

***Board of Trustees Regular Meeting Minutes  
March 16, 2021***

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

**Zoom Link:**

<https://olympic.zoom.us/j/96657477530?pwd=Smlrd1lZbzJ5TIJGRUVDWlpNUTQ5QT09>

**Meeting ID:** 966 5747 7530

**Meeting Password:** OC-BoT-316

Trustee Bryant called the Board of Trustees regular meeting to order at 5:31 p.m.

**Board Members in Attendance:**

Tom Eckmann Harriette Bryant Frankie Coleman Candelario Gonzalez Cheryl Miller

**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**

- Karen Bolton addressed the Board of Trustees. Ms. Bolton spoke about her experiences with bullying/harassment when she was an employee of Olympic College.
- Deb Montez addressed the Board of Trustees. Ms. Montez spoke about her experiences with bullying and retaliation at Olympic College and requests the Board work to develop an anti-bullying policy.
- Athena Higgins addressed the Board of Trustees. Ms. Higgins spoke about her experiences with bullying when she was an employee of Olympic College. Ms. Higgins requests the Board work to develop an anti-bullying policy.

- Jessica Gonzalez-Nissen addressed the Board. Ms. Gonzalez-Nissen spoke of her experiences with bullying when she was an employee of Olympic College. Ms. Gonzalez-Nissen requests the Board work to develop an anti-bullying policy.
- Gregory (last name not displayed) attempted to address the Board of Trustees. Due to microphone difficulties, we were unable to hear Gregory.
- Sonia (last name not displayed) addressed the Board of Trustees. Sonia spoke about her experiences with bullying while an employee of Olympic College, which she informs the board led to a stress induced illness requiring early retirement. She also requests the Board work to develop an anti-bullying policy.
- Elaine Urrutia addressed the Board of Trustees. Ms. Urrutia discussed her experiences with bullying while an employee of Olympic College. Ms. Urrutia felt bullied in many positions she had at college and feared retaliation. Ms. Urrutia requested the Board work to develop an anti-bullying policy.

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

- Elaine Williams Bryant, Dean of Student Development, introduced the following new members of her team:
  - o Hana Russell – Administrative Assistant
  - o Dawn Weber – Student Success Coach Manager
  - o Rebecca Tumicki – Student Success Coach
  - o Richard (Ricky) Chon – Student Success Coach
  - o Alec Brown – Student Success Coach
  - o Jennifer Hoodenpyle – Student Success Coach/Basic Studies Transition Specialist based at the Shelton Campus
- Laura Koval – Part-time Student Success Coach
  - o Teresa McDermott, Associate Dean for Basic Studies, introduced Amanda Piesik, Adult Education Coordinator.

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

- Trustee Eckmann had nothing to report.
- Trustee Gonzalez had nothing to report.
- Trustee Coleman had nothing to report.
- Trustee Miller had nothing to report.
- Trustee Bryant reported on her participation with the ACT Diversity, Equity, and Inclusion Ad Hoc Committee.

## **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 Morale boosting packages sent to all students;
  - o Working with commencement team on graduation boxes for upcoming graduates;
  - o Matthew Pereira, SGOC Director of Clubs & Student Life, is working to update the SGOC club handbook;
  - o Work of the Club Congress;

- A \$50K allotment that was given to Tutoring to help offset the increased demand caused by the shift to online instruction;
- Permanent office space at OC Bremerton;
- S&A Budget deliberations and hearings are going well and are on track to present to the Board in May.

## **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:
  - The recent agreement finalized between the College and AHE for the High Demand Funding. Mr. Goodman offers his thanks to Josh Masters, Director of Labor Relations, for his work moving the process forward. Mr. Goodman expressed concerns about the inequity it creates in compensation among other faculty who are not considered “high demand.”
  - His concerns around the public comments. Mr. Goodman believes that these issues need to be addressed at local level, here at the college, and at the system level where two different bills (one in the House and one in the Senate) are hoping to address those issues.
  - Accountability of administrative employees and the Board itself. Mr. Goodman expressed his desire that all college employees be able to provide feedback on the performance of the Board and administrative employees.
  - Board interaction with the rest of the college. Mr. Goodman stated that the Board is a part of the college and should engage directly with faculty and staff.

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

- Deb Montez, Chief Shop Steward, addressed the Board of Trustees. In her comments, Ms. Montez discussed:
  - The length of public comments and reports. Ms. Montez feels that three minutes is not long enough to chat with Board;
  - The recent WPEA meeting with all staff held in March;
  - Current Demands to Bargain. Ms. Montez offered kudos to Josh Masters, and his work in resolve issues at hand, which include:
    - Position Description forms;
    - Faculty workload;
    - HR Reorganization – which was just received.
  - Classified staff concerns over the budget, enrollment, pandemic, and other factors (such as ctcLink).
  - Her concerns around the public comments. She asks that the Board listen to the individuals who shared and create the policy on bullying and work directly on its implementation.
  - Ms. Montez asked the Board to share the progress made on the Boards recent policy update work.

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

- Joshua Masters, Director of Labor Relations, addressed the Board of Trustees. Mr. Masters discussed:
  - o Mr. Masters verbally reached out to those who spoke up during the Public Comment period. Mr. Masters said that he has not met any of them yet and has been with the college for almost a year now. He is happy to talk about intervention methods and policy with the Board and Administration;
  - o The High Demand funding MOU with the faculty;
  - o The recent PERC training session conducted jointly with the WPEA and Executive Team;
  - o The position description demand to bargain should be done soon. The college is working with OFM on the remaining Demands to Bargain.

#### **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 provided comments on the public comments centered around bullying. President Cavalluzzi acknowledged that here is a culture of bullying and it is pervasive. The 2018 PACE Survey showed that, and it occurs in and among all groups on campus – Faculty, Staff, and Administrators. No one group is immune from the charge. Dr. Cavalluzzi discussed ways the college has been addressing the problem through trainings, the creation of a Strategic Culture Plan, among other mitigation strategies. A question-and-answer period regarding the report was held:
  - o Trustee Eckmann asked Dr. Han to discuss the budgeting process. Dr. Han provided an overview of the budgeting process for this year. An Ad Hoc Budget Council was convened and modeled after the upcoming Budget Council which will be part of the new Governance System. There were 6 stakeholder groups were included, with 11 total members. The represented groups appointed their own representatives to the council. Currently, Dr. Han is educating the committee on the budget, funding sources, and the budgeting process for this year. The timeline for the budget process was reviewed, and the Board will continue to be apprised of how the process is going.
  - o Trustee Eckmann commented that Board is playing close attention to the budget situation and recognizes that there needs to be budget reductions relating to enrollment declines the past few years. Trustee Eckmann is excited about the innovation funding and changes to the reserve policy as well.
  - o Trustee Eckmann asked whether there is any particular attention being paid to specific student groups with the website redesign work being done. Cheryl Nunez, Vice President for Equity & Inclusion informed the Board that the website is being redesigned based on the data from an independent study conducted last year. The main focus of the redesign is removing the “employee repository” of information and focusing solely on prospective and current student audiences.
  - o Trevor Ross, Executive Director of the Olympic College Foundation, provided a reminder about the 14<sup>th</sup> annual Auction and Brunch taking place Sunday, March 21<sup>st</sup>, 2021.

## C. Consent Items

### 1. Approval of the draft minutes for the February 16<sup>th</sup>, 2021 Regular Board of Trustees Meeting

- Trustee Eckmann made a motion to approve the draft minutes for the February 16<sup>th</sup>, 2021 Regular Board of Trustees Meeting as presented. Trustee Coleman seconded the motion. A vote was held and was in favor of approving the February 16<sup>th</sup>, 2021 Regular Board of Trustees Meeting 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: Budget Update – Month Ending January 2021

- Dr. Joseph Han, Vice President for Administrative Services, and Karen Wikle, Director of Business Services, presented the Budget Update – Month End January 2021 Information Item. A question-and-answer period was held. Trustee Eckmann asked Dr. Han whether he felt the college will come close to balancing the budget by the end of the fiscal year. Dr. Han reported that he feels it will be close, and he will keep the Board apprised as the year progresses.
- The Board accepted the Budget Update – Month Ending January 2021 Information Item.

### 3. Action Item: Fee Requests 2021-2022

- Dr. Joseph Han, Vice President for Administrative Services, Dr. Mary Garguile, Vice President for Instruction, and Dr. Brendon Taga, Vice President for Student Services, presented the Fee Requests 2021-2022 Action Item. A question-and-answer period was held. Trustee Eckmann asked whether the fees collected go to the college or the SGOC. Dr. Han informed the Board that, for the most part, the funds go to the program where the expense is incurred. Trustee Eckmann made a motion to approve the Fee Requests 2021-2021 Action Item. Trustee Miller seconded the motion. A vote was held and was in favor of approving the Fee Requests 2021-2022 Action Item (5 – yes; 0 – no; 0 – abstaining).

### 4. Action Item: Instructional Calendars 2022-2023 & 2023-2024

- Dr. Mary Garguile, Vice President for Instruction, presented the Instructional Calendars 2022-2023 & 2023-2024 Action Item. There were no questions or further discussions. Trustee Coleman made a motion to approve the Instructional Calendars 2022-2023 & 2023-2024 Action Item. Trustee Gonzalez seconded the motion. A vote was held and was in favor of approving the Instructional Calendars 2022-2023 & 2023-2024 Action Item (5 – yes; 0 – no; 0 – abstaining).

### 5. Action Item: Sabbatical Requests

- Dr. Mary Garguile, Vice President for Instruction, presented the Instructional Calendars 2022-2023 & 2023-2024 Action Item. A question-and-answer period was held. Trustee Eckmann inquired about the budgeting for sabbaticals, the requirements for taking a

sabbatical/number of sabbaticals allowed the criteria on which the requests are evaluated, and how the results of the sabbatical projects are presented. Dr. Garguile discussed the calculations that go into a determining costs for a sabbatical, the requirements for sabbaticals that are laid out in the CBA for the Olympic College Association for Higher Education, the rubric used by the committee evaluating sabbaticals, and the reports due upon completion of the sabbatical.

- Trustee Coleman made a motion to approve the Sabbatical Requests Action Item. Trustee Eckmann seconded the motion. A vote was held and was in favor of approving the Sabbatical Requests Action Item (5 – yes; 0 – no; 0 – abstaining).

**6. Action Item: Update to Financial Reserve Policy (600-08)**

- Dr. Joseph Han, Vice President for Administrative Services, and Dr. Marty Cavalluzzi, President, presented the Update to Financial Reserve Policy (600-08) Action Item. There were no questions or comments. Trustee Eckmann made a motion to approve the Update to Financial Reserve Policy (600-08) Action Item. Trustee Miller seconded the motion. A vote was held and was in favor of approving the Update to Financial Reserve Policy (600-08) Action Item (5 – yes; 0 – no; 0 – abstaining).

**7. Action Item: Extension of the emergency adoption and permanent adoption of Supplemental Title IX Student Conduct Procedures and the repeal of the Olympic College Grievance Procedures (Chapter 132C-285 WAC) from the Washington Administrative Code (WAC)**

- Cheryl Nunez, Vice President for Equity & Inclusion, presented the Extension of the emergency adoption and permanent adoption of Supplemental Title IX Student Conduct Procedures and the repeal of the Olympic College Grievance Procedures (Chapter 132C-285 WAC) from the Washington Administrative Code (WAC) Action Item. There were no comments or questions. Trustee Eckmann made a motion to approve the Extension of the emergency adoption and permanent adoption of Supplemental Title IX Student Conduct Procedures and the repeal of the Olympic College Grievance Procedures (Chapter 132C-285 WAC) from the Washington Administrative Code (WAC) Action Item. Trustee Miller seconded the motion. A vote was held and was in favor of approving the Extension of the emergency adoption and permanent adoption of Supplemental Title IX Student Conduct Procedures and the repeal of the Olympic College Grievance Procedures (Chapter 132C-285 WAC) from the Washington Administrative Code (WAC) Action Item (5 – yes; 0 – no; 0 – abstaining).

**E. Study Session**

- None.

**F. Executive Session**

- None.

## **G. Adjournment**

- Shannon Potter, Basic Studies Faculty, asked to address the Board prior to adjournment. Ms. Potter thanked the Board of Trustees for granting her sabbatical request.
- Trustee Bryant adjourned the meeting at 7:02 p.m.

*This regular board meeting site is barrier free. Information for people with hearing or visual impairments may be provided by calling Access Services at 360-475-7540.*