

***Board of Trustees Regular Meeting Minutes
May 18, 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 5:32 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

- Rosa Buss, former Olympic College employee, addressed the Board of Trustees. Ms. Buss discussed her experience working for Olympic College. Ms. Buss feels she has been harassed and retaliated against based on a protective class and thanked those who have spoken up for coming forward. Ms. Buss requests something be done to prevent those things from occurring in the future.
- Larry Blain, adjunct Math/Meteorology Faculty, addressed the Board of Trustees. Mr. Blain discussed his concerns on the Governance Taskforce recommendation that was recently accepted by the President, and requests that all meetings within the governance structure and Executive Team adhere to the Open Public Meeting Act requirements.

- Athena Higgins, former Olympic College employee, addressed the Board of Trustees. Ms. Higgins discussed her tenure at the college and offered an explanation as to why she is choosing to attend the Board meetings. She hopes to share her experiences in order to change things for the better.
- Deb Montez, former Olympic College employee and current WPEA Staff Representative, addressed the Board of Trustees. Ms. Montez expressed her concerns over changes to the Board Meetings, such as turning off the chat feature and the reordering of the agenda. Ms. Montez also discussed the college's Exit Surveys and how they are used, and the lack of a draft policy on anti-bullying.
- Linnea Hess, Physics Faculty, addressed the Board of Trustees. Ms. Hess spoke on behalf of a community member, Gregory, and discussed a situation at a previous Board meeting in which he was unable to participate in Public Comments due to his technology issues. Additionally, Ms. Hess relayed his concerns on the accuracy of the minutes presented by Adam Morris, as they are not verbatim, and requests that the Board not approve the minutes as presented.

2. Introduction of New Olympic College Employees

- Dr. Alecia Nye, Associate Dean for Nursing, introduced Andrea Embree Russell, Nursing Faculty, to the Board.
- Dr. Alecia Nye, Associate Dean for Nursing, introduced Rebecca Shultz, Nursing Faculty, to the Board.
- Dr. Alecia Nye, Associate Dean for Nursing, introduced Chelsea Newai, Nursing Faculty, to the Board.
- Dr. Joseph Han, Vice President for Administrative Services, introduced Ryan Dalberg, Director of Campus Security, to the Board
- Amy Hatfield, Dean of Workforce Development and Basic Studies, introduced Deborah Welsh, Director of Program Development and Worker Retraining, to the Board.

3. Report off the Board of Trustees

- Trustee Eckmann reported on his attendance of the ACT Spring Conference sessions.
- Trustee Gonzalez had nothing to report.
- Trustee Coleman had nothing to report.
- Trustee Miller reported on her attendance of the second chance employment forum.
- 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 Updates on their yearly goals;
 - o Collaboration with the Multicultural Center;
 - o Financial support for the Nursing Program Pinning ceremony;
 - o End of year work being planned;

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 state of negotiations between the AHE and the College;
 - o The nature of the High Demand compensation legislation and the impact/inequity it creates in faculty pay;
 - o His concerns regarding the human resources at the college. Not the department, per se, rather the impact of low salaries on Classified Staff, the increasing work expected of Administrators, not filling open positions, and the impact those things creates on the faculty.
 - o Mr. Goodman thanked Board member who reached out to meet with him, and informed the Board he is happy to facilitate meetings with other faculty members as well;

3. Washington Public Employees Association Board Report

- Deb Montez, WPEA Staff Representative, addressed the Board of Trustees. In her comments, Ms. Montez discussed:
 - o Her appreciation for the list of separations included in the HR report, requesting it go back even further;
 - o The recent WPEA member meeting;
 - o The position description review process meetings;
 - o On-going work with Administration and PERC training;
 - o Thanked the Board for offering to meet with two stewards;

4. Faculty Senate

- Elisabeth Briggs, Chair of the Faculty Senate, addressed the Board of Trustees. Ms. Briggs address covered:
 - o The Faculty Senate support of the creation of an anti-bullying policy, and a system the holds people accountable;
 - o Concerns around the transition back to teaching in person;
 - o Accessibility in the classroom;
 - o Online teaching expectations;
 - o Faculty evaluations;
 - o Bookstore concerns;

5. Labor Management Report

- Joshua Masters, Director of Labor Relations, addressed the Board of Trustees. Mr. Masters discussed:
 - o The recent promotion of Carroll McWhorter to Labor/Employee Relations Specialist. This upgrade is crucial to continue the work of improving employee relations.
 - o The status of negotiations with the AHE;
 - o An update on the position description review process;

6. 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 The impact of COVID-19 on the college this past year;
 - o The Faculty Senate;
 - o The new Governance System, including the Budget Committee;
 - o The NWCCU Fellowship project completed by Allison Phayre and Martin Cockroft;
 - o Achieving the Dream;
 - o Olympic College's status on the Accreditation Recommendations from our Year 7 visit;
 - o Strategic Planning (including the college's Equity Plan and Culture Plan);
 - o College Communications;
 - o Employee Code of Conduct;
 - o Fall 2021 Planning;
 - o Commencement;
- A question-and-answer period was held:
 - o Trustee Eckmann asked for more information on Fall 2021 planning. President Cavalluzzi provided an overview of the situation and discussed expanding the schedule of in-person offerings. Dr. Rebecca Seaman, Dean for Social Sciences and Humanities, provided further insight into the scheduling methodology and thought process behind scheduling in-person classes. Trustee Eckmann asked about the total numbers of in-person courses, in comparison to other schools in the state. President Cavalluzzi informed the Board that most colleges are shooting for 30-40% for fall.
 - o Trustee Eckmann inquired about the college's stance on mandating vaccinations for all. President Cavalluzzi informed the Board that the college is not planning on requiring the COVID-19 vaccination for all students and employees and outlined some of the reasons why.
 - o Trustee Eckmann commented his appreciation of the Human Resources section of the report where it details the employee departures. Trustee Eckmann requested a further breakdown, if possible, of tenured vs non-tenured faculty, as well as additional information from years past for comparison.
 - o Trustee Eckmann asked for further clarification on the Cedar Highschool partnership with the Shelton School District. Mary Garguile, Vice President for Instruction, provided further details of the partnership. President Cavalluzzi informed the Board that the college is exploring a similar relationship with the North Kitsap School District.

C. Consent Items

1. Approval of the draft minutes for the April 20th, 2021 Regular Board of Trustees Meeting

- Trustee Eckmann made a motion to approve the draft minutes for the April 20th, 2021 Regular Board of Trustees Meeting as presented. Trustee Coleman seconded the motion. A vote was held and was in favor of approving the April 20th, 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.
- There were no questions nor comments. The Board accepted the Yearly Events Calendar Information Item

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

- Dr. Joseph Han, Vice President for Administrative Services, and Angela Hamilton, Interim Director of Business Services, presented the Budget Update – Month Ending March 2021 Information Item.
- There were no questions nor comments. The Board accepted the Budget Update – Month Ending March 2021 Information Item

3. Information Item: FY21-22 S&A Budget Proposal

- Brandon Gall, SGOCD Director of Finance & Operations, and Dr. Brendon Taga, Vice President for Student Services, presented the FY21-22 S&A Budget Proposal Information Item.
- Mr. Gall reviewed the committee membership and goals, and outlined the proposal, including:
 - o Total funds available vs. requests;
 - o The rubric used for deliberations;
 - o Noteworthy new asks, returning requests, and cuts;
- A question-and-answer period was held. Trustee Eckmann inquired on the current level of reserves. Mr. Gall reported that they pulled a trial balance, which was around \$3 million, however they do not have a firm number at this time. He will provide that to the Board once it is available.
- The Board accepted the FY21-22 S&A Budget Proposal Information Item.

4. Information Item: Update to the Services & Activities Fee Budget Committee Financial Code

- Brandon Gall, SGOCD Director of Finance & Operations, and Dr. Brendon Taga, Vice President for Student Services, presented the Update to the Services & Activities Fee Budget Committee Information Item, outlining the significant changes.
- There were no questions nor discussion. The Board accepted the Update to the Services & Activities Fee Budget Committee Financial Code Information Item.

5. Information Item: FY21-22 Operating Budget

- President Cavalluzzi and Dr. Joseph Han, Vice President for Administrative Services, presented the FY21-22 Operating Budget Information Item. There were no questions.
- The Board accepted the FY21-22 Operating Budget Information Item

E. Study Session

1. Instructor Boot Camp

- Barbara Parker, Medical Assisting Faculty, and Amy Hatfield, Dean of Workforce Development and Basic Studies, presented on the Instructor Bootcamp program offered through Olympic College.
- The Bootcamp helps orient new teachers, such as professional-technical faculty, as well as provides a refreshing opportunity to returning teachers. The program was started in 2006, and Olympic College provides the program state-wide, with four sessions held last year.
- A typical agenda was reviewed, and discussion followed on how the instructors adjust the material to meet the needs of the audience.
- To ensure the continued success of the program, they are working to expand the facilitator pool, update and improve the curriculum, and continue to offer hybrid/online options.
- There were no follow-up questions, however Trustees Bryant and Eckmann commended Professor Parker and Dean Hatfield for their work in this important area.

F. Executive Session

- None

G. Adjournment

- Trustee Bryant adjourned the meeting at 7:51 p.m.

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