

***Board of Trustees Regular Meeting Minutes
October 18, 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 Cheney called the Board of Trustees Regular Meeting to order at 5:03 p.m.

Board Members in Attendance:

Harriette Bryant Bev Cheney 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
Candace Alvarez, WPEA President
Shannon Turner, SGOC President

A. Consent Items

Approval of the draft minutes for the September 20, 2016 Regular Board of Trustees Meeting.

Trustee Bryant made a motion to approve the minutes. Trustee Page seconded the motion. The vote was unanimously in favor of approval of the September 20, 2016 minutes.

B. Communication Items

1. Communication from the Public

There was none.

2. Introduce New Staff

David Emmons, Executive Director of the Olympic College Foundation, introduced Sue Strachan, OC Foundation Director of Special Events and Alumni.

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

Shannon Turner reported.

- The SGOC is collaborating with Dr. Mitchell and the Vice Presidents on the development of a Wellness Center.
- Shannon distributed a flyer promoting the upcoming presidential debate which will be viewed in the Bremer Student Center and a handout advertising the Safety Fair. Shannon encouraged the Board to attend SGOC-sponsored events.

4. Report of the Board

- Trustee Bryant complimented David Emmons and his team on the Community Luncheon. Trustees Cheney and Page agreed that it was a wonderful event; in particular, they enjoyed the pre-luncheon time for networking, the student follow-up, and the videos.
- Trustee Cheney complimented the staff on their reports. The Board appreciated each Vice President's/Director's reflection on how their department is supporting BOT goals.
- Trustee Warner enjoyed attending the ACCT Leadership Congress; he will prepare a report for the Board. Trustee Page reported that he took several things away from the ACCT:
 - o 5-year revenue forecasting model – he requested a copy from the reporting college;
 - o Student mental health – an issue he thinks is important and, he noted, addressed in OC's Student Services' annual report (in BoardDocs); and
 - o Innovation and revenue diversification – he would like to study the regulations/laws in Washington State for generating revenue from services the College might provide to outside individuals/businesses.

5. Report of the President of the College

Dr. Mitchell reported that he concentrated on attending sessions dealing with enrollment management at the ACCT meeting. He has several takeaways that he will discuss with the faculty and staff.

Dr. Mitchell enjoyed the Community Luncheon. He heard many positive comments about the luncheon – its theme, the lunch itself, and the exposure to programs offered at the College. He noted that the community truly enjoys this annual networking opportunity as evidenced by the fact that they do not rush off after the luncheon has ended.

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

Candace Alvarez reported that the WPEA ratified their contract. It is under review at the Office of Fiscal Management (OFM).

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

Ted Baldwin introduced three colleagues.

- Professor Bob Abel (full-time faculty, B&T, Industrial Trades-PSNS) spoke about the organization and success of PSNS's Helper and Apprentice programs. Bob noted that, in addition to successfully preparing many students for jobs, the programs help students "learn

how to learn” leading to students choosing to complete additional courses and degrees. The programs are a “win” for students, the College, and the community.

- Professor Marie Weichman (full-time faculty, SSH, Art) spoke about the Art Gallery (five shows will be curated during 2016-2017); a current project (local mural) and a new class (PNW Coast Native American Art); and the Art Department’s preparation for relocation to the College Instruction Center (CIC) building. Marie noted that the inaugural show in the CIC building will be a collaborative one involving the College, the BIMA (Bainbridge Island Museum of Art), and the BARN (Bainbridge Artist Resource Network).
- Marie introduced Professor Michael Laughlin (full-time faculty, SSH, Art); his concentration is drawing, painting, and design. Michael complimented the IT staff in assisting him to organize his classes.

8. Report of the Olympic College Foundation and Presentation on the Campaign

David Emmons, Executive Director of the Olympic College Foundation, reported on the Olympic College Foundation.

- Community Luncheon – 351 people attended the luncheon. Sponsors and community members were generous this year; the Foundation office has received over \$100,000. It was, indeed, ‘the greatest show on earth.’
- Summer newsletter – 31,000 alumni newsletters were mailed out. There was no ‘ask’ but there was an envelope included in the newsletter; the Foundation office has received monetary contributions.
- Alumni ‘Speaker’s Series’ – four faculty members will be the featured speakers in this inaugural speaker series beginning in January.
- Community relations –
 - o The Foundation is part of the Kitsap Center for Nonprofit Excellence; their next program is on how to ‘Develop a Fundraising Plan’ (November 17th).
 - o Olympic College will be the nonprofit organization receiving profits from the edge3Fund, sponsored by Kitsap Bank, on November 17th.
<http://edg3fund2016.brownpapertickets.com/>
 - o The OC Foundation is partnering with the Kitsap Foundation to sponsor the 3rd Annual Kitsap Estate Planning Seminar; it will be held on January 26, 2017 at Olympic College.
- David also gave a presentation on the Campaign – *creating Opportunities; meeting Challenges*. Nathan Schlicher will serve as Chair of the Campaign.

9. ctcLink Report –

Evelyn Hernandez, Executive Director of IT, discussed the progress Rich Lunden, ctcLink Director, and his team have made in analyzing current business processes, mapping and aligning processes to ctcLink, and documenting and tracking process improvements in preparation for adopting ctcLink. She distributed and reviewed a timeline. The College will be part of Wave 2. Evelyn will keep the Board up to date with the work being done to prepare for ctcLink; she will report quarterly to the Board.

10. Presentation – Examination Management Services, Inc. (EMSI) Study

The results of the EMSI study demonstrate that OC creates value from multiple perspectives. The College benefits local businesses by increasing consumer spending in the region and

supplying a steady flow of qualified, trained workers into the workforce. It enriches the lives of students by raising their lifetime earnings and helping them achieve their individual potential. It benefits state and local taxpayers through increased tax receipts across the state and a reduced demand for government-supported social services. Finally, it benefits society as a whole in Washington by creating a more prosperous economy and generating a variety of savings through the improved lifestyles of students.

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 – Legislative Strategies – Arlen Harris, SBCTC

Arlen Harris, SBCTC's Legislative Director, conducted a study session with the Board.

- Arlen made the point that two-year colleges provide a bridge to the middle class and that there is a link between education and income. The State breaks that link for everyday working families, especially those with low incomes and people of color, when it underfunds community and technical colleges.

He reviewed the State Board of Community and Technical Colleges (SBCTC) budget request.

- The plan is expected to produce at least 15,000 more graduates over the next two years. The SBCTC is requesting \$200 million - \$154 million in new investments to increase the number of students who earn certificates and degrees. Another \$46 million in maintenance funding would cover current operations and inflation.
- At the core of the budget request is a plan to create “guided pathways” at each college to increase student retention and completion rates. Guided pathways provide a route through course offerings to credentials that match the expectations of employers or universities.
- The budget request
 - o includes more funding for I-BEST, a nationally recognized program that uses a team-teaching approach to teach students basic skills in the context of real work situations.
 - o calls for expanding the number of students who receive Opportunity Grants. The grants help low-income students train for careers in high-demand fields.
 - o seeks additional investments in teaching and learning through increased faculty and staff salaries and the transition of more part-time faculty into full-time positions.
 - o seeks additional safety measures for students, employees, and college visitors.
- The State Board also approved a \$338 million capital budget request intended to ease a backlog of capital projects so students can learn in modern, well-maintained buildings that meet their educational needs.
- The request includes
 - o funding for construction at Edmonds, Whatcom, Big Bend, Spokane, Highline, and Clover Park Colleges.
 - o design work for new projects at Wenatchee, Olympic, Pierce College Fort Steilacoom, South Seattle, Bates, Shoreline, Spokane Falls, Clark, Everett, Grays Harbor, North Seattle, Walla Walla and Cascadia colleges.

As projects are funded, others move up in the waiting list for future capital budget requests.

The budget requests come at a time when community and technical colleges and four-year universities continue to struggle from past budget cuts, stagnant funding, and cost-shifts from the State to colleges.

The Legislature convenes in January to write the State's next two-year operating and capital budgets. Arlen reminded the trustees that they are stewards and advocates for the community college system. Arlen encouraged the trustees to attend the November 16th ACT Fall Conference; the agenda will focus on legislative advocacy. He encouraged the trustees to develop relationships with their local legislators and study the legislative process. Arlen also encouraged the trustees to pay attention to federal issues in education as well. He encouraged the trustees to familiarize themselves with the higher education reauthorization bill sponsored by Patty Murray.

D. Action/Information Items

1. Action Item: 2016-2017 Board of Trustees Officers

Trustee Page motioned for approval. Trustee Peters seconded the motion. The vote was unanimously in favor of electing Steve Warner, Chair, and Harriette Bryant, Vice Chair, of the Olympic College Board of Trustees for 2016-2017. Trustee Warner assumed the duties of Chair.

2. Action Item: 2017 Transforming Lives Award

Trustee Cheney motioned for approval. Trustee Page seconded the motion. The vote was unanimously in favor of delegating the nomination for the 2017 Transforming Lives Award to the President.

3. Action Item: President's 2016-2017 Goals/Work plan

Trustee Bryant motioned for approval. Trustee Cheney seconded the motion. The vote was unanimously in favor of the President's 2016-2017 Goals/Work plan. Trustee Page recommended that Dr. Mitchell prepare a written update quarterly.

4. Action Item: Foundation Tender of Gift

Trustee Page motioned for approval. Trustee Bryant seconded the motion. The vote was unanimously in favor of the Olympic College Foundation Tender of Gift for June 21, 2016 through October 1, 2016.

5. Action Item: OC Foundation Campaign

Trustee Cheney motioned for approval. Trustee Bryant seconded the motion. The vote was unanimously in favor of the Olympic College Foundation's Campaign.

6. Information Item: Bremer Trust – Trustee Appointment

Dr. Mitchell presented the trustee appointment for the Bremer Trust. The Board accepted the Bremer Trust's recommendation as an information item; the Board supports an extension of Barbara Stephenson's service as a Trustee to the Bremer Trust for another term as recommended by the Bremer Trust trustees.

E. Executive Session

There was no Executive Session

F. Adjournment

Trustee Warner adjourned the meeting at 7:07 p.m.

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