

***Board of Trustees Regular Meeting Minutes  
April 21, 2015***

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

Trustee Page called the Board of Trustees Regular Meeting to order at 5:07 p.m.

**Board Members in Attendance:**

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  
Bruce Riveland, Vice President for Administrative Services  
Candace Alvarez, President WPEA  
Josiah Beaushaw, ASOC President

**A. Consent Items**

**Approval of the draft minutes for the March 17, 2015 Regular Board of Trustees Meeting.**  
Trustee Peters made a motion to approve the minutes. Trustee Cheney seconded the motion.  
The vote was unanimously in favor of approval of the March 17, 2015 minutes.

**B. Communication Items**

**1. Communication from the Public**

There was none.

**2. Report of the Associated Student Body of Olympic College**

Josiah Beaushaw reported that the ASOC has been working on the ASOC 2015-2016 budget and revisions to the ASOC Constitution. Later in the meeting, Allison Pace was introduced to the Board. She will complete the term as the VP for OC-Poulsbo and hopes to continue in that role next year.

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

Trustee Page reported that nominations were submitted to ACT for CEO of the Year and Partner of the Year. He also noted that he attended the OC audit review meeting.

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

Dr. Mitchell reported

- The College's spring quarter enrollment figures are up 3% from last year.
- Dr. Mitchell was honored to represent Olympic College at the 2015 Aspen Prize for Community College Excellence luncheon. He enjoyed attending the luncheon and encouraged the Board to watch the taping of the event; the speakers were excellent.
- On April 1<sup>st</sup>, there was a rededication ceremony at the Mason County Transit Center. It is the first transit center in the country to become a transit-community center. The College will use the center to connect with the community.
- The College will be conducting open interviews with the five finalists for the Vice President for Equity and Inclusion.
- The legislature cut six million dollars from the CIC building fund; their figure did not allow for infrastructure. In response, Bruce Riveland spoke to members of the legislature; he described the project in detail, noting the building's design includes infrastructure.

### **5. Introduce New OC Staff**

Bruce Riveland introduced Shawn Devine, Director of Communications and Web Services.

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

Candace Alvarez reported that the WPEA continues to work with the legislature.

### **7. Olympic College Association of Higher Education**

Chris Stokke was absent. There was no report.

### **8. Report of the Olympic College Foundation**

David Emmons is attending the CASE (Council for Advancement & Support of Education) meeting in New Orleans. There was no report.

### **9. Presentation – Results and Follow Up from the Dept. of Retirement Systems Audit (DRS)**

David Slown, Executive Director of Human Resources, reported on the results and follow up from the Dept. of Retirement Services (DRS) Audit.

Dave reviewed the Examination Report. The State Auditor concluded that OC management's assertion that pensionable wages and contributions reported to the WA State DRS for the year ending June 30, 2013 were accurate and complete was fairly stated, in all material respects, based on the applicable retirement plan requirements set forth in Title 415 of the WAC.

Dave also reviewed the Management Letter. The letter included a summary of specific matters that were identified in planning and performing the attestation audit of OC from July 1, 2012 through June 30, 2013. OC's HR department will use the recommendations to improve the College's compliance. The status of these matters will be reviewed during the next audit.

Trustee Cheney motioned for approval. Trustee Warner seconded the motion. The vote was unanimously in favor of accepting the audit report.

Trustee Page recommended that the BOT consider participating in a College audit committee, and that participation be discussed at the BOT's annual retreat.

### C. Study Session

#### 1. Board Coverage of Upcoming Events

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

#### 2. Collaborative Strategic Plan (CSP) Resource Allocation Process update

Bruce Riveland reported on the resource allocation process.

The templates for the support programs have been completed. Members of the Support Task Force are reviewing templates and scoring the programs using the scoring rubric; they expect to complete their work by mid-June.

Faculty are completing the templates for the academic programs. Members of the Academic Task Force will review the completed templates and score the programs using the scoring rubric; their work should be completed by the end of June.

Bruce and Dr. Mitchell met with Chris Stokke, AHE President, and Candace Alvarez, WPEA President, to discuss the composition, principles, and elements of the budget committee work in order to align the budget process with the resource allocation process. The three employee groups – admin/exempt staff, classified staff, and faculty – will have equal representation on the budget committee. The committee will complete its recommendation this summer.

#### 3. 2014-2015 Board Goals Review

Trustee Page reviewed the 2014-2015 Board Goals with the Board. They identified what they had accomplished, what they were working on, and what they needed to do to complete their goals before the end of the year.

#### 4. 2014-2015 President's Goals Review

Dr. Mitchell reviewed his annual goals with the Board. He identified what he had accomplished, what he was working on, and what he needed to do to complete his goals before the end of the year.

#### 5. Barner House and Property

Bruce Riveland reported on the Barner house and property.

- The house has been surveyed; the College should receive a report in May indicating the cost to bring the house up to code.
- The property is being used as an outdoor learning laboratory; faculty are documenting their use of the property. Facilities is notified when classes are using the property; they open the locked gate.
- The property is being cleaned up; debris has been removed and weeding and shrub/tree maintenance are underway. Efforts are being made to identify the plants.
- Efforts are being made to identify and mark the property boundaries – to keep people from trespassing and neighbors from dumping yard waste onto the property.
- Regulations regarding shoreline access, ADA compliance, and campus safety concerns are being researched and addressed.

## **6. High Impact Grants**

Summer Kenesson conducted a study session on the high impact grant review process.

This spring, Summer plans to

- review each project and determine valid performance measures;
- collect and analyze each project's performance data;
- have the College Strategic Planning Council review and evaluate each project's performance and make recommendations regarding continuation, mainstreaming, development/improvement, or termination of projects; and
- have the budget committee review the committee's recommendations alongside the reports of the resource allocation task forces and prepare recommendations to Cabinet for permanent continuation, fixed-term continuation, or termination of each project.

## **7. Agenda for joint session with SKSD**

Trustee Cheney, working as South Kitsap School District's (SKSD) Interim Asst. Superintendent for Instructional Services, lead a discussion about what the OC Board would like to discuss when they meet with the SKSD Board in June. Board members indicated that they would like the SKSD Superintendent and Board to share the district's strategic plan and how they envision the College supporting their plan.

## **D. Action/Information Items**

### **1. Action Item: Probationary Actions**

Trustee Cheney motioned for approval. Trustee Warner seconded the motion. The vote was unanimously in favor of approving the re-employment of probationary tenure track academic employees for the 2015-2016 academic year.

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

Trustee Warner motioned for approval. Trustee Peters seconded the motion. The vote was unanimously in favor of the Foundation Tender of Gift for February 14, 2015 to April 20, 2015.

### **3. Information Item: ASOC 2015-2016 Budget**

The Board accepted the ASOC 2015-2016 Budget as an information item.

## **E. Executive Session**

The Board adjourned at 7:15 p.m. for a 2 minute recess before going in to Executive Session.

At 7:17 p.m. the Board met in Executive Session for 5 minutes.

The meeting reconvened at 7:22 p.m. out of Executive Session.

The meeting was adjourned at 7:23 p.m.

## **F. Adjournment**

Trustee Page adjourned the meeting at 7:23 p.m.

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