

***Board of Trustees Regular Meeting Minutes
August 16, 2022***

5:30 pm Regular Board of Trustees Meeting – Olympic College Shelton, Building S2, Room 108 – 937 West Alpine Way, Shelton, WA 98584.

Zoom Link: <https://olympic.zoom.us/j/93180669683?pwd=ZkJkbzRyeHRFRUNqTXdVNGtschZYUT09>

Meeting ID: 931 8066 9683

Meeting Password: OCBoT0816

Trustee Eckmann called the Board of Trustees regular meeting to order at 5:33 p.m.

Board Members in Attendance:

Tom Eckmann Frankie Coleman Candelario Gonzalez Harriette Bryant

Others in Attendance:

Marty Cavalluzzi, President
Tricia Boerger, Assistant Attorney General
Adam Morris, Chief of Staff (minutes)

A. Study Session

1. Workforce Development - Amy Hatfield & Norma Whitacre

- Dean Amy Hatfield, Workforce & Economic Development, and Dean Norma Whitacre, Business & Technology, presented to the Board of Trustees on the topic of Workforce Development. Their presentation covered:
 - o Olympic College’s service area.
 - o The program development process.
 - o Workforce Advisory Committee(s).
 - o Current workforce programs.
 - o Strategic Partnerships.
 - o New workforce programs being explored.
 - o Workforce & Economic Development Funding.
- A question-and-answer period was held:

- Trustee Coleman asked for, and received, clarification on the partnership with SAFE Boats International.
- Trustee Eckmann inquired about the length of time it takes to stand up a new program and whether there are any “low-hanging fruit” as far as new programs go.
 - Dean Hatfield explained that it depends on a number of factors, such as the securing funding, the curriculum development process, the approval process with the state, etc. A Surgical Tech. program was given as an example of “low-hanging fruit” that could work through the process quickly.
- Trustee Eckmann asked about the funding source(s) for workforce programs.
 - Dean Hatfield informed the Board that the funding comes primarily from the state, but some of our strategic partners provide support via tuition payment and equipment.

B. Communication Items

2. Introduction of New Olympic College Employees

- Marty Cavalluzzi, President, introduced Lynne Kieser, Interim Chief Information Officer, to the Board of Trustees.
- Amy Hatfield, Dean for Workforce & Economic Development, introduced Dr. Terry Cox, Director of Continuing & Community Education, to the Board of Trustees
- Angela Hamilton, Interim Director of Business Services, introduced Scott Hjembo, Financial Reporting & Compliance Analyst, to the Board of Trustees.
- Angela Hamilton, Interim Director of Business Services, introduced Michelle McCastle, Fiscal Analyst, to the Board of Trustees.

3. Report of the Board of Trustees

- Trustee Bryant reported on her attendance of the Board Retreat that was held on August 15, 2022. Trustee Bryant thanked President Cavalluzzi and the Executive team for an informative and productive day.
- Trustee Coleman had nothing to report.
- Trustee Gonzalez nothing to report.
- Trustee Eckmann reported on the Board Retreat, which he found productive, and the public comments from the June Regular Board of Trustees Meeting relating to the Sophia Bremer Early Learning Academy.

4. Communication from the Public

- Deb Montez, WPEA Staff Representative, addressed the Board of Trustees. Ms. Montez provided an update on the WPEA contract bargaining, and the recent memorial for Janis Johnson, a former and long-time Olympic College employee.

C. Reports to the Board

1. Student Government of Olympic College (SGOC) Report to the Board of Trustees

- No Student Government report submitted this month. The SGOC officers are not on contract until next month.

2. Washington Public Employees Association Report to the Board of Trustees

- Nora Downard, Shop Steward, addressed the Board of Trustees. In her comments, Ms. Downard discussed:
 - The Sophia Bremer Early Learning Academy.
 - The status of current Demands to Bargain:
 - Facilities.
 - Telework policy.
 - The MOU between Olympic College and the Shelton School District regarding Cedar High School.
 - Recruitment/retention/attrition impacts on Classified Staff.
 - An update on the position reviews for Classified Staff.
 - Concerns about returning to in-person work.
 - Their declining to meet with President Cavalluzzi.
- There were no questions nor comments regarding the report.

3. Association of Higher Education (AHE) Report to the Board of Trustees

- Craig Goodman, AHE President, addressed the Board of Trustees. Mr. Goodman's report covered the following topics:
 - Thanked faculty/employees for attending.
 - Concerns on the enrollments of in person course.
 - Student vaccination self-attestation.
 - The Board's response to the evaluation presented by the Faculty Senate at the June Board Meeting.
- There were no questions nor comments regarding the report.

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 covered:
 - The Board's response to the evaluation presented by the Faculty Senate at the June Board Meeting.
 - The faculty desire for anonymous feedback opportunities for administrator evaluations.
 - Faculty Senate goals for 2022-2023:
 - Provide feedback on the bookstore contract.
 - Fill all open committee positions.
 - Review/improve faculty spring awards and the faculty emeritus nomination process.
 - Fall sports.
- Trustee Eckmann suggested a fourth goal for the Faculty Senate: "Explore ways to recruit and retain more students."

5. President's Report to the Board of Trustees

- Dr. Marty Cavalluzzi, President, submitted a written report to the Board of Trustees.
- There were no questions nor comments regarding the report.

6. Instruction's Report to the Board of Trustees

- Martin Cockroft, Vice President for Instruction, submitted a written report to the Board of Trustees.
- There were no questions nor comments regarding the report.

7. Student Services' Report to the Board of Trustees

- Dr. Brendon Taga, Vice President for Student Services, made himself available to the Board of Trustees for questions. No written report was submitted for the regular meeting, as one was produced for the Board Retreat yesterday.
- There were no questions nor comments regarding the report.

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.
- There were no questions nor comments regarding the report.

9. Human Resource's Report to the Board of Trustees

- Joshua Masters, Interim Executive Director for Human Resources, made himself available to the Board of Trustees for questions. No written report was submitted for the regular meeting, as one was produced for the Board Retreat yesterday.
- There were no questions nor comments regarding the report.

10. Communications Report to the Board of Trustees

- Shawn Devine, Executive Director of Communications, Marketing, and Webservices submitted a written report to the Board of Trustees.
- There were no questions nor comments regarding the report.

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 questions nor comments regarding the report.

12. Office of Institutional Effectiveness' Report to the Board of Trustees

- There was no report from the Office of Institutional Effectiveness this month due to the open Executive Director position.

13. Olympic College Foundation's Report to the Board of Trustees

- Trevor Ross, Executive Director of the Olympic College Foundation, made himself available to the Board of Trustees for questions. No written report was submitted for the regular meeting.
- There were no questions nor comments regarding the report.

14. Chief of Staff's Report to the Board of Trustees

- Adam Morris, Chief of Staff, provided an oral report to the Board of Trustees, which covered current COVID-19 impacts on the community and updates on relevant proclamations affecting college operations.
- There were no questions nor comments regarding the report.

D. Consent Items

1. Approval of the draft minutes for the June 21, 2022 Regular Board of Trustees Meeting

- Trustee Bryant made a motion to approve the draft minutes for the June 21, 2022 Regular Board of Trustees Meeting as presented. Trustee Coleman seconded the motion. A vote was held and was in favor of approving the June 21, 2022 Regular Board of Trustees Meeting minutes as presented (4 – yes; 0 – no; 0 – abstaining).

E. Information/Action Items

1. Information Item: Yearly Events Calendar – August 2022

- Adam Morris presented the Yearly Events Calendar – August 2022 Information Item to the Board of Trustees.
- Trustee Eckmann requested that the Faculty Senate meetings be included on the monthly events calendar.
- The Board accepted the Yearly Events Calendar – August 2022 Information Item

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

- Angela Hamilton, interim Director of Business Services, presented the Budget Update - Month Ending May 2022 Information Item to the Board of Trustees.
- There were no questions nor discussion.
- The Board of Trustees accepted the Budget Update – Month Ending May 2022 Information Item.

3. Action Item: Olympic College Bremerton Welding Shop Renovation – Post-Bid Cost Increase

- Ron Ellison, Vice President for Administrative Services, presented the Olympic College Bremerton Welding Shop Renovation – Post-Bid Cost Increase Action Item to the Board of Trustees. Trustee Bryant made a motion to approve the Olympic College Bremerton Welding Shop Renovation – Post-Bid Cost Increase Action Item as presented. Trustee Coleman seconded the motion.
- A question-and-answer period was held:
 - o Trustee Coleman asked for clarification on the original cost of the project. Mr. Ellison informed the Board that it was roughly \$10.5 million.
 - o Trustee Eckmann commented that \$2.3 million coming from local funds is a lot of money, but also recognized the importance of the Welding Program and acknowledged the Welding Shop Renovation as a needed expense. Trustee Eckmann also underscored the need to identify other funding sources within the community for projects like these in the future.

- A vote was held and was in favor of approving the Olympic College Bremerton Welding Shop Renovation – Post-Bid Cost Increase Action Item as presented (4 – yes; 0 – no; 0 – abstaining).

F. Executive Sessions

- None.

G. Adjournment

- Trustee Eckmann adjourned the meeting at 6:52 p.m.

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