

***Board of Trustees Regular Meeting Minutes
May 19, 2020***

5:30 pm Regular Board of Trustees Meeting
Zoom Link: <https://zoom.us/j/96904096957?pwd=Z2c4SEpxVGh1S05lU2hGVUJSeHc5UT09>
Meeting ID: 969 0409 6957
Meeting Password: BOT-5-19

Trustee Bryant called the Board of Trustees Regular Meeting to order at 5:35p.m.

Board Members in Attendance:

Harriette Bryant Candelario Gonzalez Cheryl Miller Tom Eckmann

Others in Attendance:

Dr. Marty Cavalluzzi, President
H. Bruce Marvin, Assistant Attorney General
Adam Morris, Chief of Staff (minutes)

The Board read the Mission, Vision, and Values

A. Study Session

- 1. None**
 - There was no presentation this month.

B. Communication Items

- 1. Report of the Board of Trustees**
 - Trustee Eckmann had nothing to report.
 - Trustee Miller had nothing to report.
 - Trustee Gonzalez had nothing to report.
 - Trustee Bryant reported on the graduating class size of the OurGEMS program.
- 2. Communication from the Public**
 - No members of the public signed up to address the Board of Trustees.

3. Student Government of Olympic College (SGOC) – Verbal Report (3 min.)

- Melody Collingsworth, President of the SGOC, addressed the Board of Trustees and provided them with an overview of their activities since the last meeting, to include:
 - o Digital Office Hours: The SGOC is holding digital office hours to assist students, currently scheduled weekly as Monday and Wednesday 9:00 am – Noon; Tuesday and Thursday – Noon to 4:00 pm;
 - o Virtual Talent Show: The deadline for participation in the Virtual Talent Show being organized by the SGOC has been extended to June 4, 2020;
 - o Committee Participation: The students have been involved in various committee on campus this spring, to include – Budget Committee, Commence Committee, Tree Campus USA, Tenure Review Committees, and Student Online Support;
 - o Services and Activities Fee Budget Allocation: Josh Servian will present the 2020-2021 Services and Activities Fee Committee Budget Allocation (SGOC) Information Item on behalf of the Student Government of Olympic College (SGOC);

4. Association of Higher Education – Verbal Report (3 min.)

- Val Torrens, President of the Olympic College Association of Higher Education, addressed the Board of Trustees. Ms. Torrens discussed:
 - o Concerns about the environment of the Puget Sound Naval Ship Yard for female faculty;
 - o Faculty struggles with the transition online courses due to COVID-19. Also, Ms. Torrens expressed concerns with the expectations she perceives are being placed on faculty, especially regarding things they do not see as their primary responsibility, as well as the eventual transition from online back to the classroom;
 - o Desire to have a more robust working relationship with the board, and offered to conduct study sessions for the Board;

5. Washington Public Employees Association – Verbal Report (3 min.)

- Deb Montez, Chief Shop Steward, addressed the Board of Trustees. Ms. Montez spoke about the following topics:
 - o Classified Connection: The Classified Staff Development Committee (CSDC) was unable to hold their annual event this year due to the COVID-19 disruption. In its place, the WPEA conducted a training session for staff. The session was facilitated by Dan Diamond and focused on the topic – Thriving Under Pressure.
 - o Labor/Management Communication Committee (LMCC): There is a planned LMCC tomorrow (5/20/2020). The last two meetings were cancelled as the college shifted to operating remotely, and there is a list of issues to discuss.
 - o Stress Levels of Classified Staff: Classified Staff are working through issues with the ctcLink transition. This, coupled with budget concerns, is causing stress with the classified staff members and the WPEA hopes to work proactively with the college regarding these issues.
 - o Communication: Would like to see an increase in communication from the College on outstanding issues they have raised.

6. Introduction of New Olympic College Employees

- None.

C. Reports to the Board

1. President's Board Report

- The President's Report to the Board was reviewed. Trustee Eckmann asked about the approach taken and priority setting to address the upcoming budget situation. President Cavalluzzi reviewed the memo he sent out to the College on this topic, including the guiding principles for this work, listed as:
 - o Remember who we are and who we serve;
 - o Minimize impacts on student access and support;
 - o Minimize impacts on employee base;
 - o Ensure open communication and feedback (transparency);
 - o Generate additional revenue (e.g., marketing, grants, increase scholarship funds, international enrollment);
 - o Look at all funds;

2. Equity & Inclusion's Board Report

- The Equity & Inclusion Report to the Board was reviewed. Trustee Eckmann inquired about the status of the COVID-19 grant distribution. Ms. Nunez discussed the messaging going to students regarding fund availability, and Dr. Taga informed the Board that there were quick adjustments made to the form and awards formula after it went live, but funds are being distributed. If there are residual funds after processing all the requests, it will be opened back up to address the additional need until the funds are exhausted. Ms. Wikle, Chief Financial Officer, informed the Board that students are immediately sent the funds once they have been awarded by the CARES Act team.

3. Student Services' Board Report

- The Student Services' Report to the Board was reviewed. Trustee Eckmann inquired about the occupancy of the Residence Hall. Karly Darland, Residence Hall Manager, reported that the current occupancy is around 45%, which is fairly typical for summer quarter where there are fewer students taking classes. Ms. Darland does not anticipate seeing an increase until the fall. Applications are still coming in, with the majority being international students. They are also working with the Facilities and Custodial Services departments on cleaning procedures and engineering controls to help keep students isolated.

4. Instruction's Board Report

- The Instruction Report to the Board was reviewed. Trustee Miller commented on the positive Physical Therapy Assistant (PTA) numbers presented.

5. Office of Institutional Effectiveness' Board Report

- The Office of Institutional Effectiveness' Report to the Board was reviewed. No questions were asked.

6. Chief Financial Officer's Board Report

- The Chief Financial Officer's Report to the Board was reviewed. No questions were asked.

7. OC Foundation's Board Report

- The Olympic College Foundation Report to the Board was reviewed. No questions were asked.

8. Information Technology's Board Report

- The Information Technology Report to the Board was reviewed. No questions were asked.

9. Administrative Services' Board Report

- The Administrative Services Report to the Board was reviewed. Trustee Eckmann congratulated Ariel Birtley, Acting Vice President for Administrative Services, on reducing the backlog of work orders. Trustee Miller offered praise to the Facilities Department and Custodial Services for their impressive cleaning efforts.

D. Consent Items

1. Approval of the draft minutes for the April 21st, 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 April 21st, 2020 Regular Board of Trustees Meeting minutes as presented (4 – yes; 0 – no; 0 – abstaining).

E. Action Items

1. Information Item: 2020-2021 Services and Activities Fee Committee Budget Allocation (SGOC)

- Josh Servian (SGOC Director of Finance & Operations), Mychal Walz, and Dr. Brendon Taga presented the 2020-2021 Services and Activities Fee Committee Budget Allocation (SGOC) Information Item. A period of discussion and questions took place. Trustee Eckmann inquired about the year of year increase to the budget (\$1.17M to \$1.33M), contingency planning, and expressed his concerns about an increase to a budget right before a potential budget reduction from the State. Trustee Miller asked for and received the Student Athletics Success Coach position funding history.

2. Information Item: Refund Policy Update

- Dr. Brendon Taga presented the Refund Policy Update Information Item. Trustee Eckmann inquired about the financial impact, if any, to the college. Dr. Taga, Vice President of Student Services, informed the Board that there was none due to current practices. The Board accepted the Refund Policy Update Information Item.

3. Action Item: Alternate Sabbatical Recommendation for 2020-2021

- Dr. Mary Garguile presented the Alternate Sabbatical Recommendation for 2020-2021 Action Item. Trustee Eckmann motioned to approve the Alternate Sabbatical Recommendation for 2020-2021 Action Item. Trustee Gonzalez seconded the motion. There was no discussion nor questions. A vote was held and was in favor of approving the Alternate Sabbatical Recommendation for 2020-2021 Action Item (4 – yes; 0 – no; 0 – abstaining).

4. Action Item: Leave of Absence Request – Carmen Hoover

- Dr. Mary Garguile presented the Leave of Absence Request – Carmen Hoover Action Item. Trustee Eckmann motioned to approve the Leave of Absence Request – Carmen Hoover Action Item. Trustee Miller seconded the motion. There was no discussion nor questions. A vote was held and was in favor of approving the Leave of Absence Request – Carmen Hoover Action Item (4 – yes; 0 – no; 0 – abstaining).

5. Action Item: Tenure Status – Allison Hicks

- Dr. Mary Garguile presented the Tenure Status – Allison Hicks Action Item. Trustee Eckmann motioned to approve the Tenure Status – Allison Hicks Action Item. Trustee Gonzalez seconded the motion. There were no discussion or questions. A vote was held and was in favor of approving the Tenure Status – Allison Hicks Action Item (4 – yes; 0 – no; 0 – abstaining). Allison Hicks has been granted Tenure.

6. Action Item: Resolution Authorizing Indemnification

- Dr. Marty Cavalluzzi presented the Resolution Authorizing Indemnification Action Item. Trustee Eckmann motioned to approve the Resolution Authorizing Indemnification Action Item. Trustee Miller seconded the motion. There was no discussion or questions. The vote was in favor of approving the Resolution Authorizing Indemnification Action Item Action Item (4 – yes; 0 – no; 0 – abstaining).

F. Executive Session

- The Board adjourned at 5:38 p.m. for a 3-minute recess before going into Executive Session at 5:41p.m.
- The purpose of the Executive Session was to review the performance of a public employee. The Board met in Executive Session for 15 minutes.
- The meeting reconvened at 5:56 p.m. out of Executive Session.

- The Board adjourned at 6:54 p.m. for a 1-minute recess before going into Executive Session at 6:55 p.m.
- The purpose of the Executive Session was to review the performance of a public employee. The Board met in Executive Session for 30 minutes.
- The meeting reconvened at 7:25 p.m. out of Executive Session.

G. Adjournment

Trustee Bryant adjourned the meeting at 7:28 p.m.

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