

***Board of Trustees Regular Meeting Minutes
September 20, 2016***

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

Trustee Warner called the Board of Trustees Regular Meeting to order at 5:02 p.m.

Board Members in Attendance:

Harriette Bryant Jim Page Darlene Peters 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
Cheryl Nuñez, Vice President for Equity and Inclusion
Kay Ash, Vice President for Administrative Services
Bruce Marvin, Assistant Attorney General
Ted Baldwin, AHE President, and Allison Phayre, AHE representative
Candace Alvarez was unable to attend; Margaret Hodun represented the WPEA
Shannon Turner, SGOC President

A. Consent Items

Approval of the draft minutes for the August 16, 2016 Regular Board of Trustees Meeting.

Trustee Page made a motion to approve the minutes. Trustee Peters seconded the motion. The vote was unanimously in favor of approval of the August 16, 2016 minutes.

Approval of the draft minutes for the August 24, 2016 Board of Trustees Retreat.

Trustee Page made a motion to approve the minutes. Trustee Peters seconded the motion. The vote was unanimously in favor of approval of the August 24, 2016 minutes.

B. Communication Items

1. Communication from the Public

There was none.

2. Introduce New OC Staff

Mary Garguile introduced Dr. Beccie Seaman, Dean of Social Sciences and Humanities.
Damon Bell introduced Elaine Williams-Bryant, Dean of Student Development.

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

Shannon Turner reported that the SGOC was completing their training and enjoyed participating in the new student orientations. The SGOC is looking forward to engaging students in the life of the College. <See report in BoardDocs>

4. Report of the Board

Trustee Bryant reported that she enjoyed volunteering in OC's booth at the Blackberry Fest and had a very good time attending the SGOC reception at Dr. and Patti Mitchell's home.
Trustee Peters expressed gratitude for her tenure on the OC Board.

5. Report of the President of the College

Dr. Mitchell reported that he enjoyed hosting the SGOC reception in his home. He complimented SGOC President Shannon Turner and his team.

Dr. Mitchell noted that the Kitsap Sun article on the start of fall quarter at the College was well written, accurate, and positive; he credited the College's Director of Communications and Web Services, Shawn Devine, for doing an admirable job working with the media.

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

Candace Alvarez was unable to attend; Margaret Hodun reported in her place. Margaret noted the importance of timely and accurate communication between classified staff and administration.

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

Ted Baldwin echoed the importance of open, transparent communication – between faculty and administration. Ted also noted that enrollment is down but enthusiasm for teaching and learning is strong.

Ted recognized the faculty who were present (but not on the agenda) – Linnea Hess and Allison Phayre (who took Ted's place when he excused himself part way through the meeting). Ted introduced

Joel Welter – full-time faculty, B&T, Medical Assisting;

John Babbo and Teresa Jones – full-time faculty, Student Development Services and Social Sciences & Humanities (SSH), Counseling; and

Phil Schaeffer – full-time faculty, SSH, History.

8. Report of the Olympic College Foundation

David Emmons, Executive Director of the Olympic College Foundation, introduced Jim Sund, the 2016-2017 Chair of the OC Foundation. Jim presented the annual gift to the Board of Trustees. The annual gift totaled \$614,597.00.

David

- thanked Trustee Bryant for volunteering at the OC booth at the Blackberry Fest (in addition to numerous staff and students);
- noted that the Alumni magazine will be mailed soon;

- reported that the sponsorship goal for the Community Luncheon had already been reached (and thanked Trustee Page for securing a sponsorship from Group Health); and
- announced that the Board, at their September 18th meeting, voted to move forward with a \$3-million campaign. He distributed draft copies of the campaign statement.

David reminded everyone that the annual Community Luncheon will be held Monday, October 10th, beginning at 11:00 am.

9. Presentation – Sabbatical Report

Dr. Karen Bolton, Professor in the Business & Technology division, reported on her sabbatical. Karen studied leadership; the group she interviewed were WA State community college presidents (15). She gained an appreciation for their servant leadership skills, their emotional intelligence, and their work ethic. As a professor, she wants her students to see her model active involvement in promoting and making change. The board complimented her on her work and noted that they will use her work in their evaluations of the president.

10. Presentation – Using Data to Improve Student Learning

Karen Hulsebosch, full-time faculty, MESH Department – Mathematics, reviewed the IMATH curriculum and how the data was and is used to improve student learning.

Elisabeth Briggs, full-time faculty, MESH Department – Mathematics, reviewed the Emporium project. Item analysis resulted in changes/modifications that resulted in improved student learning.

C. Study Session

1. Board Coverage of Upcoming Events

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

2. Study Session – Discussion of the Assn. of Governing Boards (AGB) Statement on Campus Climate, Inclusion, and Civility

The Board would like to do more in promoting a positive campus climate, inclusion, and civility as it meets the College’s mission. They recognize the need for ongoing study, for thoughtful discussions, and for purposeful action in addressing the question – “How do we improve the campus climate, act inclusively, and model civility?”

The College is rolling out an Equity and Inclusion Plan and planning for the use of an Equity Scorecard. The President, his Cabinet, and the faculty, staff, and students will report on their progress.

The Board expressed its support for the Vice President for Equity and Inclusion and the College’s efforts to improve and promote campus climate, inclusion, and civility. The Board expressed concern that “getting this right is a prerequisite to meeting student success.”

D. Action/Information Items

1. Action Item: BAS Digital Filmmaking

Trustee Page motioned for approval. Trustee Peters seconded the motion. The vote was unanimously in favor of developing the BAS Digital Filmmaking degree.

2. Action Item: Approval of 2016-2017 Board of Trustees Goals

Trustee Page motioned for approval. Trustee Bryant seconded the motion. The vote was unanimously in favor of the 2016-2017 Board of Trustees Goals as amended to include the additional goal “Support strategic outreach efforts to underserved and underrepresented communities.” (2i)

3 Information Item: Instructional Plan

Mary Garguile presented the Instructional Plan; the Board accepted the Instructional Plan as an information item.

4. Information Item: Fourth Quarter Financial Report

Kay Ash presented the Fourth Quarter Financial Report; the Board accepted the Fourth Quarter Financial Report as an information item. Trustee Page requested a reserve analysis in a future report.

E. Executive Session

There was no Executive Session

F. Adjournment

Trustee Warner adjourned the meeting at 7:10 p.m.

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