

***Board of Trustees Regular Meeting Minutes
March 15, 2022***

5:30 pm Regular Board of Trustees Meeting

Zoom Link: <https://olympic.zoom.us/j/99530325225?pwd=cUIyT29jNHpiWVZzNTZzSTFDMFM0UT09>

Meeting ID: 995 3032 5225

Meeting Password: OCBOT0315

Trustee Miller called the Board of Trustees regular meeting to order at 5:36 p.m.

Board Members in Attendance:

Tom Eckmann Harriette Bryant Frankie Coleman Candelario Gonzalez Cheryl Miller

Others in Attendance:

Marty Cavalluzzi, President

Adam Morris, Chief of Staff (minutes)

A. Study Session

1. Capital Projects Update – Ron Ellison, Chris Valverde, and Jennifer Gemmill

- Ron Ellison, Vice President for Administrative Services, Chris Valverde, Senior Facilities Officer, and Jennifer Gemmill, Capital Projects Manager, presented an update to the Board of Trustees on the college’s capital projects – specifically the planned Innovation and Technology Learning Center.
- The presentation covered:
 - o Project background and capital project cycles;
 - o Current state of the project – predesign;
 - o Next Steps;
- Dean Norma Whitacre (B&T), Dean John Vaughan (MESH), and Professor Kevin Blackwell (CIS) provided further context on the uses and layout of an Innovation and Learning Center, examples of programs that would use the building, and interdisciplinary “maker” spaces that would be housed with the building;
- A question-and-answer period was held:

- Trustee Eckmann asked for additional insight into the budget for the building, specifically if escalating costs were factored into the design. Chris Valverde provided an overview of the cost escalation factors that are built into capital projects.
- Trustee Eckmann commented that there may be other sources of funding available if there is shortfall due to raising costs.
- Trustee Eckmann inquired about the student capacity in OC's Cyber Security Program, and how many can transfer directly to Western Washington University. Kevin Blackwell informed the Trustees that currently, 24 students are allowed in each class, and that the College has an Articulation Agreement with WWU that guarantees admission into their Bachelor of Science program for any graduate of the OC program.

B. Communication Items

1. Introduction of New Olympic College Employees

- Marty Cavalluzzi, President, introduced Joshua Masters, Vice-President of Human Resources, to the Board of Trustees.
- Elaine Williams Bryant, Dean of Student Development, introduced Rick Sommers, Community Standards Officer, to the Board of Trustees.

2. Report of the Board of Trustees

- Trustee Miller reported on her attendance of the final home basketball games of the Men's and Women's teams on the invitation of Elisabeth Briggs and looks forward to future events on campus.
- Trustee Bryant reported on her attendance of the final home basketball games of the Men's and Women's teams on the invitation of Elisabeth Briggs.
- Trustee Eckmann had nothing to report.
- Trustee Gonzalez had nothing to report.
- Trustee Coleman had nothing to report.

3. Communication from the Public

- Deb Montez, WPEA Member Representation Specialist, addressed the Board of Trustees. Ms. Montez read an email sent by a classified staff member to Dr. Taga, Dr. Cavalluzzi, and others regarding their concerns about the Sophia Bremer Early Learning Academy in February 2022.
- Chair Miller asked for an update from administration regarding the comment at a future meeting. President Cavalluzzi informed the Board the Josh Masters and Brendon Taga can speak to the comment later in the meeting.

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:
 - An update on the survey being conducted by the SGOC;

- An update on the Reserve Spend-Down plan;
- An update on the Budget process;
- The food pantry;
- Mental Health First Aid Training provided to the SGOC;
- The upcoming National Student Leader Diversity Conference;
- Thank-you gifts (branded backpacks), for student employees, work studies, and student volunteers for working during pandemic.
- No questions or 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. Downard discussed:
 - Communication concerns;
 - Staff turnover, especially those who have been with the college for less than 6 months;
 - Concerns with the way people are treated, and the application of the new bullying policy/procedures;
 - Reorganization concerns;
 - Investigations concerns, including the releasing of reports;
- Q&A: none.

3. Association of Higher Education Report to the Board of Trustees

- Craig Goodman, President of the Olympic College Association of Higher Education, addressed the Board of Trustees. Mr. Goodman's report included:
 - Comments on attending in person;
 - Updates on negotiations, including the ratification process;
 - Thoughts on the new phase of the pandemic, including psychological concerns returning to in-person, supporting students online, and masking.
 - Due to his teaching schedule for spring, other faculty will be stepping in to provide the AHE report on his behalf.

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:
 - Thanked Trustees Miller and Bryant for attending the basketball games;
 - COVID-19 impact on teaching in winter quarter, and looking ahead to spring;
 - The Faculty Senate focus for spring:
 - The Governance System committee member reporting structure;
 - Book orders/book prices;
 - Spring awards;
 - An encouragement to Board Members to reach out to faculty directly.
- A question-and-answer period was held:
 - Trustee Eckmann asked about the effect the different modalities of teaching had on textbooks for courses, the use of open educational resources (OER) and any issues students experienced with books this quarter. Ms. Briggs informed the Board of the

issues around using free texts, subscriptions, and other materials/services; particularly relating to accessibility.

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 covered:
 - o Testifying in front of Senate Ways & Means Committee on their support for community & technical colleges, wage increases for staff and faculty, among other things.
 - o Enrollment status for spring and issues with ctcLink reporting (system crashed);
- A question-and-answer period was held:
 - o Trustee Eckmann inquired about any further information regarding the salary increases included in the Governor's budget. President Cavalluzzi informed the Board that they will provide more information to them once available.

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.
- A question-and-answer period was held:
 - o Trustee Eckmann asked about the status of the Business Advisory Council? Norma Whitacre, Dean for Business & Technology, informed the Board that the advisory committees are meeting throughout the pandemic (twice a year, or more). Amy Hatfield, Dean of Workforce and Economic Development, added that attendance during the advisory committee meetings has been spotty throughout the pandemic, creating issues with quorums, and they are working to resolve that.

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:
 - o Expressing appreciation for Trustee support of the student athletes;
 - o The Sophia Bremer Early Learning Academy. Olympic College is still committed to early learning on campus and hosting a site for instructional programming. Childcare nationwide has been difficult to navigate during the pandemic and looks forward to providing more information to the Board of Trustees and OC community soon.
- There were no further questions or comments by the Board.

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.
- Mr. Ellison provided an oral report as well, which provided an update on the storm sewer replacement project.
- There were no further questions or comments by the Board.

9. Equity & Inclusion's Report to the Board of Trustees

- Shawn Devine, Director of Communication, submitted a written report to the Board of Trustees on behalf of the Equity & Inclusion division.
- A question-and-answer period was held:
 - o Trustee Eckmann inquired about the current estimated go-live date for the new website. Mr. Devine informed the Board that the website is tentatively set to launch on June 30th, but may have to look at soft-launch strategies as they finalize content.

10. 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:
 - o Rick Sommer assuming the role of interim Title IX coordinator;
 - o Recruiting for a Human Resources Compliance Manager position;
 - o Comments on recent investigations:
 - They are typically confidential, and would not be released broadly;
 - In the case of one, the college was not satisfied with quality of the product submitted and is being redone;
 - o WPEA contract negotiations, which will have a representative from OC serving on the team. Mr. Masters hopes the salary concerns will be addressed during those negotiations;
- A question-and-answer period was held:
 - o Trustee Eckmann thanked Mr. Masters for his continuing efforts around administrative evaluations, and requested turnover data be furnished to the Board. Mr. Masters informed the Board that getting accurate turn over data out of ctcLink is difficult, and will work to provide the information requested.

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.
 - o Dr. Phayre provided an oral report as well, which covered challenges experienced with getting accurate re-enrollment numbers. The SBCTC made changes to a key data table that wasn't communicated in advance, and as a result, all our queries are broken. Other colleges are experiencing the same issues, and she will keep everyone apprised once we have more information on a solution.
- 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, submitted a written report to the Board of Trustees.
- Mr. Ross provided an oral report as well, which covered:

- His expressed excitement to be in-person;
- The OC Foundation's need for scholarship readers;
- The Annual Action & Brunch will take place April 10th at 10:00 am at Anthony's in Bremerton;
- 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.
 - Mr. Morris provided an oral report as well, which covered the recent COVID-19 college-wide forum and updated guidance from the Washington State Department of Health.
- There were no further questions or comments by the Board.

D. Consent Items

1. Approval of the draft minutes for the February 15, 2022 Regular Board of Trustees Meeting

- Trustee Bryant made a motion to approve the draft minutes for the February 15, 2022 Regular Board of Trustees Meeting as presented. Trustee Eckmann seconded the motion. A vote was held and was in favor of approving the February 15, 2022 Regular Board of Trustees Meeting minutes as presented (5 – yes; 0 – no; 0 – abstaining).

E. Information/Action Items

1. Information Item: Yearly Events Calendar – March 2022

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

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

- Angela Hamilton, interim Director of Business Services, presented the Budget Update - Month Ending January 2022 Information Item to the Board of Trustees.
- Trustee Eckmann wanted to point out that the HEERF funding grant period has been extended to June 30, 2023.
- The Board of Trustees accepted the Budget Update – Month Ending January 2022 Information Item.

3. Action Item: 2022-2023 Fee Requests (New and Changes)

- Ron Ellison, Vice President for Instruction, presented the 2022-2023 Fee Requests (New and Changes) Action Item to the Board of Trustees. Trustee Eckmann made a motion to approve the 2022-2023 Fee Requests (New and Changes) as presented. Trustee Coleman seconded the motion. There was no discussion or questions. A vote was held and in favor of approving the 2022-2023 Fee Requests (New and Changes) as presented (5 – yes; 0 – no; 0 – abstaining).

4. Action Item: Updated Instructional Calendars for 2021-2022 and 2022-2023

- Martin Cockroft, interim Vice President for Instruction, presented the Updated Instructional Calendars for 2021-2022 and 2022-2023 Action Item to the Board of Trustees. Trustee Bryant made approve the Updated Instructional Calendars for 2021-2022 and 2022-2023 Action Item as presented. Trustee Gonzalez seconded the motion. There was no discussion or questions. A vote was held and in favor of approving the Updated Instructional Calendars for 2021-2022 and 2022-2023 Action Item as presented (5 – yes; 0 – no; 0 – abstaining).

F. Executive Sessions

- None.

G. Adjournment

- Trustee Miller adjourned the meeting at 7:10 p.m.

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