Guided Pathways: Clarifying the Paths, Getting on a Path, Staying on the Path, and Ensuring Student Learning.
- Trustee Eckmann asked whether or not competency based education is a part of this work. Mary Garguile – VPI, Barbara Parker – Medical Assisting Faculty, and Craig Goodman – English Faculty explained the notion of competency based education, and how it is part of most professional-technical programs, but that the academic programs have a different teach to a similar, but different, standard of course/program/degree outcomes.

## **F. Executive Session**

The Board adjourned at 7:10 p.m. for a 12 minute recess before going in to Executive Session.

The purpose of the Executive Session was to discuss the performance of a public employee, potential litigation, and consider the acquisition of real estate.

At 7:22 p.m. the Board met in Executive Session for 45 minutes.

At 8:07 p.m. it was extended for 30 minutes.

The meeting reconvened at 8:37 p.m. out of Executive Session.

## **H. Adjournment**

Trustee Childs adjourned the meeting at 8:37p.m.

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