

***Board of Trustees Regular Meeting Minutes
April 20, 2021***

5:30 pm Regular Board of Trustees Meeting

Zoom Link:

<https://olympic.zoom.us/j/96762007161?pwd=a2t4ZDFIS3R4MUtpOFFhYVU4d3BHdz09>

Meeting ID: 967 6200 7161

Meeting Password: OCBoT-0420

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

Board Members in Attendance:

Tom Eckmann Harriette Bryant Frankie Coleman Candelario Gonzalez Cheryl Miller

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

- Larry Blain, Math Faculty, addressed the Board of Trustees. Mr. Blain commented on the recent workplace conduct memo sent out to all employees and the Strategic Culture Plan, including lack of adjunct participation, communication, and the process itself. Mr. Blain requested the Board question it thoroughly.
- Athena Higgins addressed the Board of Trustees. Ms. Higgins provided further information relating to her comments at last months meeting. Ms. Higgins also alleged instances in past administrations where information was withheld from the Board and advocated for more than 3 minutes of time for the unions to speak to the Board.
- Deb Montez, WPEA Staff Representative, addressed the Board. Ms. Montez commented on her perception of issues being deflected or dismissed when brought forward. Ms. Montez

pointed towards issues in Facilities as being an example, and unsatisfactory attempts to resolve them.

- Linnea Hess, Physics Faculty, addressed the Board. Ms. Hess read a statement from a community member who was a Navy veteran and gave part of his retirement to an OC employee a number of years back. The community member alleged that employee member was bullied and retaliated against while they were employed at Olympic College.
- Ted Baldwin, Chemistry Faculty, addressed the Board of Trustees. Mr. Baldwin informed the Board that it has been 5-6 years since faculty last had the opportunity to evaluate direct supervisors, vice presidents, and the president, and hopes Human Resources will set up that process this fall.

2. Introduction of New Olympic College Employees

- Karen Wikle, Director of Business Services, introduced Angela Hamilton, Interim Director of Business Services, to the Board.

3. Report off the Board of Trustees

- Trustee Eckmann had nothing to report.
- Trustee Gonzalez had nothing to report.
- Trustee Coleman had nothing to report.
- Trustee Miller had nothing to report.
- Trustee Bryant had nothing to report.

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 Their FY21-22 Budgeting Process. The SGOC has just over \$1 Million of funding to allocate and over \$2 Million in requests to consider. They will be continuing their deliberations in order to submit their budget to the Board in May, per the timeline;
 - o Student Surveys have been sent out for spring. SGOC has been surveying students quarterly to best determine how they can support the student body during this trying time;
 - o Ms. Jennings' attendance of the Students of Color Conference last week, along with the Multi-Cultural Center;
 - o Update on the Club Congress. This group is thriving, and have more participants than ever;
 - o Finalizing their graduation baskets. The SGOC is sending each graduate this year a "sway box" of OC gear to acknowledge their achievements;
 - o Hiring of an Office Assistant;
 - o Updates on their 2020-2021 Goals. Two have been completed thus far and are working to get back on track with the others as they round out the year.

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:

- The status of the open contract negotiations and the completed High Demand Funding MOU between AHE and the College. He lauded Josh Masters for his efforts during these bargaining processes;
 - Mr. Goodman noted the negotiated high demand MOU and the issues it creates in wage disparity among faculty. He hopes to address this in the open contract negotiations and asks that the college support those faculty who were not included in the High Demand MOU;
- Employee attrition concerns based on the HR section of the College Report to the Board. Mr. Goodman expressed his concerns on the College's ability to recruit and retain employees;
- His desire to have a formal process in which the faculty get to evaluate college administrators and the Board of Trustees itself;
- His invitation to the Board to meet directly with Faculty.

3. Washington Public Employees Association Board Report

- The Olympic College WPEA Shop Stewards chose not to address the Board, and ceded their time to Deb Montez, WPEA Staff Representative. In her comments, Ms. Montez discussed:
 - Her new role as a Staff Representative for WPEA, assigned to Olympic College, Skagit Valley College, and the classified staff at the Washington State Patrol;
 - The current WPEA shop stewards: Margaret Hodun, Nora Downard, and Jose Garcia;
 - WPEA Elections are not being held at this time but are asking additional classified staff members to become shop stewards;
 - College staffing levels and turnover rates;
 - Return to work concerns (including the results of the survey conducted in Winter Quarter);
 - Communication to employees.

4. Labor Management Report

- Joshua Masters, Director of Labor Relations, addressed the Board of Trustees. Mr. Masters discussed:
 - The completed MOU between the College and AHE regarding High Demand funding. First payments went out on 4/10/2021. Still ironing out a few miscalculations but are working with AHE to resolve. Mr. Masters provided kudos for the classified staff in ISS and HR for all their work on this.
 - The current open negotiations with the AHE;
 - Discussed attrition concerns mentioned by some during the meeting, and are working to set up exit interviews with those who have announced their retirements or resignations;
 - Demand to bargain from the WPEA. The College is working with OFM to resolve this one (currently awaiting OFM scheduling);
 - Return to campus planning for Fall 2021. Held an initial meeting with AHE on their Demand to Bargain, and look forward to a collaborative process to move forward in a safe and organized manner;
 - Improving relationships with both unions.

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 provided a verbal report to the Board of Trustees. President Cavalluzzi discussed:
 - o Planning for Fall 2021 (locally and at the system level) and communications to the college community;
 - o Budget process update for FY21-22;
 - o Participatory Governance update;
- A question-and-answer period regarding the report was held:
 - o Trustee Eckmann inquired about the attrition detailed in the HR section of the College Report to the Board and asks whether those numbers are normal or out of balance. President Cavalluzzi detailed staffing levels year-over-year to explain that they are not significantly out of balance and attributes the pandemic and ctcLink for some of the attrition.
 - o Trustee Miller asked about the exit interview process and how that information is used. President Cavalluzzi informed the Board an online exit interview is offered to all departing employees, and he personally reads each response. Trustees Eckmann and Miller reaffirmed the importance of employee retention and understanding why people choose to leave. Dr. E. Lee Felder, Vice President for Human Resources, provided additional context around the natural reasons for the attrition (new positions, retirements, etc.) and discussed the new HR Dashboard that will become available soon for review. Chair Bryant asked whether in-person exit interviews might lead to better data/results and hopes to have that conversation as the future of the pandemic is better known.
- Cheryl Nunez, Vice President for Equity & Inclusion, provided some comments on the recent guilty verdict of Derek Chauvin. Ms. Nunez discussed the broader implications of the situation, race relations, the diversity/social justice graduation requirement implementation this fall, among other items.
- Trevor Ross, Executive Director of the Olympic College Foundation, provided updates to the Board, to include:
 - o The OC Foundation granting over \$300,000 in scholarships;
 - o The OC Foundation Auction and Brunch results;
 - o The Annual Kitsap Great Give. \$9,000 already raised towards the goal, and asked for any who are able to donate to do so;
 - o The year-over-year financials for the OC Foundation;
 - o New donations received in the amounts of \$260,000 and \$75,000;
 - o Trustee Eckmann asked if the Foundation was still looking for scholarship readers. Mr. Ross informed the Board that they still are, and anyone interested should reach out to himself or Terri Gleich for more information.

C. Consent Items

1. Approval of the draft minutes for the March 16th, 2021 Regular Board of Trustees Meeting

- Trustee Miller made a motion to approve the draft minutes for the March 16th, 2021 Regular Board of Trustees Meeting as presented. Trustee Coleman seconded the motion. A vote was held and was in favor of approving the March 16th, 2021 Regular Board of Trustees Meeting minutes as presented (5 – 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.
- President Cavalluzzi informed the Board of the West Sound Stem event taking place later this week.

2. Information Item: Budget Update – Month Ending February 2021

- Dr. Joseph Han, Vice President for Administrative Services, and Karen Wikle, Director of Business Services, presented the Budget Update – Month End February 2021 Information Item.
- Trustee Eckmann commented on the financial issues resulting from ctLink and informed the Trustees that the Board Finance Committee was working with President Cavalluzzi to address the issues with the State Board (SBCTC).
- Chair Bryant thanked Karen Wikle, who is leaving the college, for her years of service and her many contributions to Olympic College. The Board wished her well in her next position.

E. Study Session

- Olympic College's COVID-19 Community Partnerships - Dr. Alecia Nye
 - o Dr. Alecia Nye, Associate Dean for Nursing, presented on the Nursing Program Community Partnerships in response to the COVID-19 Pandemic. Dr. Nye provided an overview of the Nursing Program's activity from the inception of the pandemic, in Spring 2020, to date. Activities include giving flu shots, participating in COVID-19 contact investigation and tracing, COVID-19 Testing (for students, athletes, and community members), COVID-19 Vaccination clinics, and being early adopters of health and safety best practices.
 - o Chair Bryant offered her thanks to Dr. Nye and the Nursing Program for their involvement with the vaccination event at the Marvin Williams Center, which focused on the traditionally underserved populations within Bremerton.
- Update: Faculty Senate – Elisabeth Briggs
 - o Elisabeth Briggs, Math Faculty, provided an update to the Board of Trustees on the Faculty Senate transition. Ms. Briggs informed the Board that voting was currently underway to fill the senate positions (voting closes Thursday). Some areas of the college are underrepresented, and they are working to fix that, but getting involvement is difficult at the end of the year (spring) and participation is better in Fall. The first official meeting will take place on the first Friday of May. A CANVAS

site will be created as a repository of Faculty Senate information and is open to all tenured and adjunct faculty.

- Ms. Briggs reported topics of interest for the Faculty Senate, as: Bookstore concerns, Accessibility, Faculty Evaluation Process, and spring awards (among others).
- A request was made for the Board to add a standing item on the agenda for a report of the Faculty Senate.

F. Executive Session

- The Board adjourned at 6:51 p.m. for a 0-minute recess before going into Executive Session at 6:51 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 20 minutes.
- At 7:11 p.m. the Executive Session was extended for 10 minutes.
- The meeting reconvened at 7:21 p.m. out of Executive Session.

G. Adjournment

- Trustee Bryant adjourned the meeting at 7:24 p.m.

This regular board meeting site is barrier free. Information for people with hearing or visual impairments may be provided by calling Access Services at 360-475- 7540.