

***Board of Trustees Regular Meeting Minutes
August 19, 2014***

5:00 pm Regular Board of Trustees Meeting, Olympic College Shelton, the Johnson Library, Room 108 – 937 W Alpine Way, Shelton, WA 98584

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

Board Members in Attendance:

Bev Cheney Alice Tawresey Steve Warner

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
David Emmons, Olympic College Foundation Director
Bruce Marvin, Assistant Attorney General
Candace Alvarez, President WPEA
Arvin Endino, ASOC President

A. Consent Items

Approval of the draft minutes for the June 17, 2014 Regular Board of Trustees Meeting.
Trustee Cheney made a motion to approve the minutes. Trustee Tawresey seconded the motion. The vote was unanimously in favor of approval of the June 17, 2014 minutes.

B. Communication Items

1. Communication from the Public

Jack Longmate, representing OC's adjunct faculty, spoke about adjunct faculty and unemployment benefits. Jack requested that the BOT consider the following recommendations:

- Cancel Olympic College's working agreement with Employers Unity LLC or any other third-party agents to process unemployment claims and provide legal representation and have those functions assumed by Olympic College personnel, and
- Remove the boiler point statement on all adjunct employment notification letters that reads: "This contract is offered in good faith as reasonable assurance of employment at Olympic College."

Alice Tawresey requested that Dr. Mitchell forward a copy of Mr. Longmate's statement.

2. Report of the Associated Student Body of Olympic College

Arvin Endino reported that the ASOC officers

- will be completing training and meeting their mentors;
- are finding discounts for students at local businesses and organizations;
- are looking for ways to encourage public transportation ridership; and
- are having a mobile dental service come to campuses.

He introduced Benjamin Betsch, ASOC VP – Shelton.

3. Report of the Board

Trustee Tawresey reported that her term ends in September, 2014. She has submitted a written request to Governor Inslee for a one-year extension. She is excited about the WWU baccalaureate programs being offered at OC Poulsbo and would like to promote them to the Bainbridge Island community.

4. Report of the President of the College

Teresa McDermott, Director of OC Shelton, reported on the state of OC Shelton. She highlighted three campus programs:

- Basic Studies Evergreen Elementary
- Community Forum
- Getting to Yes!

She identified partnerships, community outreach, campus activities, and completed projects. Teresa thanked the Board for their support.

5. Report of the Olympic College Washington Public Employees Association

Candace Alvarez reported that she will be going to Olympia on Thursday to participate in the health and welfare negotiations. She will represent higher education.

6. Olympic College Association of Higher Education

There was no report.

7. Report of the Olympic College Foundation

David Emmons reported

- The Nursing scholarship committee is reviewing 72 applications for 24 Nursing scholarships.
- The 2014 Community Luncheon's theme is *It's ALL About the Students*. Students are creating this year's video; students will host; and a student will serve as Mistress of Ceremonies. David encouraged the Board to consider serving as table captains. He is securing event sponsorships.
- The Foundation voted to accept the Robert B. Stewart endowed gift to support engineering scholarships. David is hoping to present an action item at the September BOT meeting.
- The Foundation will be asked to vote in October to begin a funding campaign. The campaign will raise money for endowments, student scholarships, program support for academic and student services and support areas, and capital projects for the new College Instructional Center.

8. Presentation – State Budget Update

David Mitchell distributed and reviewed the OFM State Budget update. Dr. Mitchell noted that the collaborative strategic planning process that was worked on during the 2013-2014 year will be invaluable in developing the 2015-2016 budget. (See Study Session 3)

C. Study Session

1. Board Coverage of Upcoming Events

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

2. Develop Agenda for BOT Retreat

David Mitchell shared the draft agenda for the BOT retreat; it reflected items that the Board had recommended at the June meeting. He asked for additional items. Steve Warner will send questions regarding OC's efforts at creating equity and inclusion and student recruitment.

3. Collaborative Strategic Planning

David Mitchell reported on the collaborative strategic planning process. At the Council retreat, the attendees will be completing the development of the work plans for the goals. Two task forces – one for academic programs and one for non-academic programs – will be formed and trained. Their tasks will be to identify the academic and non-academic programs, the decision-making criteria to determine program importance, and to develop the rubric that each program will complete. Next spring, the task forces will review the rubrics completed by the programs and make recommendations regarding program enhancement or reduction to the Cabinet. This approach will allow for objective decision-making in developing the 2015-2016 budget. The process is systematic and transparent. It will be tied to the goals identified from the collaborative strategic planning process. Dr. Mitchell noted that the Board of Trustees will be adopting a resolution to endorse this process at their annual retreat (scheduled for September 5th). He asked that Board members think about their “sacred cows” (programs they would not want considered for reduction) before the retreat.

D. Action/Information Items

1 Information Item: Copyright Policy

Mary Garguile presented the Copyright Policy; the Board accepted the Copyright Policy as an information item.

E. Executive Session

The Board adjourned at 6:28 pm for 15 minutes to go in to Executive Session. At 6:43 pm it was extended for 17 minutes. The meeting reconvened at 7:00 pm out of Executive Session. The meeting adjourned at 7:05 pm.

F. Adjournment

Trustee Warner adjourned the meeting at 7:05 pm.

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