

***Board of Trustees Regular Meeting Minutes  
November 17, 2020***

**5:30 pm** Regular Board of Trustees Meeting

**Zoom Link:** <https://olympic.zoom.us/j/98716804217?pwd=dS9Fbjc2Z1dvU2lKNHdpNnVpTnpDUT09>

**Meeting ID:** 987 1680 4217

**Meeting Password:** OCBOT-1117

Trustee Bryant called the Board of Trustees regular meeting to order at 5:34 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**

- Barbara Parker, Medical Assisting Faculty, addressed the Board of Trustees. Professor Parker provided the Board of Trustees with background information on herself and provided her observations on the current state Professional-Technical programs. Areas discussed include the difficulties operating in a virtual environment for both students and faculty, as well as extra work being done by Professional-Technical Faculty (CEU's, advising, advisory committees, etc.). Student issues include access to high-speed and reliable internet, lack of technology, lack of childcare, lack of interaction with others, and not taking advantage of virtual office hours.
- Jessica Gonzalez-Nissen, Classified Staff Shop Steward, addressed the Board of Trustees. Ms. Gonzalez-Nissen expressed her concerns over the layoff notices given to staff members

in the Sophia Bremer Early Learning Academy (SBELA) and requested more transparency in college leadership.

## **2. Introduction of New Olympic College Employees**

- None.

## **3. Report off the Board of Trustees**

- Trustee Miller had nothing to report.
- Trustee Eckmann reported on his attendance of the Fall ACT Conference, which included a legislative session and session on trustee onboarding. Both of which he found very useful.
- Trustee Gonzalez had nothing to report.
- Trustee Coleman had nothing to report.
- Trustee Bryant reported on her attendance of the ACT Fall Conference.

## **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 Focusing on social media outreach with students by creating content to engage students and promoting Disability History Month;
  - o The Student Club Congress is underway, with its first meeting set for tomorrow;
  - o The Student Senate is getting up in running. Focusing on recruiting students to serve;
  - o The Food Pantry is very busy, pointing to a big need for our students;
  - o Collaborating with MVP for a Thanksgiving Food Basket distribution;
  - o The SGOC finalized their group goals and the personal goals of SGOC officers;
  - o Hosting virtual office hours and hearing the voices of the students;

### **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 commented on:
  - o The current state of on-going negotiations;
  - o The budgeting process;
  - o Difficult decisions faculty are having to make in regard to student grading during this pandemic.

### **3. Washington Public Employees Association Board Report**

- Deb Montez, Chief Shop Steward, addressed the Board of Trustees. In her comments, Ms. Montez discussed:
  - o The upcoming Labor Management Communication Committee (LMCC) meeting
  - o Concerns on the college's ability to recruit people;
  - o Concerns on the college's budget and its impacts on classified staff;
  - o Concerns relating to the program review process;

#### **4. Labor Management Report**

- Joshua Masters, Director of Labor Relations, addressed the Board of Trustees. Mr. Masters responded to the concerns expressed by represented employees as it related to layoffs in the SBELA. Mr. Masters asserted that the layoffs were due to financial reasons and was done as prescribed in the CBA. Mr. Masters also discussed some of the steps that have been taken to fix relationships here at the college, such as PERC Trainings for upper administrators and facilitated conversations that have been initiated with both unions and PERC.

#### **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.
- A question-and-answer period was held:
  - o Trustee Eckmann inquired as to whether there is anything we are not doing that we should be doing in relation to our enrollment? President Cavalluzzi informed him that the college is consistently looking for radically different ways to serve our students and meet their needs in this remote environment and are reconstituting our Strategic Enrollment Management (SEM) group to that end. Dr. Brendon Taga, Vice President for Student Services, provided additional information on the marketing efforts underway, anticipated declines in international students due the pandemic and federal policies around foreign students, childcare issues for students, fully expended CARES Act funding, and other factors contributing to our decline in enrollment.
  - o Trustee Eckmann noted the number of HVAC projects listed in the Administrative Services report and asked whether or not the upgrades will improve the building's systems to deal with any future pandemics. Ariel Birtley, Interim Vice President for Administrative Services, informed the Board that while the upgrades involve replacing some units, it is mainly concerned with replacing controls. These controls will help us monitor the systems and air intake better.
  - o Trustee Bryant provided "kudos" to Ariel Birtley, and her team, in their efforts to install a heating system in the OC Shelton Weld Shop.
  - o Trustee Bryant acknowledged the YMCA Woman of Achievement Award bestowed upon Cheryl Nunez, Vice President for Equity & Inclusion.
  - o Trustee Eckmann noted the curriculum management system referenced in the Information Technology portion of the report and asked for an explanation of what they system does. Evelyn Hernandez, Chief Information Officer, informed the Board that the curriculum management system is what the college uses to document, track, and edit the curriculum of all courses taught at the college.
  - o Trustee Eckmann inquired as to whether we use simulation in any other programs besides Nursing. Mary Garguile, Vice President for Instruction, informed the Board that Nursing Assistant and Medical Assisting Programs also use simulation.
  - o Trustee Bryant wanted to know what strategies the Foundation is employing to support struggling promise students. Trevor Ross, Executive Director of the Olympic College Foundation, informed the Board that they consistently call and email students, but have struggled to get responses. They are currently brainstorming other ways to connect with those students.

- Trustee Bryant inquired about the increase showing in the Running Start population. Dr. Brendon Taga informed the Board that the enrollment for that group of students is up, and that for Fall term those students registered fairly late. It is hoped that the same pattern holds true for Winter quarter.
- Trustee Eckmann gave “kudos” to Dr. Taga and his team for their improvements in Financial Aid processing. Dr. Taga pointed to the efforts of Jennifer Glasier, Heidi Townsend, Elsa Krier, and Nora Downard and their respective teams to account for the improvements.

### **C. Consent Items**

- 1. Approval of the draft minutes for the Oct 20<sup>th</sup>, 2020 Regular Board of Trustees Meeting**
  - Trustee Miller made a motion to approve the minutes as presented. Trustee Coleman seconded the motion. A vote was held and was in favor of approving the Oct 20<sup>th</sup>, 2020 Regular Board of Trustees Meeting minutes as presented (5 – yes; 0 – no; 0 – abstaining). None
- 2. Approval of the draft minutes for the November 10<sup>th</sup>, 2020 Special Board of Trustees Meeting – Board Retreat/Work Session**
  - Trustee Eckmann made a motion to approve the minutes as presented. Trustee Coleman seconded the motion. A vote was held and was in favor of approving the November 10<sup>th</sup>, 2020 Special Board of Trustees Meeting – Board Retreat/Work Session minutes as presented (5 – yes; 0 – no; 0 – abstaining).

### **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. Information Item – Financial Report as of the End of Q1 2020-2021**
  - Karen Wikle, Chief Financial Officer, presented the Financial Report as of the End of Q1 2020-2021 Information Item. The Board accepted the Financial Report as of the End of Q1 2020-2021 Information Item.
  - Trustee Eckmann applauded Karen Wikle, Chief Financial Officer, and her team for producing the reports and tweaking them to make them more useful for the Board.
- 3. Action Item – Suspension of Physics Lab Fees**
  - Mary Garguile, Vice President for Instruction, presented the Suspension of Physics Lab Fees Action Item. Trustee Miller made a motion to approve the Suspension of Physics Lab Fees Action Item. Tom Eckmann seconded the motion. There were no questions nor discussion. A vote was held and was in favor of approving the Suspension of Physics Lab Fees Action Item (5 – yes; 0 – no; 0 – abstaining).

#### **4. Action Item – Transforming Lives Nomination**

- Trevor Ross, Executive Director of the Olympic College Foundation, presented the Transforming Lives Nomination Action Item. After discussion of the presented candidates, Trustee Eckmann motioned to nominate Max Krieger as the Olympic College nomination for the ACT Transforming Lives Award. Trustee Miller seconded the motion. There was no further discussion nor questions. A vote was held and was in favor of approving the nomination of Max Krieger as the Olympic College nomination for the ACT Transforming Lives Award (5 – yes; 0 – no; 0 – abstaining).

#### **5. Action Item – Resolution Extending Title IX Emergency Rule Making**

- Cheryl Nunez, Vice President for Equity & Inclusion, presented the Resolution Extending Title IX Emergency Rule Making Action Item. Trustee Miller made a motion to approve the Resolution Extending Title IX Emergency Rule Making Action Item. Tom Eckmann seconded the motion. A period of discussion was held. Trustee Eckmann inquired as to if the action was still the correct thing to do, in light of any potential changes that may take place at the federal level in the near future. Ms. Nunez informed the Board that even if changes are made, we have to comply with the law as it currently stands which means we must proceed with the emergency rule making process. A vote was held and was in favor of approving the Resolution Extending Title IX Emergency Rule Making Action Item (5 – yes; 0 – no; 0 – abstaining).

#### **E. Study Session**

- Tabled for a future meeting.

#### **F. Executive Session**

- The Board adjourned at 5:35 p.m. for a 0-minute recess before going into Executive Session at 5:35 p.m.
- The purpose of the Executive Session was to review the performance of a public employee and to discuss labor relations.
- The Board met in Executive Session for 15 minutes.
- At 5:50 p.m. the Executive Session was extended for 5 minutes.
- The meeting reconvened at 5:55 p.m. out of Executive Session.

#### **G. Adjournment**

- Trustee Bryant adjourned the meeting at 7:24 p.m.

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