

***Board of Trustees Regular Meeting Minutes
October 20, 2020***

5:30 pm Regular Board of Trustees Meeting

Zoom Link: <https://olympic.zoom.us/j/93282198040?pwd=MmdiRmZtWkg4VDlnT2VnS1JKMHgwUT09>

Meeting ID: 932 8219 8040

Meeting Password: OCBOT10-20

Trustee Bryant called the Board of Trustees regular meeting to order at 5:32 p.m.

Board Members in Attendance:

Tom Eckmann Cheryl Miller Harriette Bryant Candelario Gonzalez Frankie Coleman

Others in Attendance:

Marty Cavalluzzi, President

H. Bruce Marvin, Assistant Attorney General

Adam Morris, Chief of Staff (minutes)

The Board read the Mission, Vision and Values.

A. Communication Items

1. Communication from the Public

- None.

2. Introduction of New Olympic College Employees

- None.

3. Report off the Board of Trustees

- Trustee Miller discussed an issue that came to her attention from two students who were having trouble enrolling. Trustee Miller thanked President Cavalluzzi and Vice President Taga with their prompt help in resolving the matter.

- Trustee Eckmann reported on his attendance of ACCT Legislative Congress. Trustee Eckmann also discussed his involvement in two committees of the Association of College Trustees (ACT): Audit Committee and Education Committee.
 - o Audit Committee: Completed the audit for last year without any issues.
 - o Education Committee: Planning Fall ACT Conference with a focus on Trustee On-Boarding.
- Trustee Gonzalez had nothing to report.
- Trustee Coleman had nothing to report.
- Trustee Bryant had nothing to report.

B. Reports to the Board

1. Student Government of Olympic College Board Report

- Brooklyn Jennings, SGOC President, updated the Board of Trustees on their recent activities, to include:
 - o Virtual Bingo Night with students;
 - o Onboarding of Brandon Gall, SGOC Director of Finance & Operations;
 - o Getting to know the needs of the student body;
 - o Finalizing their 2020-2021 goals;
 - o Increasing their Social Media presence;
- The SGOC asked for input from the Board of Trustees on their Budget Process (S&A). The Trustees will consider and provide input as appropriate.

2. Association of Higher Education Board Report

- Craig Goodman, President of the Olympic College Association of Higher Education, addressed the Board of Trustees. Mr. Goodman provided background information on his experience as an educator and provided his thoughts on the role of the Olympic College Association for Higher Education (AHE) in contract negotiations and other employment matters.

3. Washington Public Employees Association Board Report

- Deb Montez, Chief Shop Steward, addressed the Board of Trustees. In her comments, Ms. Montez discussed:
 - o Upcoming elections for WPEA officers;
 - o The closing of three demands to bargain;
 - o The recent Labor & Management Communication Committee (LMCC) meeting (10/15);
 - o WPEA concerns regarding timing of budget information being shared with the College;

4. Labor Management Report – Joshua Masters

- Joshua Masters, Labor & Employee Relations Director, addressed the Board of Trustees. Mr. Masters provided a brief background of his work experience and discussed his role at the college.

5. College Report to the Board of Trustees

- Olympic College President Marty Cavalluzzi presented the College's Report to the Board of Trustees. President Cavalluzzi introduced the report and opened a question and answer period.
 - o Trustee Eckmann followed up on the status of the Trustee email issue, specifically not receiving emails that are sent to "All." The issue should be resolved, and the trustees will be sent the prior all college emails sent out by President Cavalluzzi.
 - o Trustee Eckmann asked about the status of the recruitment for the Vice President of Administrative Services (VPAS). Dr. Brendon Taga, Vice President for Student Services (and VPAS search committee chair) provided the update. The initial screening of candidates has been completed and a more thorough update will be sent out to the campus community, including the Board of Trustees, next week. As it currently sits, the process is to be finalized in November with a candidate expecting to be onboarded in December.
 - o Trustee Eckmann inquired about the current thinking on how to address the responsibilities and work done by positions that are going unfilled as part of the budget reduction efforts. President Cavalluzzi informed the Board that some open positions have been frozen as a way to minimize impacts to current employees. All Executive Team members have been asked to look at ways to restructure their areas to cover the work needing to be done while working within the respective CBA's. Dr. Brendon Taga discussed the constantly evolving nature of the environment the college finds itself in, and that we are waiting on key decisions from the legislature and enrollment projections to better inform the process.
 - o No questions were asked regarding Administrative Services.
 - o No questions were asked regarding Equity & Inclusion. Cheryl Nunez, Vice President for Equity & Inclusion, was congratulated regarding her recent YWCA Woman of Achievement Award.
 - o No questions were asked regarding Finance.
 - o No questions were asked regarding Human Resources
 - o No questions were asked regarding Information Technology
 - o No questions were asked regarding Instruction.
 - o No questions were asked regarding the OC Foundation. Trevor Ross, Executive Director of the Olympic College Foundation, informed the Board of Trustees on the upcoming Fall Fundraising Campaign, which took the place of the Annual Community Luncheon (which was cancelled due to COVID-19 restrictions).
 - o No questions were asked regarding the Office of Institutional Effectiveness.
 - o No questions were asked regarding Student Services.

C. Consent Items

1. Approval of the draft minutes for the September 15th, 2020 Regular Board of Trustees Meeting

- Trustee Eckmann made a motion to approve the minutes as edited. Trustee Coleman seconded the motion. A vote was held and was in favor of approving the September 15th, 2020 Regular Board of Trustees Meeting minutes as edited (5 – yes; 0 – no; 0 – abstaining).
None

D. Information/Action Items

1. Information Item – Yearly Events Calendar

- Adam Morris presented the Yearly Events Calendar Information Item to the Board of Trustees. The Board accepted the Yearly Events Calendar Information Item.

2. Action Item – OC Foundation Tender of Gift

- Trevor Ross, Executive Director of the Olympic College Foundation, presented the OC Foundation Tender of Gift Action Item. Trustee Miller motioned to approve the OC Foundation Tender of Gift Action Item. Trustee Coleman seconded the motion. There was no discussion nor questions. A vote was held and was in favor of approving the OC Foundation Tender of Gift Action Item (5 – yes; 0 – no; 0 – abstaining).
- Miller clarified year 1920

3. Action Item – Resolution Authorizing the FY2020-2021 Athletics Budget

- Dr. Brendon Taga, Vice President for Student Services, and Barry Janusch, Director of the Bremer Student Center and Athletics, presented the Resolution Authorizing the FY2020-2021 Athletics Budget Action Item. Trustee Coleman motioned to approve the Resolution Authorizing the FY2020-2021 Athletics Budget Action Item. Trustee Eckmann seconded the motion. A period of discussion and questions was held. Trustee Eckmann asked for an estimate of the total FTE funding brought in by Athletics. Mr. Janusch provided an estimate of \$750,000. Trustee Eckmann asked whether or not the college was participating in any e-sports. Mr. Janusch informed the Board that Olympic College does not have any formal e-sports programs at this time, but there are e-sport opportunities offered through OC Recreation. A vote was held and was in favor of approving the Resolution Authorizing the Continuing Operations of Olympic College Athletics Action Item (5 – yes; 0 – no; 0 – abstaining).

4. Action Item – Balanced Operating Budget for Fiscal Year 2020-2021

- Dr. Marty Cavalluzzi, President, and Karen Wikle, Chief Financial Officer, presented the Balanced Operating Budget for Fiscal Year 2020-2021 Action Item. Trustee Bryant motioned to approve the Balanced Operating Budget for Fiscal Year 2020-2021 Action Item. Trustee Eckmann seconded the motion. A period of discussion and questions was held. Trustee Eckmann reported on the recent meeting of the Board Finance committee. Chair Bryant and Trustee Eckmann met with President Cavalluzzi and Karen Wikle, interim Chief Financial Officer, to review the budget in detail. Ms. Wikle will provide updates to the Board as the budget situation unfolds. A vote was held and was in favor of approving the Balanced Operating Budget for Fiscal Year 2020-2021 Action Item (5 – yes; 0 – no; 0 – abstaining).

5. Action Item – Election of the Chair and Vice-Chair of the Board of Trustees

- Harriette Bryant, Chair of the Olympic College Board of Trustees, presented the Election of the Chair and Vice-Chair of the Board of Trustees Action Item. Trustee Eckmann made a motion to elect Trustee Bryant as Chair. Trustee Miller seconded. Trustee Eckmann made a motion to elect Trustee Miller as Vice-Chair. Trustee Coleman seconded. A vote was held

and was in favor of electing Trustee Bryant as Chair and Trustee Miller as Vice-Chair (5 – yes; 0 – no; 0 – abstaining).

E. Study Session

1. ctcLink Project Update
 - Rich Lunden, ctcLink Project Director, was introduced by Evelyn Hernandez. Mr. Lunden provided an update on the ctcLink implementation status. The project team was introduced, and the following topics were discussed:
 - o The Business Case for ctcLink;
 - o ctcLink project scope;
 - o Deployment Groups and Timeline;
 - o Tickets Submitted to the State Board;
 - o Post Go-live project adjustments;
 - o Business Process Statuses by Pillar;
 - o Upcoming SBCTC managed implementations;
 - A Q&A was held:
 - o Trustee Eckmann noted the number of Tickets submitted and wondered if the schools who implemented ctcLink experienced similar issues. Mr. Lunden informed them that many of them have, but not all business processes were universal among the colleges, so some issues were expected.
 - o Trustee Eckmann asked about the responsiveness of the State Board for Community and Technical Colleges to the Tickets being sent to them. The Board was informed that for the most part they have been, however some of the larger issues take much longer to resolve than would be ideal.
2. Faculty Senate Charter Update
 - President Cavalluzzi and Elisabeth Briggs, Chair – Faculty Council) presented an update to the Board of Trustees on the Faculty Senate Charter. A group of faculty met with President Cavalluzzi, Vice President Taga, and Dean Vaughan last week to discuss and update the charter. After that meeting, the draft was sent out to Faculty for review and comment. A Q&A session regarding the charter has been added to the agenda for the upcoming Faculty Council meeting on Friday. The group will continue to meet and revise the charter, based on the input from faculty and determine the best way to conduct voting by faculty on a final product. President Cavalluzzi noted that the two meetings have been very fruitful, and that he feels good about the process and where it is heading.
 - No further discussion nor questions.

F. Executive Session

- None

G. Adjournment

Trustee Bryant adjourned the meeting at 7:37 p.m.

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