

***Board of Trustees Regular Meeting Minutes  
January 21, 2020***

**5:30 pm** Regular 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 5:30 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

President Cavalluzzi read a statement announcing that Andre Henderson was selected as a Dream Scholar for the Achieving the Dream annual conference: DREAM 2020.

**A. Study Session**

**1. Emergency Management Plan – Stephen Davis**

- Steve Davis, Director of Campus Security, introduced himself to the Board of Trustees.
- Mr. Davis presented to the Board of Trustees on Olympic College's Emergency Management Plan. The presentation covered the Objective/Scope of the Plan, the program Authority and Development, Integrated Emergency Management System, Plan Evaluation and Assessment, Orientation and Education, Drills/Exercises, and After Action Reports.
- As part of the presentation, Mr. Davis presented the After Action Report for the recent gas leak incident that occurred near the College. Mr. Davis reviewed the incident with the Trustees and walked them through the report in order to give them a better understanding of the how the plan is put into practice.

**B. Communication Items**

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

- Trustee Childs thanked everyone who participated in, and helped to plan, the legislative breakfast/board retreat in December. She expressed that it was a great opportunity to thank the legislators for their support, update them about what is going on at Olympic College, and talk about issues for upcoming session.
- Trustee Bryant reported on her attendance of the 29<sup>th</sup> annual Human Rights Conference, the NAACP Dinner, and the Martin Luther King, Jr. Celebration that OC helped to sponsor.
- Trustee Eckmann commented on the Legislative Breakfast, as he found it very productive. He was pleased that it gave the legislators a chance to let us know how we can support them, specifically how the college can communicate with area businesses affected by the new B&O Tax and share how the college and our students will benefit from it.

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

- Mary Garguile, Vice President for Instruction, introduced Mychal Walz, Site Director, Olympic College – Poulsbo.
- Beccie Seaman, Dean – Humanities and Social Sciences, introduced Holly Lanoue, Tenure Track Early Childhood Education Faculty.
- Amy Hatfield, Dean – Workforce Development and Basic Studies, introduced Wendy Fox, Director of CTE Dual Credit & BFET.
- Amy Hatfield, Dean – Workforce Development and Basic Studies, introduced Jackie Brickham, Able Bodied Adult Without Dependents (ABAWD) Navigator.
- Amy Hatfield, Dean – Workforce Development and Basic Studies, introduced Shannon Dunnuck, Transitions Coordinator – WorkFirst Program.
- Norma Whitacre, Dean – Business & Technology, introduced Shawn Pettersen, Tenure Track Business & Technology Faculty.
- Marty Cavalluzzi, President of Olympic College, introduced Dr. E. Lee Felder, Vice President of Human Resource Services.

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

- Caroline Stein, representing the Washington State Science and Engineering Fair, addressed the Board of Trustees. Ms. Stein expressed her thankfulness for the college's historical support of the Science and Engineering Fair, and would like the college to align with the Junior Science & Humanities Symposium (JSHS) as the educational partner of record.
- Mike Huey, representing the Washington State Science and Engineering Fair, provided comments on his desire that Olympic College partner with their organization to be the educational partner of records so they can host the Junior Science & Humanities Symposium (JSHS).

## **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 Mascot Auditions, which will be held on the 23<sup>rd</sup> and 24<sup>th</sup> of January.
  - o The Olympic College Activities Board (OCAB) has been hosting several Movie Nights.
  - o The SGOC is working on creating a Homecoming Week. More information will be shared when available.
  - o The SGOC has started their Budget Process for next year. Josh Servian, SGOC Director of Finance & Operations, is leading the effort.

**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 acknowledged the positive work Steven Davis has done in relation to Emergency Management on campus. He also discussed the work being done on the Governance Task Force, of which he is one of three Interim Co-Chairs. Mr. Seybold feels it is moving forward positively. Also discussed was the status of the faculty contract negotiations. He thanked the administrative team for their collaboration and feels there is a lot of good conversation and the process is moving forward positively.

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

- Deb Montez, Chief Shop Steward, addressed the Board of Trustees. Ms. Montez thanked the Board for the opportunity to attend the legislative breakfast and meet with the legislators represented. Also discussed were the results of the most recent Labor/Management Communication Committee (LMCC) meeting, stressed classified staff members who are working on the ctcLink conversion, and the status of grievances, demands to bargain, and an unfair labor practice. Ms. Montez informed the Board that the union is looking forward to working with Dr. Felder, and to that end have cancelled the LMCC meeting for January to give him a chance to settle in. The meetings will reconvene in February.

**C. Reports to the Board**

1. The President's Report to the Board was reviewed. Trustee Eckmann asked about the enrollment decline and what things the College is doing to address it. Mary Garguile, Vice President for Instruction, responded by informing the Board that many colleges are experiencing a declining enrollment, and that it is a direct result of a strong economy. To help address the problem, instruction is looking at the class schedules for the branch campuses to boost enrollment, and is also looking to boost online enrollment. Additionally, new program development is underway to meet community needs, such as the Construction Trades program out in Shelton. Cheryl Nunez, Vice President for Equity & Inclusion, also discussed the work being done by the Communications Department to boost web services in order to capture perspective new students. Joan Hanten, Special Projects, provided information on the OC Promise Program. The Olympic College Foundation did a mid-year assessment of the program, and they decided to put another \$35,000 worth of resources towards the program to offer additional supports to students who are struggling. The Foundation Board also passed a resolution to repeat the pilot next year, with the additional supports in place. Allison Phayre, Executive Director for the Office of Instructional Effectiveness informed the Trustees of the work being done by the Achieving the Dream teams, as well as the removal of blocks for students registration.
2. The Instruction Report to the Board was reviewed. Trustee Bryant expressed her excitement about the HS21+ now reaching out to 18+ year olds. Trustee Eckmann inquired about the expectations of the new OC Poulsbo Site Director position. Mary Garguile, Vice President for Instruction, informed the Trustees that the position is split between Olympic College and Western Washington University. Mary Garguile will work with Holly Hill (WWU – West Sound Director) to help advance the goals of both institutions.
3. The Student Services Report to the Board was reviewed. No questions were asked.
4. The Special Projects Report to the Board was reviewed. Trustee Childs inquired about the expected timeline for the Vice President for Administrative Services recruitment. Mary Garguile

informed the Board that the candidate pool has been given a second review, and more interviews are in the process of being scheduled. President Cavalluzzi will be interviewing the candidates as soon as possible, and the viable candidates will be invited to campus to interview further.

5. The Administrative Services Report to the Board was reviewed. No questions were asked.
6. The Equity & Inclusion Report to the Board was reviewed. No questions were asked.
7. The Office of Institutional Effectiveness Report to the Board was reviewed. Trustee Eckmann asked Dr. Phayre how faculty members are using the Tableau Dashboards. Dr. Phayre discussed the new dashboards available to faculty, and how they can use them to get data meaningful to them regarding their particular class or discipline. Trustee Childs asked for more information on the NWCCU Fellowship mentioned in the report. Dr. Phayre described the application process (have to apply in pairs), the curriculum, and the year-long schedule of events. The project that she and Martin Cockroft will be working on is centered on a college-wide system of assessment.
8. The Information Technology Report to the Board was reviewed. No questions were asked.
9. The Human Resource Services Report to the Board was reviewed. Trustee Eckmann inquired as to whether there was any clear idea on how the new Paid Family Medical Leave and minimum wage increase will affect the college. Dr. E. Lee Felder informed him that, at the moment, it was too soon to tell.
10. The Olympic College Foundation Report to the Board was reviewed. Joan Hanten informed the Board of Trustees that the annual Auction and Brunch was coming up on March 1<sup>st</sup>, and that ticket sales will begin soon.

#### **D. Consent Items**

##### **1. Approval of the draft minutes for the November 19th, 2019 Regular Board of Trustees Meeting**

- Trustee Bryant made a motion to approve the minutes as edited. Trustee Eckmann seconded the motion. A vote was held, and was in favor of approving the November 19<sup>th</sup>, 2019 Regular Board of Trustees Meeting minutes as edited (5 – yes; 0 – no; 0 – abstaining).

##### **2. Approval of the draft minutes for the December 14th, 2019 Special Board of Trustees Meeting - Board Retreat**

- Trustee Eckmann made a motion to approve the minutes as presented. Trustee Bryant seconded the motion. A vote was held, and was in favor of approving the December 14<sup>th</sup>, 2019 Special Board of Trustees Meeting – Board Retreat minutes as presented (5 – yes; 0 – no; 0 – abstaining).

#### **E. Information/Action Items**

##### **1. 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.

##### **2. Information Item: Workplace Violence Policy**

- Kim Abel presented the Workplace Violence Policy Information Item to the Board of Trustees. The Board accepted the Workplace Violence Policy Information Item.

**3. Action Item: Policy Review - Board of Trustees Policy 100-04: Legislative Matters and the Board of Trustees**

- Shannon Childs, Chair of the Olympic College Board of Trustees, presented the Policy Review - Board of Trustees Policy 100-04: Legislative Matters and the Board of Trustees Action Item to the Board of Trustees. Trustee Eckmann motioned for approval of the Board of Trustees Policy 100-04: Legislative Matters and the Board of Trustees. Trustee Miller seconded the motion. No discussion was held, nor questions asked. The vote was in favor of re-approving the Board of Trustees Policy 100-04: Legislative Matters and the Board of Trustees as written (5 – yes; 0 – no; 0 – abstaining)

**4. Action Item: Policy Review - Board of Trustees Policy 100-05: Olympic College Seal Design and Use**

- Shannon Childs, Chair of the Olympic College Board of Trustees, presented the Policy Review - Board of Trustees Policy 100-05: Olympic College Seal Design and Use Action Item to the Board of Trustees. Trustee Bryant motioned for approval of the Board of Trustees Policy 100-05: Olympic College Seal Design and Use. Trustee Miller seconded the motion. Trustee Eckmann asked for confirmation that the seal presented was in fact the current seal of the College. Trustee Childs confirmed that it was. A vote was held and was in favor of re-approving Board of Trustees Policy 100-05: Olympic College Seal Design and Use as written (5 – yes; 0 – no; 0 – abstaining)

**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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