

***Board of Trustees Regular Meeting Minutes
May 17, 2022***

5:30 pm Regular Board of Trustees Meeting – Olympic College Bremerton, Building 4, Room 129, 1600 Chester Ave, Bremerton, WA 98337.

Zoom Link: <https://olympic.zoom.us/j/98357142304?pwd=OFJJVIRJdHhVMGxpb2FLeUFjNzNldz09>

Meeting ID: 983 5714 2304

Meeting Password: OCBOT0517

Trustee Miller called the Board of Trustees regular meeting to order at 5:33 p.m.

Board Members in Attendance:

Tom Eckmann Harriette Bryant Frankie Coleman Candelario Gonzalez Cheryl Miller

Others in Attendance:

Marty Cavalluzzi, President

Tricia Boerger, Assistant Attorney General

Adam Morris, Chief of Staff (minutes)

A. Study Session

1. Phi Theta Kappa (PTK) Student Introductions

- Dr. Brendon Taga, Vice President for Student Services, and Dr. Theresa Ramos, Director of Running Start and the PTK Advisor, provided the Phi Theta Kappa (PTK) student introductions to the Board of Trustees.
- The presentation covered:
 - o An explanation of the Phi Theta Kappa organization;
 - o An introduction of Olympic College PTK Students: Alyson McClung, Ashley Leon Guerrero, and Madeline Seid;
 - o A slide show on the PTK Catalyst Event attended by PTK students Alyson McClung, Ashley Leon Guerrero, and Madeline Seid;
 - Awards won at the Catalyst Event:
 - 5-Star Chapter status for Olympic College;

- Regional Award for Excellence – Chapter Engagement;
 - Continued Excellence Award for Advisors – Dr. Theresa Ramos;
 - Upcoming PTK Events;
 - A “Thank You” to the Student Government of Olympic College (SGOC) for funding the opportunity, and to Dr. Theresa Ramos for serving as PTK Advisor;
- Dr. Brendon Taga presented the All-Washington Academic Team members from Olympic College with certificates of recognition, medallions, and their prize checks. Olympic College’s All-Washington Academic Team representatives are:
 - Get name of awards (team and Teresa’s) from him
 - All-Washington Academic Team membership
 - Ashley Leon Guerrero
 - Madeline Seid
 - TeAirra Lawson
- There were no questions nor comments

2. Sophia Bremer Early Learning Academy (SBELA)

- Dr. Brendon Taga, Vice President for Student Services, and Ron Ellison, Vice President for Administrative Services, presented to the Board of Trustees on the Sophia Bremer Early Learning Academy (SBELA).
- The presentation covered:
 - The College’s commitment to accessible, reliable childcare on campus for our students;
 - The impact of childcare on our student population;
 - How the college supports parenting students;
 - Factors Impacting Childcare;
 - Declining Enrollment in Higher Education/OC (FTE and Headcount);
 - Current staffing at SBELA;
 - A breakdown of SBELA revenue trends;
 - Total revenue vs. total expenses and total losses (with and without COVID-19 Relief Funding – HEERF);
- A question-and-answer period was held:
 - Trustee Bryant asked for further information regarding losses in the 2019-2020 academic year. The Board was informed that during 2019-2020 there was a change to a definition that is necessary to qualify for Early Head Start/Head Start grants, thus the College received significantly less funding from those sources. Dr. Taga also reminded the Trustees that unlike many other childcare centers, Olympic College did not lay off employees during start of pandemic and kept paying the staff during that time of uncertainty.
 - There were no further questions nor comments.

B. Communication Items

1. Introduction of New Olympic College Employees

- Marty Cavalluzzi, President, introduced Martin Cockroft, Vice President of Instruction, to the Board of Trustees.

- Josh Masters, Vice President for Human Resources, introduced Rick Sommers, Human Resources Compliance Manager, to the Board of Trustees.

2. Report of the Board of Trustees

- Trustee Miller reported on her attendance of the City of Poulsbo Planning & Economic Development Committee meeting last month.
- Trustee Bryant reported on the positive reception of the Language of the Land: Lushootseed Markers on OC Campus event held on the 12th.
- Trustee Eckmann reported on membership of State Association of College Trustees (ACT), and his appointment to represent the state in the national association. Trustee Eckmann also reminded the Board of the upcoming ACT conference being held in Tacoma.
- Trustee Coleman had nothing to report.

3. Communication from the Public

- Erin Douglas, faculty member, addressed the Board of Trustees. Ms. Douglas commented on the Sophia Bremer Early Learning Academy (SBELA).

C. Reports to the Board

1. Student Government of Olympic College Report to the Board of Trustees

- Mr. Brandon Gall, President of the Student Government of Olympic College (SGOC), submitted a written report to the Board of Trustees.
- Mr. Gall provided the Trustees with an oral report as well, and his comments focused on:
 - o Working to resolve annual goals and finalizing the spend-down plan for their excess reserves;
 - o Adoption of the Student Services “You’re Otterly Great” Award, but for faculty to recognize students;
 - o SGOC attendance of a national conference for student leaders on Diversity, Equity, & Inclusion in New Jersey;
 - o Student participation on tenure committees;
 - o Social Media work being done by the SGOC;
 - o The S&A Fee Budget process;
 - o An update on Student Clubs – 14 active clubs, with 3 in process of getting chartered, and several more in the pipeline. They are hoping to have 20 in total by fall;
 - o Thanking other SGOC officers for all their work this year;
- President Cavalluzzi applauded SGOC’s work in bringing back clubs, citing studies showing that student participation in clubs increases student retention/success.
- There were no further questions nor comments regarding the report.

2. Washington Public Employees Association Report to the Board of Trustees

- Margaret Hodun, Shop Steward, addressed the Board of Trustees. In her comments, Ms. Hodun discussed:
 - o An update on the bargaining process between the WPEA and OFM);
 - o Concerns regarding employee retention and exit interviews;
 - o Unfilled Classified Staff positions;
 - o Demands to Bargain Updates;

- Concerns on the efficacy of the new bullying policy;
- Updates on Labor and Management Communications Committee (LMCC) meetings;
- Concerns regarding the Talent Acquisition Management module (TAM) in ctcLink;
- Training for employees;
- Updates on the Telework Policy, noting that it will be moving towards a formal Demand to Bargain;
- No questions or comments regarding the report.

3. Association of Higher Education (AHE) Report to the Board of Trustees

- Val Torrens, AHE Vice President – Adjuncts, addressed the Board of Trustees. Ms. Torrens report covered the following topics:
 - Thanking all faculty/employees who are attending the meeting tonight;
 - Congratulations to the newly tenured faculty on behalf of AHE;
 - Appreciation to the Board of Trustees for approving the CBA;
 - Encouraging the Trustees to advocate for students and employees at the state level;
 - Concerns on the college budget and Budget Council;
 - Appreciation for the newly installed Lushootseed markers on campus;
- There were no further questions or comments by the Board.

4. Faculty Senate Report to the Board of Trustees

- Elisabeth Briggs, Chair – Faculty Senate, provided a report to the Board of Trustees. Ms. Briggs' report included:
 - A welcome to Martin Cockroft to official role as the Vice President for Instruction, and thanked those involved in the hiring process;
 - A 'thank you' to the faculty serving on the various Governance Councils;
 - Congratulations to the faculty receiving tenure this evening;
- There were no further questions or comments by the Board.

5. President's Report to the Board of Trustees

- Dr. Marty Cavalluzzi, President, submitted a written report to the Board of Trustees.
- President Cavalluzzi provided an oral report as well, which discussed a recent article published in The Chronical of Higher Education regarding the impact of COVID-19 on Community Colleges.
- Trustee Eckmann thanked the President for the enrollment summary included in the report, feeling that it should frame the budget conversations nicely.
- There were no further questions or comments by the Board.

6. Instruction's Report to the Board of Trustees

- Martin Cockroft, interim Vice President for Instruction, submitted a written report to the Board of Trustees.
- Mr. Cockroft provided an oral report, which covered:
 - A congratulations to the newly tenured faculty members;
 - An upcoming Order of the Engineer event and the Engineering partnership with WSU;
- Trustee Eckmann requested that there be a study session on Workforce Development and Career-Technical Education.

- There were no further questions or comments by the Board.

7. Student Services' Report to the Board of Trustees

- Dr. Brendon Taga, Vice President for Student Services, submitted a written report to the Board of Trustees.
- Dr. Taga provided an oral report as well, which covered the hiring process for the Vice President for Diversity, Equity, and Inclusion.
- A question-and-answer period was held:
 - o Trustee Eckmann inquired about the mentors referenced in the report in the Running Start section. Dr. Taga informed the Board that those mentors are current students, who would be paired with new students. Additionally, Dr. Taga mentioned that they were looking at leveraging the Strategic Diversity Plan funding from the State to do more peer mentoring.

8. Administrative Services Report to the Board of Trustees

- Ron Ellison, Vice President for Administrative Services, submitted a written report to the Board of Trustees.
- There were no further questions or comments by the Board.

9. Human Resource's Report to the Board of Trustees

- Joshua Masters, Interim Executive Director for Human Resources, submitted a written report to the Board of Trustees.
- Mr. Masters provided an oral report as well, which covered Olympic College's participation in area Pride Month activities.
- A question-and-answer period was held:
 - o Trustee Eckmann asked for further information regarding the issues with the ctcLink module "TAM" – Talent Acquisition Management. Mr. Masters informed the Board of Trustees that the TAM module, like a lot of ctcLink, had promised a lot but has not delivered on those promises. Some of the pressing issues include:
 - Non-functional position requisition process/automatic routing;
 - Inaccurate job data transfer for internal candidates, as well as some on external candidates;
 - System reliability for applicants;
 - Lack of response from SBCTC;
 - o Trustee Eckmann commented that the college should consider pulling together a state-wide group from all the colleges to address the issues with the State Board for Community & Technical Colleges, as was done with the Finance Pillar.
 - o Trustee Eckmann commented that the SBCTC is going to re-organize their ctcLink team to start working on issues, now that all colleges have been converted to the new system.

10. Communications Report to the Board of Trustees

- Shawn Devine, Executive Director of Communications, Marketing, and Webservices submitted a written report to the Board of Trustees.
- There were no further questions or comments by the Board.

11. Information Technology's Report to the Board of Trustees

- Evelyn Hernandez, Chief Information Officer, submitted a written report to the Board of Trustees.
- There were no further questions or comments by the Board.

12. Office of Institutional Effectiveness' Report to the Board of Trustees

- Dr. Allison Phayre, Executive Director of the Office of Institutional Effectiveness, submitted a written report to the Board of Trustees. Dr. Phayre provided an oral report as well, which covered:
 - o Year-End Reporting currently underway by her team;
 - o The need for a Query Manager position for the college, who would assist with operational data management;
- There were no further questions or comments by the Board.

13. Olympic College Foundation's Report to the Board of Trustees

- Trevor Ross, Executive Director of the Olympic College Foundation, did not provide a written nor oral provided an oral report, due to recent vacation and absences.
- There were no further questions or comments by the Board.

14. Chief of Staff's Report to the Board of Trustees

- Adam Morris, Chief of Staff, submitted a written report to the Board of Trustees.
- Trustee Eckmann requested further clarification regarding the changes to the Open Public Meeting Act changes. Mr. Morris informed the Board that the major change involves the repeal of the OPMA Emergency Proclamation (as of June 1, 2022). While the Board is no longer required to hold their meetings virtually, Engrossed Substitute House Bill 1329 does require that agencies provide an option for verbal public comment (telephonic or videoconferencing) – where feasible – during the meeting to anyone who has difficulty attending the meeting due to disability, limited mobility, or any other reason that makes attending in person difficult.
- There were no further questions or comments by the Board.

D. Consent Items

1. Approval of the draft minutes for the April 19, 2022 Regular Board of Trustees Meeting

- Trustee Eckmann made a motion to approve the draft minutes for the April 19, 2022 Regular Board of Trustees Meeting as presented. Trustee Bryant seconded the motion. A vote was held and was in favor of approving the April 19, 2022 Regular Board of Trustees Meeting minutes as presented (5 – yes; 0 – no; 0 – abstaining).

2. Approval of the draft minutes for the May 10, 2022 Special Board of Trustees Meeting

- Trustee Coleman made a motion to approve the draft minutes for the May 10, 2022 Special Board of Trustees Meeting as presented. Trustee Gonzalez seconded the motion. A vote was held and was in favor of approving the May 10, 2022 Special Board of Trustees Meeting minutes as presented (5 – yes; 0 – no; 0 – abstaining).

E. Information/Action Items

1. Information Item: Yearly Events Calendar – May 2022

- Adam Morris presented the Yearly Events Calendar – May 2022 Information Item to the Board of Trustees.
- There were no questions nor discussion.
- The Board accepted the Yearly Events Calendar – May 2022 Information Item

2. Information Item: Budget Update - Month Ending March 2022

- Angela Hamilton, interim Director of Business Services, presented the Budget Update - Month Ending March 2022 Information Item to the Board of Trustees.
- There were no questions nor discussion.
- The Board of Trustees accepted the Budget Update – Month Ending March 2022 Information Item.

3. Information Item: 2022-2023 S&A Fee Budget

- Rosie Harper, SGOC Director of Finance & Operations, presented the 2022-2023 S&A Fee Budget Information Item to the Board of Trustees.
- A question-and-answer period was held:
 - o Trustee Eckmann commented that he was impressed by the presentation.
 - o Trustee Eckmann inquired about the spend-down plans for funds in the SGOC Reserve account if they are not going to use it to supplement the current allocation as they fund requests for next year. Ms. Harper informed the Board that the SGOC will still be supplementing their allotted allocation from their reserves, but the amount of that supplement will decrease each year going forward.
 - o Chair Miller commented on her appreciation of the work that went into this process and the efforts they made to standardize their processes (rubrics, etc.).
 - o Trustee Bryant echoed Chair Miller's comments, and thanked Ms. Harper for her thorough presentation.
- The Board of Trustees accepted the 2022-2023 S&A Fee Budget Information Item.

4. Information Item: 2022-2023 Operating Budget

- Ron Ellison, Vice President for Administrative Services, presented the 2022-2023 Operating Budget Information Item to the Board of Trustees.
- A question-and-answer period was held:
 - o Trustee Eckmann provided comments regarding the recent Board Finance Committee Meeting, to include:
 - The projected deficit for next year (roughly 8% - without drawing from the reserve account);
 - Potential cut scenarios (in terms of percentages) and how much to allocate from reserves. The Board Finance Committee is looking at a 3.5% cut and supplementing the rest from reserves;
 - Concerns on the College's size relative to the current enrollment trends;
 - o Trustee Eckmann requested a 3-year projection at next month's meeting on what enrollments would need to be in order to balance the budget.

- The Board of Trustees accepted the 2022-2023 Operating Budget Information Item.

5. Action Item: Tenure Status Brandon Cook

- Martin Cockroft, Vice President for Instruction, presented the Tenure Status for Dr. Brandon Cook Action Item. Trustee Bryant made a motion to award tenure to Brandon Cook. Trustee Coleman seconded the motion. There was no discussion or questions.
- A vote was held and in favor of granting Tenure status to Dr. Brandon Cook (5 – yes; 0 – no; 0 – abstaining).
- John Vaughan, Dean of Mathematics, Engineering, Science, & Health (MESH), introduced Dr. Brandon Cook, who provided comments on his newly granted Tenure status.

6. Action Item: Tenure Status Holly Lanoue

- Martin Cockroft, Vice President for Instruction, presented the Tenure Status for Holly Lanoue Action Item. Trustee Eckmann made a motion to award tenure to Holly Lanoue. Trustee Coleman seconded the motion. There was no discussion or questions.
- A vote was held and in favor of granting Tenure status to Holly Lanoue (5 – yes; 0 – no; 0 – abstaining).
- Dr. Beccie Seaman, Dean of Social Science & Humanities, introduced Holly Lanoue, who provided comments on her newly granted Tenure status.

7. Action Item: Tenure Status Scott Robertson

- Martin Cockroft, Vice President for Instruction, presented the Tenure Status for Scott Robertson Action Item. Trustee Bryant made a motion to award tenure to Scott Robertson. Trustee Gonzalez seconded the motion. There was no discussion or questions.
- A vote was held and in favor of granting Tenure status to Scott Robertson (5 – yes; 0 – no; 0 – abstaining).
- John Vaughan, Dean of Mathematics, Engineering, Science, & Health (MESH), introduced Scott Robertson, who provided comments on his newly granted Tenure status.

8. Action Item: 2022-2023 Re-Employment of Probationary Academic Employees

- Martin Cockroft, Vice President for Instruction, presented the 2022-2023 Re-Employment of Probationary Academic Employees Action Item to the Board of Trustees. Trustee Bryant made a motion to approve the re-employment of the listed probationary academic employees for 2022-2023. Trustee Eckmann seconded the motion.
- No discussion nor questions.
- A vote was held and in favor of approving the re-employment of the listed probationary tenure track academic employees for 2022-2023 (5 – yes; 0 – no; 0 – abstaining).

9. Action Item: Sabbatical Requests

- Martin Cockroft, Vice President for Instruction, presented the Sabbatical Requests Action Item to the Board of Trustees. Trustee Eckmann made a motion to approve the Sabbatical Requests Action Item. Trustee Bryant seconded the motion.
- No discussion nor questions.
- A vote was held and was in favor of approving the Sabbatical Requests Action Item (5 – yes; 0 – no; 0 – abstaining)

10. Action Item: Approval of FY 2022-2023 Tuition Rates

- Ron Ellison, Vice President for Administrative Services, presented the Approval of FY 2022-2023 Tuition Rates Action Item to the Board of Trustees. Trustee Bryant made a motion to approve the FY 2022-2023 tuition rates as presented. Trustee Coleman seconded the motion.
- There were no discussion or questions.
- A vote was held and was in favor of approving the FY 2022-2023 tuition rates as presented (5 – yes; 0 – no; 0 – abstaining)

11. Action Item: Indemnification Request

- Cheryl Miller, Board Chair, presented the Indemnification Request Action Item to the Board of Trustees.
- No motion was made. Indemnification request denied.

F. Executive Sessions

1. The Board adjourned at 5:35 p.m. for a 0-minute recess before going into Executive Session.
 - The purpose of the Executive Session was to review recommendations relative to the award or denial of tenure.
 - At 5:35 p.m. the Board met in Executive Session for 15 minutes.
 - The meeting reconvened out of Executive Session at 5:50 p.m.
2. The Board adjourned at 8:09 p.m. for a 0-minute recess before going into Executive Session.
 - The purpose of the Executive Session was to consult with legal counsel regarding agency enforcement actions or actual or potential agency litigation.
 - At 8:09 p.m. the Board met in Executive Session for 20 minutes.
 - At 8:29 p.m. the Board extended their Executive Session by 10 minutes.
 - The meeting reconvened out of Executive Session at 8:39 p.m.

G. Adjournment

- Trustee Miller adjourned the meeting at 8:41 p.m.

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