

***Board of Trustees Regular Meeting Minutes
June 21, 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 5:00 p.m.

Board Members in Attendance:

Bev Cheney Darlene Peters Steve Warner

Others in Attendance:

David Mitchell, President
Laurie Harmon, Executive Assistant to VP for Administrative Services
Mary Garguile, Vice President for Instruction
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
Drayton Jackson, SGOC President

A. Consent Items

Approval of the draft minutes for the May 17, 2016 Regular Board of Trustees Meeting.

Trustee Warner made a motion to approve the minutes. Trustee Peters seconded the motion. The vote was unanimously in favor of approval of the May 17, 2016 minutes.

B. Communication Items

1. Communication from the Public

There was none.

2. Introduce New OC Staff

No new staff were introduced.

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

- Drayton Jackson thanked the Board of Trustees for their leadership and guidance in support of the SGOC.
- Drayton reported that the SGOC will walk on Sunday, June 26th, in the LGBT Pride March in Seattle; he invited all OC administrators, faculty, and staff to join them.
- Drayton recognized and thanked the 2015-2016 SGOC leadership team.
- Drayton introduced the new President of the SGOC, Shannon Turner, and the other members of the 2016-2017 SGOC leadership team.
- The Board and Dr. Mitchell thanked Drayton for his leadership.

4. Report of the Board

- The Board of Trustees attended and participated in the College's Commencement ceremony. Trustee Cheney enjoyed seeing one of the graduates walk across the stage carrying a future graduate (his one-week-old baby).
- Trustees Bryant, Cheney, and Peters attended the Student Awards.
- Trustees Bryant, Cheney, and Warner attended the Spring Awards. Trustee Cheney particularly liked Dr. Mitchell awarding the President's Award to Sanford Myers, one of the College's custodians.
- Trustee Warner appreciated the diversity of the College's students and their families at the events.

5. Report of the President of the College

Dr. Mitchell reported he also enjoyed the commencement and watching the graduate walk across the stage with the one-week-old baby. He referred to his written report in BoardDocs.

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

Candace Alvarez reported.

- The Classified Connection was held at the Seabeck Conference Center on May 19th and 20th. 96 classified staff attended on the 19th; 87 staff attended on the 20th. Candace felt it was the best Classified Connection to date. The staff appreciated the extra the extra day together.
- Contract negotiations continue and there are two investigations going on regarding the layoff process.

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

Ted Baldwin reported.

- Faculty approved the AHE Collective Bargaining Agreement 2016-2019. The ballot was sent to 155 faculty members via Survey Monkey. 77 voted yes; 15 voted no. There were 63 unopened ballots.
- Ted has concerns about the changes being made regarding management of the OC-Poulsbo campus. He recognizes that there are budget issues the administration needs to address.
- Susan Digby, Professor of Geography, attended the meeting. She retired from the College this month. On behalf of the Board, Trustee Cheney thanked Professor Digby for her expertise and efforts to support the College mission. Trustee Peters thanked Susan for her work cleaning up and promoting the use of the Barner property. She particularly appreciated the opportunity to tour the property with Susan.

- Allison Phayre, Professor of Chemistry and faculty lead for the AHE contact negotiations, reported on the negotiations. She thanked Dr. Mitchell and Dr. Ash for their expertise and commitment to completing the negotiation process in a timely manner.

8. Report of the Olympic College Foundation

David Emmons, Executive Director of the Olympic College Foundation, was unable to attend the meeting. There was no report.

9. Presentation – College Instruction Center (CIC) Building Update

Bob Pasquariello, Director of Facility Services and Capital Projects, updated the Board on the progress of the CIC building. Bob introduced Daniel Whittier, Capital Project Manager, and Daniel Hodun, Capital Assistant Project Manager.

Drayton Jackson thanked Bob and Shawn Devine, Director of Communications, for their updates and communication to students regarding parking during construction. He expressed appreciation for keeping students up to date with the changes.

10. Presentation – Workforce Development

Amy Hatfield, Dean of Workforce and Basic Studies, reported on Workforce Development. She reviewed a PowerPoint presentation of professional-technical certificate and degree programs that had been developed over the course of the year. Amy and Mourine “Mo” Anduiza highlighted the recently approved teacher certification program for Career and Technical Educators teaching in grades 7-12. There are currently over 85 participants seeking their initial certification or ongoing professional development.

C. Study Session

1. Board Coverage of Upcoming Events

The Board of Trustees discussed upcoming calendar items. There will be no board meeting in July. The next board meeting will be August 16th; the board will be meeting at OC-Shelton. The board will hold a retreat in August.

2. Study Session – 2016-2017 College Budget

Dr. Mitchell reviewed a PowerPoint presentation on the 2016-2017 College budget. He discussed the factors that are contributing to revenue decline and the steps the College is proposing to take to reduce expenses.

Dr. Mitchell noted that this is an enrollment crisis as well as a budget crisis. Enrollment is falling because the economy is improving and people are returning to work. It does not reflect a decline in the interest in attending college.

Dr. Mitchell reported that as staff positions are vacated, they will be reviewed with a focus on department restructure. He gave examples of restructuring positions and division support. State appropriations will be based on enrollment. Dr. Mitchell held a College Budget Hearing on June 15th in ENG 117. At the hearing he emphasized the importance of outreach efforts to increase enrollment and retain students in order to operate with the declining revenue.

Dr. Mitchell noted that capital projects do not affect the operating budget.

Budgeting will be ongoing – a work in progress. OFM directives are dire. Do’s are: save, reduce and focus on what is critical. Don’ts are: don’t request refunds, restoration of prior cuts, etc.

The board will study the policy implications in this budget climate at their annual retreat.

D. Action/Information Items

1. Action Item: SGOC 2016-2017 Budget

Trustee Peters motioned for approval. Trustee Warner seconded the motion. The vote was unanimously in favor of accepting the SGOC 2016-2017 Budget.

2. Action Item: Foundation Tender of Gift

Trustee Warner motioned for approval. Trustee Peters seconded the motion. The vote was unanimously in favor of accepting the Foundation Tender of Gift.

3. Action Item: AHE Collective Bargaining Agreement, 7/1/2016 – 6/30/2019

Dr. Mitchell reviewed the changes in the AHE contract. Trustee Warner motioned for approval. Trustee Peters seconded the motion. The vote was unanimously in favor of accepting the AHE Collective Bargaining Agreement, 7/1/2016 – 6/30/2019. The agreement was signed by Beverly Cheney, OC Board of Trustees, and Ted Baldwin, AHE President.

4 Action Item: Olympic College 2016-2017 Budget

Kay Ash reviewed a FY16-17 Budget PowerPoint presentation. Dr. Ash's goal is to work towards a zero-based budget with the administrators and faculty. Trustee Warner motioned for approval. Trustee Peters seconded the motion. The vote was unanimously in favor of accepting the College 2016-2017 budget.

E. Executive Session

There was no executive session.

F. Adjournment

Trustee Cheney adjourned the meeting at 7:16 p.m.

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