

***Board of Trustees Regular Meeting Minutes  
September 18, 2018***

**5:00 pm** Regular Board of Trustees Meeting, Olympic College Bremerton, Humanities & Student Services Building, Room 119/121, 1600 Chester Ave, Bremerton, WA, 98337

Trustee Bryant called the Board of Trustees Regular Meeting to order at 5:12 p.m.

**Board Members in Attendance:**

Steve Warner          Cheryl Miller          Jim Page          Shannon Childs          Harriette Bryant

**Others in Attendance:**

Marty Cavalluzzi, President  
Adam Morris, Executive Assistant to the President  
Mary Garguile, Vice President for Instruction  
Cheryl Nunez, Vice President for Equity and Inclusion  
Elaine Williams Bryant, Vice President for Student Services and Achievement  
H. Bruce Marvin, Assistant Attorney General  
Janell Whiteley, Interim Director of Business Services  
Ted Baldwin, OC-AHE President  
Deb Montez, WPEA Chief Shop Steward  
Danielle Murphy, SGOC President

The Board read the Mission, Vision and Values.

**A. Consent Items**

**Approval of the draft minutes for the August 16-17, 2018 Special Board of Trustees Meeting.**

Trustee Warner made a motion to approve the draft minutes. Trustee Miller seconded the motion. The vote was unanimously in favor of approving the August 16-17, 2018 Special Board of Trustees Meeting draft minutes as presented.

**Approval of the draft minutes for the August 21, 2018 Regular Board of Trustees Meeting.**

Trustee Warner made a motion to approve the minutes. Trustee Miller seconded the motion. The vote was unanimously in favor of approving the August 21, 2018 Regular Board of Trustees Meeting draft minutes as presented.

## **B. Communication Items**

### **1. Communication from the Public**

- Emma Gold addressed the Board of Trustees. Ms. Gold spoke about adjunct pay, and her belief that adjunct parking rates should be proportional to their pay when compared to Full-Time Faculty members. Ms. Gold asks that the Board of Trustees not raise parking rates for adjunct faculty members higher than \$45/year.

### **2. Introduce New OC Staff**

- Shawn Devine, Director of Communications, introduced Jennifer Pebbles, the new Graphic Designer in the Communications & Web Services Office.
- David Emmons, Executive Director of the Olympic College Foundation, introduced his staff to the Board of Trustees:
  - o Audrey Wolf, Director of Annual Giving and the Alumni Association
  - o Gretchen Ritter-Lopatowski, Creative & Brand Manager
  - o Teri Gleich, Communications Specialist

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

- Trustee Bryant read a statement to start the meeting regarding changes to the board meetings going forward. The Trustees would like the following:
  - o A better location for the meetings. A room more suitable for presentations, with microphones for the Board and at a table designated for those addressing the Trustees;
  - o A dais that consists of only the Board, the College President, and A.A.G. The Board Secretary will be at a table off to the side. All other attendees would be seated in the audience, and will come to the designated table when addressing the Board;
  - o Written reports from the areas of: the President's Office, Instruction, Student Services, Administrative Services, Equity & Inclusion, the Office of Institutional Effectiveness, Information Technology, Human Resources, the OC Foundation, the Student Government of Olympic College (SGOC), the AHE, and the WPEA;
  - o The Study Sessions will be identified by the Board of Trustees for the remainder of the year, and will be shared in coming weeks;
  - o The President is to identify the Innovation Sessions for each month;
  - o All materials are to be posted to BoardDoc's two weeks prior to the next Regular Board Meeting;
- Trustee Warner reported on his attendance at the Opening Days All-College Convening. Complemented President Cavalluzzi's Achieving the Dream presentation, and notes his excitement for the College's participation in this organization.
- Trustee Childs shared her appreciation of the new Olympic College Foundation website and complimented the quality of the OC Foundation publication: the Summit.
- Trustee Bryant expressed her support for the work the College will be undertaking with Achieving the Dream.

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

Dr. Cavalluzzi made his report to the Board of Trustees. He discussed some of the key activities he has been engaged in since the last Regular Board meeting, the time period of August 21<sup>st</sup> through the end of the Month. Topics discussed include:

- Meeting with the Bremer Trust trustees to better understand the relationship between the trust and the college, and talk about the future;
- The employee night at the Tacoma Rainiers, where he threw the first pitch;
- The Cabinet Retreat held on August 24<sup>th</sup>, 2018;
- The Achieving the Dream Kickoff Event held for Student Services staff on August 27<sup>th</sup>, 2018; The upcoming planned professional development activities and Opening Days schedule was reviewed;
- Meeting with Marlene Harlan, Senior Director, Puget Sound West, from Western Washington University to discuss how we can enhance the partnership between OC and WWU;
- Graduate Strong, and his recent decision to accept the position of Chair for the project;
- His upcoming Bremerton Rotary induction;
- The Avid program, and his mentoring role;
- His reflections on the Board Retreat in August;

## **5. Report of the Student Government of Olympic College (SGOC)**

Danielle Murphy, President of the SGOC, reported to the Board of Trustees on the recent activities of the SGOC, to include:

- The finalization of their recent office relocation;
- Stocking the Food Pantry;
- The introduction of SGOC Officers:
  - o Anthony Laguren, Vice President of Student Life
  - o Rowan Sibley, Vice President of Public Relations & Communications
  - o Sarah Simmons, Vice President of Poulsbo Campus
  - o Joseph Barboza, Vice President of Shelton Campus
  - o The two vacant positions (Executive Vice President and Vice President of Finance) will be filled soon via an application process
- Trainings completed and presentations made by members of Cabinet;
- The three main goals of the SGOC for the 2018-2019 Academic Year:
  - o The Governor's Student Voter Registration Challenge
  - o Continue to make progress on the proposed Wellness Center
  - o Form a Student Senate
- Ms. Murphy also invited the Trustees to the SGOC Desert Social held on September 19<sup>th</sup>, 2018 from 2:00 PM to 5:00 PM at the new SGOC offices;

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

David Emmons, Executive Director of the Olympic College Foundation, introduced Mark Hughes, Chair of the Olympic College Foundation Board, who presented a check the college for the 2018-2019 program support and scholarship. The check totaled \$1,211,905.20. Mr. Emmons also provided highlights from his written report to the Board of Trustees, such as:

- The Foundation has awarded 42 nursing scholarships
- The OC Foundation Community Luncheon will be held October 8<sup>th</sup>, 2018 at the BSC.

Mr. Emmons will be attending the CASE Community College Advancement conference October 3-5, 2018.

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

Ted Baldwin gave a report to the Board of Trustees on behalf of the Olympic College AHE. Mr. Baldwin discussed the following in his report:

- The McCleary Funding passed by the State Legislature, and the responses from the various school districts.
- The effects of the Janus decision by the Supreme Court. To date only 1 faculty member at OC chose to leave the union.
- The recent State decision that gave district Boards permission to bargain salaries out of local funds. Three community colleges in the system have bargained from local funds already.
- Problems with union members have with HRS.
- Thoughts on Parking were provided. Mr. Baldwin requested the Board postpone their vote until the budget is transparent.

## **8. Report of the Olympic College Washington Public Employees Association (WPEA)**

Deb Montez reported to the Board of Trustees on behalf of the WPEA. The report included:

- The WPEA is close to ratifying the next 2-year contract. Margaret Hodun is representing Olympic College in the negotiations.
- 4 of the 6 employees affected by the transition to Barnes & Noble have been placed in other positions at the college. Barnes & Noble is working with the bookstore employees to learn the Olympic College community better.
- The proposed changes to the parking rates was addressed. The public comments regarding part-time employees' salaries from the August meeting were reiterated.
  - o Issues getting the word out due to employees not being able to use

Ms. Montez asked, and received, clarification on the Board's requested meeting changes.

## **C. Study Session**

- Mary Garguile, Vice President for Instruction, presented the Year 7 Accreditation Report to the Board of Trustees, and discussed the Accreditation Site Visit process. The trustees were provided with handouts that informed them of the accreditation standards that are applicable to the governing board, and covered the corresponding portions of Olympic College's Year 7 Accreditation Report.
- Ms. Garguile presented the most recent version of Olympic College's Mission Fulfillment Scorecard, which serves as a visual representation of how Olympic College is meeting its goals/mission.
- The upcoming Accreditation Site Visit, November 7-9, 2018 was discussed, specifically the level and nature of Board involvement.
- Trustee Page appreciated the scorecard, and requests to have it updated and sent to the Board more frequently than once per year.

## **D. Innovation Session**

- No innovation session held this month.

## **E. Action/Information Items**

### **1. Information Item: Upcoming Events Calendar**

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

**2. Information Item: 2018 PACE Survey Results**

Allison Phayre presented the 2018 PACE Survey Results to the Board of Trustees; the Board accepted the 2018 PACE Survey Results as an Information Item.

**3. Information Item: KMB Campus Security Assessment Plan**

Janell Whiteley presented the KMB Campus Security Assessment Plan to the Board of Trustees; the Board accepted the KMB Campus Security Assessment Plan as an Information Item.

**4. Information Item: Financial Report as the end of fiscal year 2017-2018**

Janell Whiteley presented the Financial Report as the end of fiscal year 2017-2018 to the Board of Trustees; the Board accepted the Financial Report as the end of fiscal year 2017-2018 as an Information Item.

**5. Action Item: 2017-2018 Final Tender of Gift from OC Foundation**

Trustee Page motioned for approval of the 2017-2018 Final Tender of Gift from OC Foundation Action Item. Trustee Miller seconded the motion. Discussion was held. The vote was unanimously in favor of approving the 2017-2018 Final Tender of Gift from OC Foundation Action Item.

**6. Action Item: Proposed Parking Fee Increase**

Trustee Warner motioned for approval of the Proposed Parking Fee Increase Action Item. There was no second. The motion was tabled until the October meeting.

Discussion was held regarding salary disparities among employee groups, student parking rates in relation to employee the various employee rates, increase in parking options for part-time and adjunct employees.

**7. Action Item: Proposed Security Enhancement Fee Increase**

Due to the tabling of the Proposed Parking Fee Increase Action Item, the Proposed Security Enhancement Fee Increase Action Item was tabled as well.

**F. Division Reports**

- Instruction Report was reviewed. No questions or discussion.
- Student Services Report was reviewed. No questions or discussion.
- Equity & Inclusion Report was reviewed. No questions or discussion.
- Administrative Services Report was reviewed. No questions or discussion.

**G. Executive Session**

The Board adjourned at 6:56 p.m. for a 4 minute recess before going in to Executive Session.

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

At 7:00 p.m. the Board met in Executive Session for 15 minutes.

At 7:15 p.m. it was extended for 10 minutes.

At 7:25 p.m. it was extended for 10 minutes.

The meeting reconvened at 7:34 p.m. out of Executive Session.

The meeting was adjourned at 7:35 p.m.

## **H. Adjournment**

Trustee Bryant adjourned the meeting at 7:35 p.m.

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