

***Board of Trustees Regular Meeting Minutes
August 28, 2015***

8:30 am Board of Trustees Retreat Meeting, The Resort at Port Ludlow

Trustee Page called the Board of Trustees Regular Meeting to order at 9:03 a.m.

Board Members in Attendance:

Bev Cheney Jim Page Darlene Peters Alice Tawresey 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
Damon Bell, Vice President for Student Services and Achievement
Cheryl Nunez, Vice President for Equity and Inclusion
Summer Kenesson, Executive Director – Institutional Planning, Assessment, and Research
Evelyn Hernandez, Executive Director – IT
David Emmons, Executive Director – Olympic College Foundation
Chris Stokke, President AHE

Guest: Carrie Hillman, Title III Data Resource Analyst

A. Communication Items

1. Communication from the Public

There was none.

B. Morning Session

Dr. Mitchell recognized Chris Stokke, current AHE President. He has appreciated his work on the Board and the Cabinet over the last four years. Trustee Tawresey complimented Chris on his effective and thoughtful work with the College and the Board. Chris thanked the Board for the opportunity to work with them; he appreciates their focus on student achievement and success.

Trustee Page recognized Trustee Tawresy for her eleven years on the Board of Trustees. Trustee Tawresy expressed appreciation for working on a board focused on student success.

1. Cabinet members discussed accomplishments and goals

Each Cabinet member shared his/her division/department's accomplishments made during the 2014-2015 year. When possible, they tied some of those accomplishments to the Board's 2014-2015 goals.

Damon Bell: Major accomplishments:

- Focusing on student services and achievement – continuing to work on the “one-stop shop”, helping students enroll and continue at the College
- Hired Associate Dean of Student Services (Faviola Barbosa); she will work closely with the ASOC
- Conducted the Men of Color Summit; over 50 students attended and participated in the daylong event
- Built a foundation for the Title IX program; implemented the Campus Clarity program for students (and, eventually, staff)
- Coordinated the residence hall program; the third building is being completed before fall quarter begins
- Working on centralizing services for Veterans moving all services together under “Military Education”
- Focusing on guided pathways – a collaboration with all divisions to provide a pathway for each student to complete his/her program in a timely, efficient manner
 - o looking at “meta-majors”
 - o outreach on campus to assist students to meet their educational goals

Mary Garguile: Major accomplishments:

- Approval for third baccalaureate degree in Organizational Leadership and Technical Management (fall, 2015 start)
- New discipline launched – American Culture and Equity Studies
- Advancement of the Center for Teaching and Learning; new director Martin Cockroft hired
- Basic Studies (ABE/ESOL) hired Martitha May, ESOL Instructional Tech, for outreach with underserved populations
- Basic Studies received funding for Project IDEA (laptop computers for lowest level ESOL students)
- Successfully secured 61 Aerospace FTEs
- Successfully secured PSNS contract for Industrial Trades Apprenticeship Program

Cheryl Nuñez: Major accomplishments since July, 2015 (starting date):

- Actively supporting the continuation and deepening of the work that has already been done by the College in the areas of equity and inclusion
- Meeting community members; engaging in conversations connecting the College to the community; discussing the role of the College in preparing students to work in the workplace
- Reviewing College policies and structures, identifying how to operationalize them
- Developing the Title IX program
- Reviewing the Human Resources department

Bruce Riveland: Major accomplishments:

- Built a budget reflecting the State allocation, tuition reduction, regulatory requirements, and increasing expenses
- Completed the College's first full financial audit
- Secured funding for the CIC building

- Third unit of the residence hall
- Supporting faculty vision for the Barner property
- Developing a plan for handling the parking challenge that will be created with the construction of the CIC building
- Provided change management support and leadership for ctcLink
- Improved the thoughtful use of College resources (space allocation)

Summer Kenesson: Major accomplishments since November, 2014 (starting date):

- Reorganized the department of Institutional Planning, Assessment, and Research
- Supported Resource Allocation Process – supplying and interpreting data for and between academic programs
- Identified what resources and tools each department needs moving forward
- Implemented VFA
- Working on the Enrollment report – prioritize what needed and can be used by the College and its departments
- Consolidated several committees/councils and created the Strategic Planning Council; they will address correlating strategic goals with the College’s mission, vision & values, and core themes; the Council will present action plans to the College this fall and start to look more closely at assessment in general and learning outcome assessment in particular

David Emmons: Major accomplishments:

- Secured the \$2M gift from the John B Stewart Trust
- Received other important endowments (e.g. Sons of Norway)
- Fundraising goals were over budget
- Participating in the Kitsap Great Give
- Board reorganization – streamline and assign board members to committees; developing a three-year strategic plan
- Expansion of Alumni Association; developing a work plan for the Association
- Community and College outreach – the Foundation partners with the College both in and outside the campus (Strategic Task Force, Diversity Conference, Men of Color Summit, sponsoring student shows at the Admiral Theatre, attendance at the Kitsap County Fair); working on a newsletter (planning 3/yr.)
- Preparing for the campaign
- Hired Jessica Miller, Director of Development

Evelyn Hernandez: Major accomplishments:

- Supported the development of the baccalaureate opportunities for OC students
 - o WSU
 - o WWU
 - o ODU
 - o Brandman
- Supported the development and maintenance of a robust and visible compliance program
 - o Work with VP for Equity and Inclusion to support student recruitment, retention, and successful completion of course work
- Supported professional development and initiatives that focus on student engagement, success, and retention
 - o Starfish Early Alert
 - o Orgsync
 - o OnBase
 - o Desktop Virtualization
 - o Security
 - o Bandwidth

- Skype for Business (Microsoft Lync)

2. Discussion – outreach to underrepresented populations

Dr. Mitchell reported the one goal he would like to see emphasized in 2015-2016 is the College's identification of and outreach to underrepresented populations; he knows that is a goal shared by the Board. Dr. Mitchell suggested the group begin by looking at a draft document prepared by Trustee Warner outlining increasing opportunities for access to higher education for underrepresented populations in Mason County.

Trustee Warner gave some background for the document. As the principal of a bilingual elementary school, he worked to ensure that the students would graduate from high school. Moving forward, he would like to see those high school graduates move on and graduate from college. He would like a guided pathway PreK-14.

Trustee Warner's interest is on the Latino students. The Latino families come to the United States valuing and craving education but lacking the knowledge/skills to access what they want. They are not "connected. They are also busy working to provide for themselves and their families and lack the time to develop those connections. The challenge is to develop a pathway to accomplish their dream – academic achievement and success. Trustee Warner's challenge to OC is to develop that pathway. He would like to see the College graduate students with a bi-literate degree of competency in addition to their academic degree. He believes there is a market for that.

Cabinet and the Board read and reviewed the document; they expressed interest in researching and pursuing the bi-literate competency. They discussed the issues, recognized and identified some of the challenges, and identified the importance of developing programs that will meet the needs of our diverse student populations.

Trustee Tawresey suggested starting with the Latino population in Shelton. There is a meeting scheduled with Superintendent Apostle, Shelton School District, for Monday, October 19th, at OC-Shelton.

Trustee Peters reported that OC-Poulsbo is working with the Native American population.

3. Exercise – Data Dashboards

Summer Kenesson and Carrie Hillman conducted an exercise in the use of data dashboards using the VFA website.

D. Afternoon Session

1. Review – 2014-2015 BOT work plan

The Board of Trustees met with Dr. Mitchell to review and discuss their progress on their 2014-2015 work plan.

2. Draft – 2015-2016 BOT work plan

The Board of Trustees met with Dr. Mitchell to draft their 2015-2016 work plan.

E. Adjournment

Trustee Page adjourned the meeting at 4:00 p.m.

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