

***Board of Trustees Regular Meeting Minutes
September 15, 2015***

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

Trustee Page called the Board of Trustees Regular Meeting to order at 5:05 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
Damon Bell, Vice President for Student Services and Achievement
Cheryl Nuñez, Vice President for Equity and Inclusion
Bruce Marvin, Assistant Attorney General
Ted Baldwin, President AHE
Candace Alvarez, President WPEA
Drayton Jackson, ASOC President

A. Consent Items

Approval of the draft minutes for the August 18, 2015 Regular Board of Trustees Meeting.

Trustee Cheney made a motion to approve the minutes. Trustee Warner seconded the motion. The vote was unanimously in favor of approval of the August 18, 2015 minutes.

Approval of the draft minutes for the August 28, 2015 Board of Trustees Retreat Meeting.

Trustee Cheney made a motion to approve the minutes. Trustee Warner seconded the motion. The vote was unanimously in favor of approval of the August 28, 2015 minutes.

B. Communication Items

1. Communication from the Public

There was none.

2. Report of the Associated Student Body of Olympic College

Drayton Jackson submitted a report to the board regarding the ASOC. Drayton noted the ASOC is committed to helping all students succeed at OC.

- Students will be encouraged to use the social site, OrgSync, a Campus Engagement Network that connects students to organizations, programs, and departments on the campus in a private online community.
- The ASOC will monitor the College's food bank; its use is on the rise. The ASOC wants to make sure the food bank is always prepared to aid students.
- Miss Poulsbo, Miss Silverdale, and Miss Kitsap are attending OC. David Emmons noted that all three are recipients of Foundation scholarships.
- Drayton attended the presentation by Dr. Tom Brown at Opening Days; he was impressed with Dr. Brown's emphasis on the important role community colleges play in helping students achieve the 'American dream.' He agrees and is very proud to be on a campus where everyone works to achieve the mission.

3. Report of the Board

Trustee Cheney commended Drayton for his report; Trustee Page expressed his appreciation for Drayton's enthusiasm.

Trustee Cheney commended Jim Page for his Trustees' welcome address at today's Opening Days' Ceremony and expressed appreciation for Title III's sponsorship of Dr. Tom Brown. She found his presentations informative and timely. Trustee Page also enjoyed listening to Dr. Brown's first presentation; he particularly enjoyed participating in the exercise.

4. Report of the President of the College

David Mitchell

- enjoyed the Opening Days, especially Dr. Tom Brown's presentations.
- welcomed Ted Baldwin, the AHE President, to his first meeting.
- thanked the OCF for the large check it presented to the College at Opening Days.
- reported that the fall enrollment is strong.
- encouraged the board to attend the reception he and his wife, Patti, will be hosting at their home for the ASOC officers and the staff that work with them.
- will be talking to students about the changes in parking that will occur when construction begins on the new building.

Damon Bell introduced Robin Williams, Director of the Sophia Bremer Child Development Center; she started at the end of August.

David Emmons introduced Jessica Miller, OCF Director of Development; she started on September 8th.

5. Report of the Olympic College Washington Public Employees Association

Candace Alvarez reported that the WPEA had a new contract as of July 1st.

6. Olympic College Association of Higher Education

Ted Baldwin reported:

- Ted served as President three terms ago; Chris Stokke served for the last two terms; now he has returned to the role. He is looking forward to it.

- There are approximately 1000 employees at OC; about 700 are part time. There is a large adjunct faculty. The faculty contract has been open since May, 2015. AHE has their negotiation team in place.
- The State legislature determined that funds can be used for faculty increments.

7. Report of the Olympic College Foundation

David Emmons

- presented a 'check' to the College for \$513,305 for 2015-2016. It reflects money for campus support, grants and awards for departments, gifts to the College, and scholarships.
- noted the groundbreaking will occur October 7th from 3:00-4:30 pm.
- noted the 20th Annual Community Luncheon will be held on Monday, October 12th, 11:00 am – 1:15 pm. Student stories will, again, be featured.
- reported the consultant will be meeting and working with the Foundation the week of October 19th.

8. Presentation – Budget

Dr. Mitchell

- thanked Monica Blackwood, President of the OCF, for the 'check' to the College.
- noted that the Robinson gift was introduced to the faculty and staff at Opening Days. The first request for applications for the grant will go out soon. Audrey Robinson was introduced and was given a standing ovation.
- announced that Bruce Riveland will be moving to Seattle Central at the end of the month; he has served OC for over four years. Dr. Mitchell expressed appreciation for his work and expertise.
- thanked Bruce and Margaret Hodun (who provided the financial data for the CSP resource allocation process) for their work on the resource allocation process and the budget.

Dr. Mitchell presented a PowerPoint that reviewed the work completed in 2014-2015 – the resource allocation process; the budget committee work; the allocation from the State; and the work of the Cabinet in determining the 2015-2016 budget for the College.

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

The PowerPoint that Bruce Riveland and Dr. Mitchell prepared reviewed the CSP Resource Allocation Process. The Olympic College Strategic Goals (2015/16 – 2017/18) were uploaded to BoardDocs for the board's review.

3. Review of the 2014-2015 BOT goals and proposed 2015-2016 BOT goals

The Board reviewed the 2014-2015 draft evaluation of the 2014-2015 Goals and the draft 2015-2016 proposed goals. The board will vote to accept the evaluation and the proposed goals at the October board meeting. Summer Kenesson will complete a crosswalk of the 2015-2016 proposed goals.

4. Possible special October BOT meeting as follow up to the BOT retreat

Trustee Page discussed the possibility of conducting a special 4-hour meeting of the board to review and discuss

- the financial graphs Bruce Riveland prepared and reviewed with the board that project future budget scenarios;
- the allocation process and how it will impact the College; and
- the budget process going forward.

Trustee Page suggested that the board consider developing a 3-5 year business plan, focusing on revenue and expenses, that aligns with the College's mission, vision, and values as well as taking into account the state allocation process. The business plan would be used to inform the board when setting annual goals.

Board members agreed to a special meeting – date, time, and place to be determined.

D. Action/Information Items

1. Action Item: Budget

Bruce Riveland distributed copies of the 2015-2016 Proposed Budget; he reviewed the proposed budget with the board. Trustee Peters motioned for approval. Trustee Cheney seconded the motion. The vote was unanimously in favor of approving the 2015-2016 budget.

2. Information Item: Fourth Quarter, 2015 Financial Report

Bruce Riveland reviewed the Fourth Quarter, 2015 financial report; the Board accepted the financial report as an information item.

E. Executive Session

There was no Executive Session.

F. Adjournment

Trustee Page adjourned the meeting at 6:48 p.m.

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