

***Board of Trustees Regular Meeting Minutes
April 18, 2017***

5:00 pm Regular Board of Trustees Meeting, Olympic College-Poulsbo, Room 221, 1000 NW Olympic College Way, Poulsbo, WA

Trustee Bryant called the Board of Trustees Regular Meeting to order at 5:05 p.m.

Board Members in Attendance:

Harriette Bryant Bev Cheney Jim Page Darlene Peters

Others in Attendance:

David Mitchell, President
Shawna Bliss, Executive Assistant to President
Mary Garguile, Vice President for Instruction
Damon Bell, Vice President for Student Services and Achievement
Cheryl Nuñez, Vice President for Equity and Inclusion
Kay Ash, Vice President for Administrative Services
Bruce Marvin, Assistant Attorney General
Ted Baldwin, AHE President
Deb Montez, WPEA President
Shannon Turner, SGOC President

The Mission, Vision, and Values were read by the Board of Trustees.

A. Consent Items

Approval of the draft minutes for the March 21, 2017 Regular Board of Trustees Meeting.
Trustee Page made a motion to approve the minutes. Trustee Cheney seconded the motion. The vote was unanimously in favor of approval of the March 21, 2017 minutes.

Approval of the draft minutes for the April 13, 2017 Special Board of Trustees Meeting.
Trustee Peters made a motion to approve the minutes. Trustee Cheney seconded the motion. The vote was unanimously in favor of approval of the April 13, 2017 minutes.

B. Communication Items

1. Communication from the Public

Jeff Stelmach, member of the Kitsap County Council for Human Rights, introduced himself and the organization to the Board of Trustees. Jeff thanked the College for allowing the Council to hold their conference at Olympic College – Bremerton. Jeff shared the Council’s mission and vision. He appreciates the partnership the KCCHR has with OC.

Phil Schaeffer, Full-time Faculty, SSH, spoke in support of naming the College Instruction Center’s Theatre the William D. Harvey Theatre.

2. Report of the Student Government of Olympic College (SGOC)

Shannon Turner reported that the SGOC

- Welcomed students to Spring Quarter on Monday, April 3. There were welcome booths set up in the BSC and in the HSS building.
- Attended a Student Government Conference in Yakima – the conference was informative and inspiring.
- Are conducting the SGOC election – results will be announced May 2.
- Organized and conducted the Student Town Hall with Representative Derek Kilmer – it was very well attended and the student participation was exemplary.
- Expressed concern regarding the numbers of students who are homeless and attending OC – the SGOC would like to offer more assistance.
- Told the Board members how much the students appreciate seeing them on campus; they appreciate the time the Board members take to instruct and attend campus events.

3. Report of the Board

Trustee Page requested that the Board review and sign an opinion editorial written by the College’s PIO Shawn Devine supporting additional investments in higher education. Trustee Cheney motioned to accept and endorse the letter to the editor. Trustee Peters seconded the motion. The vote was unanimously in favor of signing the opinion editorial and sending it to the Kitsap Sun.

Trustee Peters visited the Yama Project. She reported that all on tour were very impressed with the work that is being done at the Yama site.

4. Report of the President of the College

Dr. Mitchell reported.

- He will be attending the AACC 97th Annual Conference. The College is being recognized as a finalist for a 2017 Award of Excellence – the College/Corporate Partnership Award.
- He thanked the Board members for attending KEDA’s 36th Annual Meeting where he received KEDA’s Lifetime Achievement Award for Economic Development.
- He introduced Representative Derek Kilmer at OC-B’s Student Town Hall and expressed appreciation and pride at the number of students who attended and participated.

5. Report of the Olympic College Washington Public Employees Association (WPEA)

Deb Montez reported.

- Staff are grateful for spring weather and thankful for their jobs.
- Classified staff continue to work for effective communication between staff and the administration.
- The Classified Connection will be held May 11.

- The Fourth Annual Diversity Conference will be held June 22-23.

6. Report of the Olympic College Association of Higher Education (AHE)

Ted Baldwin reported.

- He shared the work of OC student Chris Glein. Ted celebrated his success.
- Ted expressed his concern with low enrollment and the resulting drop in staff.
- The faculty continue to work for transparent communication.

7. Report of the Olympic College Foundation

David Emmons, Executive Director of the Olympic College Foundation, distributed packets to the board and reported upcoming events.

- The Kitsap Great Give will be held May 2. Donations can be made ahead of time.
- It's scholarship season. Applications are due April 23. The chance to win a moped has been the key to getting students to apply for scholarships.
- The Donors and Scholars event will be held June 5.
- The OC Alumni Association will be sponsoring its second lecture on May 4. Dr. Bob Abel will be speaking on Mars. In anticipation of the crowd, he will be offering his lecture twice. The BSC will remain open for those waiting to hear a lecture.
- *Summit* magazine is being printed. 40,000 copies will be mailed to alumni and donors.
- Board members were given two tickets to the Athletic Hall of Fame.

8. Presentation – OC/WWU Student Pathways

Marleen Harlan, Director of WWU on the Peninsulas, noted that three new staff have been added to the WWU staff at OC-Poulsbo. Marleen also reported that WWU would be adding a fifth degree program in fall 2017 – Cybersecurity. Cyber-Range, a virtual laboratory, will be phased in beginning this fall.

OC Professor Kim McNamara discussed the OC/WWU partnership and how OC students transfer to WWU programs offered on the peninsula. Kim noted the importance of the personal connection that students develop with the instructors in making the transfer work.

C. Study Session

1. Board Coverage of Upcoming Events

The Board of Trustees discussed upcoming calendar items and determined who would be attending.

2. Study Session – Presidential Search Process

Cindy Hough, consultant, conducted the study session on the presidential search process.

- Cindy presented a revised search calendar to the Board for their adoption. The Board agreed to the revised calendar. The Board determined the date of the Board retreat and special BOT meeting (May 30 – 9:00 am-12:00 pm, followed by a special BOT meeting 12:00 pm-12:30 pm).
- Cindy provided the Board with a description of the Presidential Search Advisory Committee (PSAC) duties and expectations. The Board accepted the PSAC description.
- She discussed the composition of the Presidential Search Advisory Committee. Cindy recommended approximately 25 people work with Trustees Warner and Bryant on the

committee. The committee will have four students, four faculty, four staff, two administrators, and two exempt staff from the College. In addition, there will be approximately eight community members representing the geographic areas (school districts and counties) and community groups (Native Americans, K-12, PSNS & IMF, business, church, social services, advocacy, Shelton-Health Service Academy). The SGOC, AHE, WPEA, and Cabinet will select their representatives. The Board will select the community representation.

- Cindy discussed the campus and community forum locations and times. There will be forums at
 - o OC-Bremerton (one day, one evening),
 - o OC-Poulsbo (one late afternoon),
 - o OC-Shelton (one late afternoon), and
 - o South Kitsap High School (one evening).
- Cindy led the Board and board meeting attendees in their discussion and identification of characteristics for the new president. The Board then identified their top characteristics for the new president. The characteristics are
 - o servant leader
 - o equity-minded
 - o visionary
 - o student-centered

D. Action/Information Items

1. Action Item: Revised Policy 100-13 – Support for Student Achievement

Trustee Peters motioned for approval. Trustee Page seconded the motion. The vote was unanimously in favor of the revised Policy 100-13 – Support for Student Achievement.

2. Action Item: 2017-18 Application Fees

Trustee Cheney motioned for approval. Trustee Page seconded the motion. The vote was unanimously in favor of the 2017-18 Application Fees.

3. Action Item: Foundation Tender of Gift

Trustee Page motioned for approval. Trustee Cheney seconded the motion. The vote was unanimously in favor of the Foundation Tender of Gift for January 1, 2017 to March 31, 2017.

4. Information Item: SGOC 2017-2018 Budget

Faviola Barbosa presented the SGOC 2017-2018 Budget; the Board accepted the SGOC 2017-2018 Budget as an information item.

5. Information Item: Policy for Reporting Child Abuse and Neglect

Cheryl Nuñez presented the draft policy for reporting child abuse and neglect; the Board accepted the reading of the draft policy for reporting child abuse and neglect as an information item.

6. Information Item: Posting Policy

Cheryl Nuñez presented the draft posting policy; the Board accepted the reading of the draft posting policy as an information item.

7. Information Item: Naming of the College Instruction Center (CIC) Theatre

David Emmons presented the naming of the CIC Theatre; the Board accepted the presentation of the naming of the CIC Theatre as an information item.

Given the special circumstance of Bill's health, Trustee Bryant proposed to set aside the naming policy, OCP 100-08, in order to expedite the naming of the theatre in the CIC building. The Board agreed to act on the request as an action item at this meeting. Trustee Cheney motioned for approval. Trustee Page seconded the motion. The vote was unanimously in favor of naming the CIC Theatre the William D. Harvey Theatre.

E. Executive Session

There was no Executive Session.

F. Adjournment

Trustee Bryant adjourned the meeting at 8:35 p.m.

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