

***Board of Trustees Special Meeting Minutes
February 27, 2019***

5:00 pm Regular Board of Trustees Meeting, Olympic College Bremerton, Humanities & Student Services Building, Room 129, 1600 Chester Ave, Bremerton, WA, 98337

Trustee Bryant called the Board of Trustees Regular Meeting to order at 5:18 p.m.

Board Members in Attendance:

Steve Warner Cheryl Miller Jim Page Shannon Childs Harriette Bryant

Others in Attendance:

Marty Cavalluzzi, President
H. Bruce Marvin, Assistant Attorney General
Adam Morris, Executive Assistant to the President

Harriette Bryant, Chair, read a message regarding the recent decision to move the date and time of the tenure celebration. The date for the formal celebration of tenure confirmation will be held on April 8th, 2019 from 5:30 pm to 7:00 pm. Statement attached.

The Board read the Mission, Vision and Values.

A. Communication Items

1. Communication from the Public

- Craig Goodman, Faculty member, addressed the Board of Trustees. Mr. Goodman offered his views on Olympic College Faculty, specifically as it relates to faculty pay (both full-time and part-time) in comparison to the K-12 system and the impacts faculty pay may have on recruitment and retention of potential employees. He also congratulated those in the audience who may receive tenure during the meeting.
- Ted Baldwin, Faculty member, addressed the Board of Trustees. Mr. Baldwin provided his thoughts on the Board's decision to schedule their celebration of the award of tenure to faculty members on a different date than the board meeting at which tenure is granted. Mr. Baldwin also congratulated those in the audience who may receive tenure during the meeting.

- Elisabeth Briggs, Faculty member, addressed the Board of Trustees. Ms. Briggs provided the Board with the history and the structure of the athletic study halls organized by herself, Ted Baldwin, and Katy Baldwin. Ms. Briggs provided this as a follow-up to Trustee Page's recent comments on the academic achievement of Olympic College's student athletes.

2. Introduction of New Olympic College Employees

- Janell Whiteley, Vice President for Administrative Services, introduced the following new staff members in Administrative Services:
 - o Rosa Buss – Administrative Operations Coordinator (Facilities)
 - o Teresa Fox – Environmental Health & Safety Manager (Facilities)
 - o Ariel Birtley – Capital Projects Manager (Administrative Services)
- Allison Phayre, Executive Director of the Office of Institutional Effectiveness, introduced Bryn Heger – Data Analyst.
- Mary Garguile, Vice President for Instruction, introduced John Vaughan, Dean of Math, Engineering, Science, and Health (MESH).
- Dan Scheuler, Director of Student Leadership and Success, introduced Mychal Walz, Program Assistant for Student Programs and Activities.
- Harrison Greenlee, President of the SGOC, introduced the new student government employees, to include:
 - o Bree Grimm – Vice President of Communications & Marketing
 - o Jewel Melvin – Vice President of Poulsbo Campus
 - o Joseph Barboza – Executive Vice President

3. Report of the Board

- Trustee Childs provided a report on the progress made by herself and Trustee Page regarding policy governance. Together, they have interviewed consultants from the Association of Community College Trustees (ACCT) and will also be interviewing consultants from the Association of Governing Boards (AGB), Eric Craymer, and Mary Spilde/Ken Burke. The governance model that has been reviewed is the Carver Model, however other models of policy governance are open to consideration.
- Trustee Page reflected on the Association of College Trustees (ACT) Winter Conference. The Transforming Lives Award Dinner took place during the conference, and an Olympic College student was one of the 5 recipients for the award. Trustee Page acknowledged Joe Barboza, who was in attendance, as the Olympic College student who won that award.
- Trustee Page reminded the trustees about sending an advocacy letter (via email) to the local legislators in Olympic College's service district.
- Trustee Bryant reported on her experience at the Achieving the Dream conference in Long Beach, CA and the Achieving the Dream ICAT Luncheon held at the college. Trustee Bryant also attended the recent All College Meeting and Winter Update held in early February.

B. Reports to the Board

- The SGOC Report to the Board was reviewed. Trustee Warner commented on the positivity and optimism of the report. He is excited for the direction of the SGOC for the remainder of the year.

- The President's Report to the Board was presented; no report was posted prior to the meeting. President Cavalluzzi provided his email to the College from January 31, 2019 in lieu of a report. President Cavalluzzi also updated the Board on his contacts with our area legislators.
- The AHE Report to the Board was reviewed. Trustee Page inquired as to whether the AHE were planning to visit and advocate in Olympia during this session. No representative from the AHE was available to answer the question.
- The WPEA Report to the Board was reviewed. There were no questions or comments.
- The Olympic College Foundation Report to the Board was reviewed. There were no questions or comments.
- The Instruction Report to the Board was reviewed. There were no questions or comments.
- The Student Services Report to the Board was reviewed. There were no questions or comments.
- The Administrative Services Report to the Board was reviewed. Trustee Page commented his praise on the data focus of the report.
- The Equity & Inclusion Report to the Board was reviewed. Trustee Page asked Cheryl Nunez, Vice President for Equity & Inclusion, as to whether or not the registration was open for the Diversity Conference. Ms. Nunez informed him that the registration is open, but has not been vigorously advertised yet. There is a push to get more proposals/presenters for the conference before advertising will begin in earnest. Trustee Warner asked Ms. Nunez about her coordination efforts with Mason County and her re-entry project.
- The Office of Institutional Effectiveness Report to the Board was reviewed. There were no questions or comments.
- The Information Technology Report to the Board was reviewed. Trustee Page asked if there were any important updates on the ctcLink project. Evelyn Hernandez, Chief Information Officer, informed the Trustees about recent issues the wave 2 institutions have experience in the financial pillar.
- The Human Resource Services Report to the Board was reviewed. There were no questions or comments.

C. Consent Items

Approval of the draft minutes for the January 15, 2019 Regular Board of Trustees Meeting.

Trustee Warner made a motion to approve the minutes. Trustee Page seconded the motion. The vote was unanimously in favor of approving the January 15, 2019 Regular Board of Trustees Meeting as presented.

D. Action/Information Items

1. Information Item: Upcoming Events Calendar

Adam Morris presented the Upcoming Events Calendar to the Board of Trustees; the Board accepted the Upcoming Events Calendar as an Information Item.

2. Information Item: Financial Report as of the end of 2nd Quarter, Fiscal Year 2018-2019

Janell Whiteley, Vice President for Administrative Services, presented the Financial Report as of the end of 2nd Quarter, Fiscal Year 2018-2019 Information Item to the Board of Trustees; the Board accepted the Financial Report as of the end of 2nd Quarter, Fiscal Year 2018-2019 as an Information Item.

Trustee Page asked for clarification on the graph located on page one, specifically on the trend it is showing. Janell Whiteley, Vice President for Administrative Services, provided additional context to the graph and trend line.

3. Information Item: Faculty Senate Proposal

Elisabeth Briggs presented the Faculty Senate Proposal Information Item to the Board of Trustees; the Board accepted the Faculty Senate Proposal as an Information Item.

Ms. Briggs also provided a document outlining the faculty's rationale behind the request, as well as a draft charter for review by the Trustees. She will be requesting a formal vote from the Trustees in Spring Quarter 2019.

4. Information Item: Data Governance Policy

Allison Phayre presented the Data Governance Policy Information Item to the Board of Trustees; the Board accepted the Data Governance Policy as an Information Item.

5. Action Item: Amend 2019-2020 Instructional Calendar

Mary Garguile presented the Action Item: Amend 2019-2020 Instructional Calendar to the Board of Trustees. The changes to the calendar were reviewed, specifically the final schedules each quarter and days set aside for professional development/assessment. Trustee Warner motioned for approval. Trustee Page seconded the motion. There was no discussion, nor questions. A vote was held, 5 in favor, 0 against, 0 abstained. The action item to amend the 2019-2020 Instructional Calendar was approved.

6. Action Item: Tenure Status Dora Summers-Ewing

Trustee Page motioned for approval. Trustee Miller seconded the motion. There was no discussion, nor questions. A vote was held, 5 in favor of granting tenure, 0 against, 0 abstained. Tenure granted to Dora Summers-Ewing.

Beccie Seaman, Dean of SSH, introduced Dora Summers-Ewing to the Board of Trustees.

7. Action Item: Tenure Status Michael Laughlin

Trustee Page motioned for approval. Trustee Warner seconded the motion. There was no discussion, nor questions. A vote was held, 5 in favor of granting tenure, 0 against, 0 abstained. Tenure granted to Michael Laughlin.

Beccie Seaman, Dean of SSH, introduced Michael Laughlin to the Board of Trustees.

8. Action Item: Tenure Status Pierre Arellano

Trustee Page motioned for approval. Trustee Childs seconded the motion. There was no discussion, nor questions. A vote was held, 5 in favor of granting tenure, 0 against, 0 abstained. Tenure granted to Pierre Arellano.

Beccie Seaman, Dean of SSH, introduced Pierre Arellano to the Board of Trustees.

9. Action Item: Tenure Status Erin Douglas

Trustee Page motioned for approval. Trustee Miller seconded the motion. There was no discussion, nor questions. A vote was held, 5 in favor of granting tenure, 0 against, 0 abstained. Tenure granted to Erin Douglas.

Beccie Seaman, Dean of SSH, introduced Erin Douglas to the Board of Trustees.

10. Action Item: Tenure Status Bruce Hall

Trustee Page made a motion to extend the tenure track period for Bruce Hall, as recommended. Trustee Warner seconded the motion. There was no discussion, nor questions. A vote was held, 5 in favor of granting the extension, 0 against, 0 abstained. Tenure extended for Bruce Hall for an additional 3 quarters per the recommendation.

11. Action Item: Tenure Status Carrie Espasandin

Trustee Warner motioned for approval. Trustee Miller seconded the motion. There was no discussion, nor questions. A vote was held, 5 in favor of granting tenure, 0 against, 0 abstained. Tenure granted to Carrie Espasandin.

John Vaughan, Dean of MESH, introduced Carrie Espasandin to the Board of Trustees.

12. Action Item: Tenure Status Eva Ozeann

Trustee Warner motioned for approval. Trustee Childs seconded the motion. There was no discussion, nor questions. A vote was held, 5 in favor of granting tenure, 0 against, 0 abstained. Tenure granted to Eva Ozeann.

John Vaughan, Dean of MESH, introduced Eva Ozeann to the Board of Trustees.

13. Action Item: Tenure Status Sue Riddle

Trustee Warner motioned for approval. Trustee Childs seconded the motion. There was no discussion, nor questions. A vote was held, 5 in favor of granting tenure, 0 against, 0 abstained. Tenure granted to Sue Riddle.

Minerva Holk, Nursing Faculty, introduced Sue Riddle to the Board of Trustees.

14. Action Item: Tenure Status Allison Hicks

Trustee Warner made a motion to continue the tenure process of Allison Hicks for the remaining three quarters of her tenure track. Trustee Page seconded the motion. There was no discussion, nor questions. A vote was held, 5 in favor in continuing the tenure track for the remaining 3 quarters, 0 against, 0 abstained. Tenure denied for Allison Hicks, who will be reemployed for the remaining 3 quarters of her tenure track.

15. Action Item: Re-Employment of Probationary Academic Employees

Trustee Page motioned for approval. Trustee Miller seconded the motion. There was no discussion, nor questions. A vote was held, 5 in favor, 0 against, 0 abstained. Re-Employment of Probationary Academic Employees was approved.

E. Innovation Session

No Innovation Session was held this month due to the tenure considerations.

F. Study Sessions

1. Accreditation Recommendations
 - Marty Cavalluzzi, Olympic College President, provided the Board of Trustees with an update regarding the work being done to address each of the eight recommendations the college received on its recent Accreditation Site Visit (Year 7). Dr. Cavalluzzi read each recommendation to the trustees and had members of the Executive Team detail how the college was resolving the recommendations. The progress discussed was also provided to the trustees in the form of a detailed email to the college sent out by President Cavalluzzi on 02/25/2019.
2. Achieving the Dream Overview – Dream 2019 Attendees
 - Olympic College took 24 employees to the Dream 2019 conference in Long Beach, CA from 02/19-22/2019. The conference attendees included members of the Classified Staff, Faculty (Full-Time and Adjunct), Administration, and Board of Trustees. Each attendee was invited to present to the Board of Trustees on their experience and takeaways from the conference. Those who offered their views on the conference include: Rosa Buss, Mary Garguile, Teresa Brooks (provided a statement read by Adam Morris), Wendy Belden (provided her information to Mary Garguile who shared it with the Board), Cheryl Nunez, Elaine Williams Bryant, David Emmons, Beccie Seaman, Harriette Bryant, Sandi Gallear (statement read by Harriette Bryant), John Vaughan, Marty Cavalluzzi, Allison Phayre, and Evelyn Hernandez.

G. Executive Session

The Board adjourned at 5:47 p.m. for a 0 minute recess before going in to Executive Session.

The purpose of the Executive Session was to review the performance of a public employee.

At 5:47 p.m. the Board met in Executive Session for 15

At 6:02 p.m. it was extended for 10 minutes.

At 6:12 p.m. it was extended for 10 minutes.

The meeting reconvened at 6:22 p.m. out of Executive Session.

The meeting was adjourned at 8:25 p.m.

H. Adjournment

Trustee Bryant adjourned the meeting at 8:25 p.m.

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