

***Board of Trustees Regular Meeting Minutes  
April 17, 2018***

**5:00 pm** Regular Board of Trustees Meeting, Olympic College Poulsbo, Room 221, 1000 Olympic College Place NW, Poulsbo, WA, 98370

Trustee Bryant called the Board of Trustees Regular Meeting to order at 5:23 p.m.

**Board Members in Attendance:**

Harriette Bryant      Steve Warner      Cheryl Miller      Shannon Childs      Jim Page

**Others in Attendance:**

Marty Cavalluzzi, President  
Adam Morris, Executive Assistant to the President  
Cheryl Nuñez, Vice President for Equity and Inclusion  
Damon Bell, Vice President for Student Services and Achievement  
Janell Whiteley, Interim Director of Business Services  
Ted Baldwin, AHE President  
Deb Montez, WPEA President  
Matthew Allen, SGOC Executive Vice President

**A. Consent Items**

**Approval of the draft minutes for the March 20, 2017 Regular Board of Trustees Meeting.**

Trustee Warner made a motion to approve the minutes. Trustee Page seconded the motion. The vote was unanimously in favor of approving the March 20, 2018 minutes.

**B. Communication Items**

**1. Communication from the Public**

- None

**2. Introduce New OC Staff**

- None

### **3. Report of the Student Government of Olympic College (SGOC)**

- Matt Allen, Executive Vice President for the SGOC, reported to the Board of Trustees the results of the Welcome Back booths that were set up at the start of the quarter. This spring, 782 students were served by the two booths. Mr. Allen specifically would like to honor Judie Jose, Rachel Lee, and Julie Hill, all of whom volunteered to take on extra shifts in order to staff the booths fully.
- Kira-Marie Skibbe, Vice President of Student Life, informed the trustees that the Student Awards night will be May 30<sup>th</sup>. The program starts at 6:00 PM in BSC, and the board members are invited to give opening or closing remarks.

### **4. Report of the Board**

- Trustee Page saw the recent enrollment report and noted that it was down in spring quarter (-5.5%), and would like a further discussion at a later date.
- Trustee Page discussed the College's upcoming accreditation cycle, and stated that the Board will be conducting focused activities to prepare for the visit this fall.
- Trustee Page informed the Board of Trustees that the ACT Spring conference will take place May 10-11, 2018 in Vancouver, Washington. Clark College will be hosting. The Board was polled on their anticipated attendance. Those who are not planning to attend will need to fill out proxy voting forms and give to either Trustee Page or another trustee who will be attending.
- Trustee Page attended the recent Strategic Planning Taskforce meeting in Poulsbo. He was encouraged by the good turnout of community members.
- Trustee Page reported on his visit to an accounting class at OC-Poulsbo on April 16<sup>th</sup>.
- Trustee Page attended the breakfast sponsored by the OC Foundation that introduced President Cavalluzzi to Poulsbo community members.
- Trustee Page mentioned reading about "hacking" and "ransomware" in the news, and would like to know what the College's response would be to this type of situation and what safeguards are currently in place. This will be an agenda item for an upcoming Board of Trustees meeting.
- Trustee Warner reported on his experience at the Strategic Planning Taskforce meeting in Shelton. He feels it is going well, and notes that people seem happy that we are listening to their concerns and ideas.
- Trustee Childs reported on her meeting with Nora Downard and Jennifer Glasier regarding the Ranger Station.
- Trustee Childs also reported on the open forum conducted by Kim Able regarding changes to the college's Public Records policy.
- Trustee Bryant reported on the outreach event conducted at OurGEMS by Olympic College's Jennifer Glasier and Casey Reed. A tour was coordinated for the kids.
- Trustee Bryant reported on her attendance of the Kitsap Economic Development Alliance's (KEDA) recent luncheon.

### **5. Report of the President of the College**

Dr. Cavalluzzi made his report to the Board of Trustees. Topics discussed include:

- A reminder that the past president was at the College for 15 years, and he has only been here for 2 months and to please keep this in mind. Some people at the college are upset that things are changing, while others are upset that things are not changing fast enough. He asks people be mindful of the fact that onboarding takes time, and to keep things in perspective.

- Olympic College's upcoming Year-7 Accreditation Visit dates were in conflict with the ACCT Leadership Congress this fall (10/24-27). After discussions with the NWCCU, the accreditation site visit has been moved to November 7-9, 2018.
- President Cavalluzzi has been participating in meet & greets, with communities both internal and external to the college. A series of small meetings will be set up, sponsored by the OC Foundation, to introduce President Cavalluzzi to key community members. These meetings will be hosted by the trustees individually and other key stakeholders.
- A "Pizza with the President" event was held recently in Poulsbo to connect more with that campus and hear their concerns and build a relationship with that portion of Olympic College.
- Olympic College's participation in the Achieving the Dream network was discussed. Achieving the Dream is a nationwide network of 200+ colleges, which is focused on equity and closing achievement gaps. President Cavalluzzi's goal is to create a culture of democratized data, so that data is put into the hands of faculty and staff to help inform their work.
- A new section of the Board of Trustees agenda has been created, and is titled: Innovation Session. This will be a monthly presentation on something that is currently being done at the college that is innovative and improving student success or enhancing the student experience.

#### **6. Report of the Olympic College Washington Public Employees Association (WPEA)**

Deb Montez reported to the Board of Trustees on behalf of the WPEA. Topics covered include:

- Olympia Bargaining: IT reclassification/restructuring of positions.
- The upcoming Classified Connection retreat will take place on 5/4 at Island Lake Conference Center. To date, the total number of staff registered to attend is 54, and more are encouraged to attend. This year's theme is: May the 4<sup>th</sup> be With You.
- Close of business for the college fiscal year is approaching. An email detailing the deadlines for purchasing was sent out to the campus today.
- Representation from both unions will be meeting with President Cavalluzzi tomorrow.
- The WPEA would like to have a union-wide meeting between Olympic College WPEA members and President Cavalluzzi. The union will work to coordinate this and invite him to a future meeting.

#### **7. Report of the Olympic College Association of Higher Education (AHE)**

Ted Baldwin provided an oral report to the Board of Trustees. Topics covered were:

- The Board of Trustees were provided a list of classes which the trustees are invited to attend and observe. They are encouraged to visit as many as they can.
- Mr. Baldwin ceded the rest of his time to faculty member Donna Lee Weaver. Ms. Weaver first started at OC in 1976, and personally extended an invitation to the Board of Trustees to visit her Math 99 class that is held at OC-Poulsbo.

## 8. Report of the Olympic College Foundation

David Emmons, Executive Director of the Olympic College Foundation, reported to the Board of Trustees on the status of the Foundation and its recent and upcoming activities. Topics covered were:

- The OC Foundation sponsored “Stages for All Ages” held their last show for the year in April. There were 3 total shows, which were designed to get children interested in live theater.
- A Tender of Gift was presented to, and accepted by, the Board of Trustees.
- Word on the OC Promise has been making big waves in community; generating excitement about the program.
- The YWCA Women of Achievement will take place on April 20<sup>th</sup> at Kiana Lodge. There are three Olympic College connected honorees this year:
  - o Tracy Flood, member of the OC Foundation Board of Trustees
  - o Marie Weichman, Art Faculty
  - o Dr. Karen Bolton, Director of Guided Pathways
- April 7<sup>th</sup> marked the Grand Opening of the Marvin Williams Center.
- The Kitsap Great Give will take place on April 24<sup>th</sup>, and there will be an annual student carnival held on the Bremerton Campus for the event.
- The OC Foundation is currently working with Coffee Oasis to start a new scholarship program.
- A second student art gallery was opened in April in the new CIC Building.
- OC Alumni Speaker series will host Paul Ortiz on May 5<sup>th</sup>, 2018 in the CIC Building’s William D. Harvey Theater.
- Scholarship season is in full swing. This year the OC Foundation has received a huge number of scholarships, partly due to the ease of the new software being used: AwardSpring. David Emmons has over 75 in-person interviews for the Robert B. Stewart scholarship, and the application period has not closed yet.

## 9. Presentation – Campus Safety

- Shawn Devine, Director of Communications and Web Services, and President Cavalluzzi briefed the Board of Trustees on the recent incident that took place at the Congressman Kilmer Town Hall event and the follow-up that occurred with the Bremerton Police Department. Mr. Devine provided a timeline of the event and discussed what could have been done better.
- President Cavalluzzi spoke to the policies the College has in place regarding weapons on campus (one for employees and one for students), but informed the Board that there currently is no policy that applies to the members of the public.
  - o The College will work to create that policy, which will be similar to the policies for students and employees, and present that to the Board of Trustees at a future meeting for consideration.
- Trustee Bryant gave her feelings and impressions of the event, and held a discussion around the procedure for how a situation like this should be handled.
- President Cavalluzzi informed the Board of Trustees that he has met personally with student who came across the weapon at the event.
- Trustee Childs inquired about any potential messaging that could be sent out to students and employees to remind them of the policies that are currently in place.

## **C. Study Session**

### **1. SENSE Data Review**

- Dr. Allison Phayre, Temporary Director of Institutional Effectiveness, conducted the presentation of the survey data. Dr. Phayre provided background information on the SENSE, focusing on what the scope of the survey and how it has been administered at the College.
  - o SENSE stands for: Survey of Entering New Student Engagement
- The survey centers on six main benchmarks, which are:
  - o Early Connections
  - o High Expectations and Aspirations
  - o Clear Academic Plan and Pathway
  - o Effective Track to College Readiness
  - o Engaged Learning
  - o Academic and Student Support Network
- Discussion on the SENSE Key Findings from the 2015 and 2017 survey administrations was held, comparing and contrasting the two results.
- A question and answer period was held in which the Board of Trustees were able to ask specific questions they had on the data presented and the plans the College has to address the issues that were uncovered.

## **D. Innovation Session**

### **1. Olympic College Text Messaging System**

- President Cavalluzzi has instituted a new agenda item for the Board of Trustees meetings, titled: Innovation Session. This session is designed to highlight something innovative that is being done at the College to increase student success or enhance the student experience.
- Dean of Enrollment Services, Jennifer Glasier, introduced Shawn Devine, Director of Communications and Web Services, and his work on text messaging pilot project that utilizes the Signal Vine technology.
- Shawn Divine provided an overview of the project timeline and the scope of the pilot.
  - o The trial was launched in spring 2017, and was narrowly focused on the areas of Advising, Enrollment Services, and Financial Aid. Text message interventions were created to prompt/remind students to take specific actions relating to the focus areas that will keep students enrolled and on track to completion according to their education plan.
  - o Specific metrics were developed and tracked to measure the effectiveness of the program, and the data collected shows that the pilot has had the desired outcomes.
  - o Challenges, lessons learned, and successes were shared with the Board of Trustees.
  - o The next steps of this project will be long term implementation and potentially scaling up the use of text messaging to other strategic areas.
- A question and answer period was held in which the Board of Trustees were able to ask specific questions they had on the information presented.

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

### **1. Action Item: Foundation Tender of Gift**

Trustee Page motioned for approval. Trustee Warner seconded the motion. The vote was unanimously in favor of approval.

### **2. Information Item: Public Records Policy – Revision to OCP 700-03**

Kim Able presented the second reading of the Public Records Policy – Revision to OCP 700-03 to the Board of Trustees; the Board accepted the Public Records Policy – Revision to OCP 700-03 as an information item.

### **3. Information Item: Employment of Family Members of Self Policy**

Kim Able presented the Employment of Family Members of Self Policy to the Board of Trustees; the Board accepted the Employment of Family Members of Self Policy as an information item.

### **4. Information Item: Salary Increases for Faculty**

Dr. Cavalluzzi presented the Salary Increases for Faculty Information Item to the Board of Trustees; the Board accepted the Salary Increases for Faculty as an information item.

### **5. Information Item: 2018 – 2019 Salary Increases for Non-represented College Employees**

Dr. Cavalluzzi presented the 2018 – 2019 Salary Increases for Non-represented College Employees information item to the Board of Trustees; the Board accepted the 2018 – 2019 Salary Increases for Non-represented College Employees as an information item.

## **F. Division Reports**

- Instruction Report was reviewed and discussed:
  - o The Board of Trustees would like the full BFET Compliance report that was referenced in the Instruction Report sent to them for review.
  - o Additional information was requested regarding outreach efforts.
  - o The Board of Trustees would like additional data and information on the recent changes to the pre-college English courses.
  - o The Board of Trustees found the accreditation overview helpful.
- Student Services Report was reviewed and discussed:
  - o The Board of Trustees would like a broader financial context regarding the Residence Hall information presented.
  - o The Board of Trustees found the Ranger Station data informative, and have requested any comparative data that can be shared from other institutions.
  - o Running Start Outreach was discussed
- Equity & Inclusion Report was reviewed and discussed:
  - o The Board of Trustees had questions regarding the Lumina Grant and what the timeline for notification will be.
- Administrative Services Report was reviewed. No questions or discussion:

### **G. Executive Session**

The Board adjourned at 7:52 p.m. for a 10 minute recess before going in to Executive Session.

The purpose of the Executive Session was to review the performance of a public employee.

At 8:02 p.m. the Board met in Executive Session for 15 minutes.

At 8:17 p.m. it was extended for 5 minutes.

The meeting reconvened at 8:22 p.m. out of Executive Session.

The meeting was adjourned at 8:23 p.m.

### **H. Adjournment**

Trustee Bryant adjourned the meeting at 8:23 p.m.

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