

***Board of Trustees Regular Meeting Minutes
October 21, 2014***

5:00 pm Regular Board of Trustees Meeting, Olympic College Bremerton, Humanities Student Services Building, Room 119/121, 1600 Chester Avenue, Bremerton, WA

Trustee Page called the Board of Trustees Regular Meeting to order at 5:00 p.m.

Board Members in Attendance:

Bev Cheney Jim Page Darlene Peters Alice Tawresey Steve Warner

Others in Attendance:

David Mitchell, President
Shawna Bliss, Executive Assistant to President
Mary Garguile, Vice President for Instruction
Bruce Riveland, Vice President for Administrative Services
Damon Bell, Vice President for Student Services and Achievement
Bruce Marvin, Assistant Attorney General
Chris Stokke, President AHE
Candace Alvarez, President WPEA
Arvin Endino, ASOC President

A. Consent Items

Approval of the draft minutes for the September 5, 2014 Board of Trustees Retreat Meeting.

Trustee Tawresey made a motion to approve the minutes. Trustee Cheney seconded the motion. The vote was unanimously in favor of approval of the September 5, 2014 minutes.

Approval of the draft minutes for the September 21, 2014 Regular Board of Trustees Meeting.

Trustee Tawresey made a motion to approve the minutes. Trustee Cheney seconded the motion. The vote was unanimously in favor of approval of the September 21, 2014 minutes.

B. Communication Items

1. Communication from the Public

Sarah Adams-Nowlin, tenured English Professor and a prior adjunct faculty member, and Charlie Mackall, an adjunct Professor, addressed the board about Unemployment Insurance (UI) for adjunct faculty. They spoke about the process for appealing decisions to deny UI based on reasonable assurance and the need for a written policy regarding processing of UI claims initiated by adjunct faculty. Trustee Page said the Board would take their concerns under advisement.

Katie Tomlinson and Tara Zink, Employment Consultants from Trillium Employee Services, told the Board about Trillium Employee Services – an organization committed to developing employment opportunities for individuals with developmental disabilities. They would like to work with the College to place individuals with developmental disabilities into positions at the College. Trustee Page thanked them for their presentation and encouraged them to make an appointment with Dr. Mitchell.

2. Report of the Associated Student Body of Olympic College

Arvin Endino reported

- The ASOC met with their mentors – College Cabinet members, and the Shelton and Poulsbo campus Directors.
- Officers of the ASOC are hoping to see a strong student showing at the code of conduct hearings. They are advertising the upcoming hearings with flyers and tables set up in the BSC and Sci-Tech building.
- The ASOC will be hosting a Club Fair on October 31st; there are currently ten chartered clubs.
- Arvin distributed a “Student Services Fee Proposal.” In November, students will be voting on raising the student service fee from \$1.00 to \$2.00 per credit for up to ten credits. The increase in funds will help the College maintain current services and provide some additional services.
- On October 3rd 70 students attended a party at the Residence Hall.
- On November 12th there will be a student-faculty forum in HSS 129 (1:00-2:15 pm); the ASOC envisions this as a way to communicate openly with one another and hopes this first forum will be successful and forums will be scheduled on a regular basis.
- Officers of the ASOC will attend a leadership conference the weekend of November 22nd; it will be held in Florida.
- To prepare to celebrate Black History month in February, the ASOC is reaching out to local churches. They are encouraging the churches to promote contributions that black community members have made in their communities. There is an event scheduled at the Admiral Theatre on February 27th featuring Pat Right.

Trustee Page asked that future reports be put on BoardDocs for the record and so the Board could read and prepare a response to/questions for the ASOC representative.

3. Report of the Board

Trustee Tawresey commended David Emmons and the Olympic College Foundation on another successful luncheon. She thought the luncheon was fabulous and the video a “tear jerker.” Other Trustees agreed.

Trustee Peters attended the Multicultural & Student Programs' first speaker panel on culture and identity in the series "Expanding Our World Views." She noted that we are living in a post-race era and is pleased at the growth of diverse cultures at Olympic College.

4. Report of the President of the College

David Mitchell reported that he attended the first day (of a three-day meeting) of the "Service Member for Life Transition Summit" held at Lewis-McChord. He participated in the Higher Education Leadership panel discussion. He noted that Olympic College currently serves 1500 veterans on its campus and that 25% of our student population is connected to the military. Enrollment numbers will continue to rise and the College needs to provide training and programs to effectively meet the needs of our veterans and their dependents.

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

Candace Alvarez reported that negotiations are finished and the contract has been sent out for review. Review will continue over the next 90 days.

6. Olympic College Association of Higher Education (AHE)

Chris Stokke reported that the ability of adjunct faculty to receive Unemployment Insurance without having to appeal assertions of fraudulent claims is a major interest item for the faculty association. The AHE would like to collaborate with the administration in order to find a mutually satisfactory resolution to this issue in support of adjunct faculty. Dr. Mitchell said the matter would be discussed in Executive Session.

7. Report of the Olympic College Foundation

David Emmons' report:

- David thanked those who were able to serve as Table Captains and attend the 2014 Community Luncheon. It was a success – the meal and program were well received; 315 people attended; to date \$83000 has been raised.
- The Robert B. Stewart Gift announcement and reception will be held on Friday, October 31st, at 10:00 am, in the lobby of the Science and Technology Building.
- The Foundation Board of Directors will meet Friday, October 25th, to vote on beginning a campaign for the College.

8. Presentation – OC Student Films

Timothy Hagan, Professor of Dramatic Arts and Film, described OC's Digital Filmmaking Program and showed a series of films. The first film was completed collaboratively by students and faculty; it won the 2014 Telly Award. (12,000 entries worldwide from professional studios, production companies and advertising agencies competed for the award.) The remaining films were created completely by students; the instructors served as support.

Students and faculty have recently created promotional videos for the Community Luncheon and for the Aspen site visit. Each quarter, the students' work is showcased at Bremerton's SEEdfilm Cinema. Enrollment continues to grow as students recognize the program's excellence and affordability. Tim has been working on advertising the program and establishing an Associate in Fine Arts (AFA) degree in Digital Filmmaking.

9. Presentation – Bremer Trust – by Trustee Mike Connolly

Mike Connolly introduced Barbara Stephenson and John Mitchell, Trustees of the Bremer Trust. Mike distributed the Bremer Trust Report for 2013. Mike reported that the Trustees are very happy with the development and growth of the two residence halls. Mike complimented Mike Emanuel for his active participation and ongoing assistance. He also complimented Dan and Kevin Ryan (Ryan Construction) on their timely, adaptive, high quality, and within budget work on the second residence hall. The Trustees are looking forward to working on phase three of the project; a decision on when to begin will be made after winter quarter, 2015.

C. Study Session

1. Board Coverage of Upcoming Events

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

2. Aspen Interview Preparation

Dr. Mitchell reviewed the Aspen site visit team's schedule. Two Board members – Jim Page and Alice Tawresey – will be interviewed by the Aspen team on Wednesday, October 29th.

3. Policy Review Guidelines

Dr. Mitchell reviewed the Policy Review Guidelines. The guidelines were modified based on what was discussed at the last meeting. The Board recommended that the guidelines, in addition to being used to review policy, be used when developing new policies. Modifications will be made to the guidelines to reflect that change. The Policy Review Guidelines will be sent to the Board when reviewing or developing policy.

4. Protocols for Handling Public Comment

The Board reviewed the protocol for handling public comment. Currently, there is an advance notice requirement and a sign-in sheet for “Communication from the Public” at the College’s Board meeting that asks the individual to print his/her name.

The Board looked at the Central Kitsap School District’s sign in sheet. The Board decided that the advance notice is not necessary. Changes were suggested for the sign-in sheet; those modifications and/or additions will be made and presented for review at the next Board meeting.

5. Civility Statement

At the September 16th Board meeting, the Board reviewed the Civility statement that the Strategic Initiative 2 committee proposed and the President’s Council endorsed (April 16, 2013). The Board agreed to continue to study the topic of civility with a possible move towards creating a resolution. Trustee Warner collected information from Shelton School District; the information was included in the October BoardDocs for review. ASOC President Arvin Endino looked at whether the students of OC have a civility statement; he did not find a civility statement. The Board likes the language in the Civility statement endorsed by the President’s Council. Their only concern was the reason behind the phrase “while creating positive change.” They did not think the phrase was needed. The statement reads:

Civility is more than mere politeness; it is treating all people - regardless of their points of view, values, beliefs, and interests - with dignity and respect. At every level of authority,

power, influence, or privilege in relation to others, each employee has the proportionate responsibility to ensure their own civility, *while creating positive change*.

Candace Alvarez served on the Strategic Initiative 2 committee; she will review her notes and determine how/why that phrase became part of the statement and send that information to Shawna Bliss.

D. Action/Information Items

1. Action Item: Endorse Collaborative Strategic Plan – Vision and Goals & Objectives

The Trustees appreciate the College's efforts to make the Collaborative Strategic Plan open and transparent to all, including the Board. Trustee Tawresey motioned for approval. Trustee Cheney seconded the motion. The vote was unanimously in favor of endorsing the Collaborative Strategic Plan – Vision and Goals & Objectives.

2. Action Item: Foundation Tender of Gift for October 21, 2014

Trustee Tawresey motioned for approval. Trustee Warner seconded the motion. The vote was unanimously in favor of the Foundation Tender of Gift for October 21, 2014.

3. Action Item: Transforming Lives Award

Trustee Tawresey motioned for approval. Trustee Peters seconded the motion. The vote was unanimously in favor of the nomination for the Transforming Lives Award 2015.

4. Action Item: 2013-2014 BOT Goals Assessment

Trustee Warner motioned for approval. Trustee Peters seconded the motion. The vote was unanimously in favor of the Board's assessment of their 2013-2014 goals.

5. Action Item: 2014-2015 BOT Goals

Trustee Tawresey motioned for approval. Trustee Cheney seconded the motion. The vote was unanimously in favor of the Board's goals for 2014-2015. The Trustees would like to review their performance related to their goals at the January and April Board meetings.

6. Action Item: 2014-2015 President's Goals

Trustee Cheney motioned for approval. Trustee Warner seconded the motion. The vote was unanimously in favor of the President's goals for 2014-2015.

7. Information Item: Second Reading – Student Conduct Code

Damon Bell presented the second reading of the Student Conduct Code; the Board accepted the second reading as an information item.

E. Executive Session

The Board adjourned at 7:25 p.m. for 10 minutes before going in to Executive Session. At 7:35 p.m. the Board met in Executive Session for 20 minutes. At 7:55, it was extended for 15 minutes. The meeting reconvened at 8:10 p.m. out of executive session. The meeting adjourned at 8:10 p.m.

F. Adjournment

Trustee Page adjourned the meeting at 8:10p.m.

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