

***Board of Trustees Regular Meeting Minutes
January 19, 2021***

5:30 pm Regular Board of Trustees Meeting

Zoom Link: <https://olympic.zoom.us/j/93800637629?pwd=RzR5TC9VdnhyMGRVNDZJakZBSmF5Zz09>

Meeting ID: 938 0063 7629

Meeting Password: OC-BoT0119

Trustee Bryant called the Board of Trustees regular meeting to order at 5:31 p.m.

Board Members in Attendance:

Tom Eckmann Cheryl Miller Harriette Bryant Frankie Coleman

Others in Attendance:

Marty Cavalluzzi, President

H. Bruce Marvin, Assistant Attorney General

Adam Morris, Chief of Staff (minutes)

The Board read the Mission, Vision and Values.

A. Communication Items

1. Communication from the Public

- None

2. Introduction of New Olympic College Employees

- President Marty Cavalluzzi introduced Dr. Joseph Han, Vice President for Administrative Services.
- Dr. Mary Garguile, Vice President for Instruction, introduced Melissa Curtis, Executive Assistant to the Vice President for Instruction.
- Elsa Krier, Outreach and Recruitment Manager, introduced two new Student Success Navigators: Adam Turner and Mireya Redd.

3. Report off the Board of Trustees

- Trustee Miller had nothing to report.
- Trustee Eckmann reported on the Board Finance Committee meeting held last week and reminded the Trustees of the upcoming ACT Winter Conference and ACT New Trustee Orientation.
- Trustee Gonzalez had nothing to report.
- Trustee Coleman had nothing to report.
- Trustee Bryant reported on her attendance of the recent college sponsored Martin Luther King, Jr. Day celebration. Chair Bryant also welcomed everyone to a new year and encouraged everyone to continue to look after their health as the pandemic continues.

B. Reports to the Board

1. Student Government of Olympic College Board Report

- Brooklyn Jennings, SGOC President, updated the Board of Trustees on their recent activities, to include:
 - o Engaging with students virtually;
 - o Participating in the recent student calling campaign organized by Student Services;
 - o The drive-through Thanksgiving Basket event (100+ students received baskets);
 - o Club Congress formation;
 - o Completed 2 of 5 goals from previous SGOC Administrations;
 - o Funded SING with \$20,000 student textbook support and assistance with their other needs;
 - o Funded the SGOC Cares Act fund with \$200,000. These funds went directly to students for tuition assistance, childcare, and the Gap Waiver program.
 - o SGOC Survey of students. Received over 170 response, and which they are analyzing for ways to better meet the needs of the student population;
 - o Starting their budgeting process for the upcoming academic year.
- Trustee Bryant thanked the SGOC for their report and the many positive contributions they are making.
- Trustee Eckmann recalled the SGOC request for Trustee input on the SGOC budget/budgeting process and offered to set up a meeting with SGOC and Board Finance Committee to answer any questions they may have.

2. Association of Higher Education Board Report

- Craig Goodman, President of the Olympic College Association of Higher Education, addressed the Board of Trustees. Mr. Goodman commented on:
 - o The current state of on-going negotiations: Full Contract, CARES Act, and High Demand Programs/Faculty (HB 2158);
 - o OC Safe Start Planning and the future reopening of the College;
 - o The Washington State Vaccination Plan – higher education faculty were not included in the vaccine distribution prioritization of the faculty in the K-12 system. Requested the Trustees advocate for re-prioritization of higher education faculty in the vaccination plan with the Governor and Legislature.
- Mr. Goodman also requested the Trustees meet directly with AHE members and other faculty.

3. Washington Public Employees Association Board Report

- Deb Montez, Chief Shop Steward, addressed the Board of Trustees. In her comments, Ms. Montez discussed:
 - o A reflection on 2020;
 - o A look ahead to 2021 - feels it will be another challenging year for WPEA members;
 - o The protracted and difficult ctcLink implementation;
 - o Updating of job descriptions in partnership with Administration;
 - o Working to resolve faculty load processing issues;
 - o Employee Safety concerns and COVID-19 Vaccination Schedule;

4. Labor Management Report

- Joshua Masters, Director of Labor Relations, addressed the Board of Trustees. Mr. Masters discussed:
 - o The Collage and AHE have successfully bargained the CARES Act funding and was done in a way it should not need to be renegotiated in the future.
 - o High-Demand funding negotiations are a complicated issue. The AHE and College are set to meet again this week.
 - o PERC is coming in again to work with the Administration and WPEA this quarter. The Executive Team has already participated in PERC training as a sign of commitment to improving relations.
 - o Other issues mentioned by the WPEA are bargainable and the parties are looking to resolve those in the next few months and turn a corner in relations in this coming year.

5. College Report to the Board of Trustees

- Olympic College President Marty Cavalluzzi presented the College's Report to the Board of Trustees.
- President Cavalluzzi read a statement regarding the past issues in the Facilities Department and their effects on classified staff members.
- President Cavalluzzi introduced the report and opened a question-and-answer period:
 - o Trustee Eckmann commented on the ongoing website enhancements, and asked Cheryl Nunez, Vice President for Equity & Inclusion when the Trustees might get a peek at new website?
 - Ms. Nunez informed the Board that the website work will continue into the summer, but she will work with our communications department to provide a sneak peek into the redesign efforts.
 - o Trustee Eckmann inquired about the number of students who typically respond to the CANVAS survey sent out by the Center for Learning Innovation. Dr. Garguile, Vice President for Instruction, informed the Board that the survey first sent out last spring quarter, and they had about 600 respondents. The survey will continue each quarter, and the results will be provided to the Board.
- Trevor Ross, Executive Director of the Olympic College Foundation, reported on the results of the fall virtual event and reminded everyone to save-the-date for annual auction and brunch on 3/21/2021. The event will be virtual this year.

C. Consent Items

1. Approval of the draft minutes for the November 17th, 2020 Regular Board of Trustees Meeting

- Trustee Eckmann made a motion to approve the minutes as presented. Trustee Miller seconded the motion. A vote was held and was in favor of approving the November 17th, 2020 Regular Board of Trustees Meeting minutes as presented (4 – yes; 0 – no; 0 – abstaining).

2. Approval of the draft minutes for the December 14th, 2020 Special Board of Trustees Meeting – Board Retreat/Work Session

- Trustee Coleman made a motion to approve the minutes as presented. Trustee Miller seconded the motion. A vote was held and was in favor of approving the December 14th, 2020 Special Board of Trustees Meeting – Board Retreat/Work Session minutes as presented (4 – yes; 0 – no; 0 – abstaining).

D. Information/Action Items

1. Information Item – Yearly Events Calendar

- Adam Morris presented the Yearly Events Calendar Information Item to the Board of Trustees. The Board accepted the Yearly Events Calendar Information Item.

2. Information Item – Faculty Senate Charter Update

- Marty Cavalluzzi, President, and Elisabeth Briggs, Chair – Faculty Council, presented the Faculty Senate Charter Update Information Item. The Board accepted the Faculty Senate Charter Update Information Item.

3. Information Item – Capital Projects Update

- Dr. Joseph Han, Vice President for Administrative Services, and Ariel Birtley, Capital Projects Manager, presented the Capital Projects Update Information Item. The presentation covered projects spanning all three campuses, including a status update on the new Innovation Building. The Board accepted the Capital Projects Update Information Item.

4. Information Item – Budget Update – Month End November 2020

- Dr. Joseph Han and Karen Wikle, Director of Business Services, presented the Budget Update – Month End November 2020 Information Item. Ms. Wikle reviewed the Budget-to-Actuals report to the Board and the report notes highlighting key information to note. The Board accepted the Budget Update – Month End November 2020 Information Item.

5. Action Item – Resolution Authorizing a One-Time, Two-Year Financial Statement Audit for FY19-20 and FY20-21

- Dr. Joseph Han, Vice President for Administrative Services, presented the Resolution Authorizing a One-Time, Two-Year Financial Statement Audit for FY19-20 and FY20-21 Action Item. Trustee Eckmann made a motion to approve the Resolution Authorizing a One-Time, Two-Year Financial Statement Audit for FY19-20 and FY20-21 Action Item. Trustee Coleman seconded the motion. A period of discussion was held. Trustee Eckmann

reported to the Board on the conversation held at the Board Finance Committee meeting last week. Trustee Eckmann feels that due to the implementation of ctcLink, and the experiences of other ctcLink colleges, the request to conduct a one-time, two-year financial statement audit makes sense.

- A vote was held and was in favor of approving the Resolution Authorizing a One-Time, Two-Year Financial Statement Audit for FY19-20 and FY20-21 Action Item (4 – yes; 0 – no; 0 – abstaining).

E. Study Session

- None.

F. Executive Session

- The Board adjourned at 6:30 p.m. for a 0-minute recess before going into Executive Session at 6:30 p.m.
- The purpose of the Executive Session was to review the performance of a public employee and to discuss labor relations.
- The Board met in Executive Session for 15 minutes.
- At 6:45 p.m. the Executive Session was extended for 15 minutes.
- The meeting reconvened at 7:02 p.m. out of Executive Session.

G. Adjournment

- Trustee Bryant adjourned the meeting at 7:03 p.m.

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