

***Board of Trustees Regular Meeting Minutes  
August 17, 2021***

**5:30 pm** Regular Board of Trustees Meeting

**Zoom Link:** <https://olympic.zoom.us/j/94451958363?pwd=Nk9YS0M4a0lLdTJpZnZBd2ZNOTU5dz09>

**Meeting ID:** 944 5195 8363

**Meeting Password:** OCBOT0817

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. Study Session**

**1. Olympic College Commencement 2021 – Dr. Brendon Taga & Dr. Jennifer Glasier**

- Dr. Brendon Taga, Vice President for Student Services, and Dr. Jennifer Glasier, Dean of Enrollment Services, presented to the Board of Trustees on the 2021 Drive Through Commencement. Their presentation covered the concept and need behind the event, the number of participants (both student and employee), as well as spotlighted and thanked the many organizers and volunteers who made the event possible.
- Trustees Bryant, Miller, and Eckmann each commented on the event and their positive perception of it.

## **B. Communication Items**

### **1. Introduction of New Olympic College Employees**

- Marty Cavalluzzi, President, introduced Martin Cockroft, Interim Vice President for Instruction, to the Board.
- Marty Cavalluzzi, President, introduced Ron Ellison, Vice President for Administrative Services, to the Board.
- Marty Cavalluzzi, President, introduced Joshua Masters, Interim Executive Director of Human Resource Services, to the Board.
- Allison Smith, Shelton Campus Administrator, introduced Dianna Peck, Workforce Development Transitions Coordinator, to the Board.
- Dr. Jennifer Glasier, Dean for Enrollment Services, introduced Frank McNeilly, Director of Financial Aid, to the Board.

### **2. Report off the Board of Trustees**

- Trustee Bryant lauded Dr. Mary Garguile for her service to Olympic College during her career and wished her all the best in her retirement. Trustees Miller, Eckmann, Gonzalez, and Coleman echoed Trustee Bryant's comments and wished her well in her retirement.
- Trustee Eckmann had nothing to report.
- Trustee Gonzalez reported on his attendance of the 2021 Drive-Through Commencement.
- Trustee Coleman had nothing to report.
- Trustee Miller had nothing to report.

### **3. Communication from the Public**

- None.

## **C. Reports to the Board**

### **1. Student Government of Olympic College Report to the Board of Trustees**

- No member of the Student Government of Olympic College (SGOC) was available to address the Board of Trustees.
- Dr. Brendon Taga announced Brandon Gall as the SGOC President for the upcoming year.

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

- Debra Montez, Member Representation Specialist, addressed the Board of Trustees. In her comments, Ms. Montez discussed:
  - o A request to the Board of Trustees to reconsider 3-minute time limit for reports to the Board;
  - o The COVID-19 vaccine mandate and guidance from the State;
  - o The upcoming Labor/Management Communication Committee (LMCC) meeting;
  - o The Demand(s) to Bargain between WPEA and OFM;
  - o Concerns with open Admin/Exempt positions and the impact on Classified staff;
  - o The position description review work being done, thanking Human Resources for their efforts;
  - o Faculty workload;
  - o Concerns they will address in near future, to include:

- ctcLink access to vaccination data/attestations/exemptions;
- Retention protocols/procedures;
- Remote working opportunities for employees;
- Incivility and the Anti-Bullying Policy:

### **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:
  - A request to the Board of Trustees to reconsider 3-minute time limit for reports to the Board;
  - An update on negotiations between the AHE and the College;
  - Thanked Dr. Mary Garguile for her service to the College;
  - Welcomed Martin Cockroft to his role as Interim Vice President for Instruction;
  - Voiced concerns over the timeline for hiring process of the permanent Vice President for Instruction;
  - A request for feedback opportunities for faculty to evaluate the Board of Trustees and other members of college leadership;

### **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:
  - A recent meet-up with faculty over summer that provided an opportunity for them to reconnect;
  - Concerns for Winter Quarter scheduling (deadline for scheduling classes is in October);
  - The hiring process for the Vice President for Instruction;
  - The process for filling faculty positions in the Governance structure;

### **5. President's Report to the Board of Trustees**

- Dr. Marty Cavalluzzi, President, addressed the Board of Trustees. Dr. Cavalluzzi's report included:
  - Discussion on additional in-person courses and services for this fall and beyond;
  - Information on the ongoing pandemic response by the college;
  - An outline of the search timeline for the permanent Vice President for Instruction;
  - An overview of the new Governance structure, charters, and implementation manual;
  - Enrollment concerns;

### **6. Instruction's Report to the Board of Trustees**

- Dr. Mary Garguile, Vice President for Instruction, and Martin Cockroft, Interim Vice President for Instruction, addressed the Board of Trustees. Dr. Garguile's and Mr. Cockroft's report included the following topics:
  - Working with faculty who are teaching face-to-face in fall quarter;
  - Working on a winter quarter schedule (due 10/19) that offers more in-person courses, fully online and evening degrees, and more robust branch campus options;
  - The transition from Dr. Mary Garguile as Vice President for Instruction to Martin Cockroft, who will serve in the interim capacity;

- Workforce Development's recent grant work, which brings in over \$3 Million in grants to the institution;
- Nursing faculty hiring;
- Cedar High School partnership update;

## **7. Student Services' Report to the Board of Trustees**

- Dr. Brendon Taga, Vice President for Student Services, addressed the Board of Trustees. Dr. Taga's report included:
  - In-person services reopened to students on campus this summer (all areas have regular office hours);
  - Fall Enrollment projections and state-wide comparisons;
  - Outreach/Marketing and enrollment efforts underway;
  - HEERF Grants and Student debt relief
  - OC Foundation emergency funding grants;
  - Housing crisis grants available through the Students in Need Group (SING);
  - Counseling services available;
  - Rangers Return – a debt relief/forgiveness partnership with the Lieutenant Governor's Office for students who have been away for 3+ years;
  - Distribution of 10 x \$1,000 vaccine incentive scholarships funded from the State;
  - Hiring a Community Standards officer for who will take over Student Conduct cases;
  - Residence Hall updates;
- Q&A:
  - Trustee Eckmann commented on the good news surrounding the Residence Hall occupancy and resolutions to the internet issues experienced there. Dr. Taga thanked Bremer Trust for their support and partnership in improving the Residence Hall for students.

## **8. Administrative Services Report to the Board of Trustees**

- Ron Ellison, Vice President for Administrative Services, addressed the Board of Trustees. Mr. Ellison's report included:
  - His on-boarding process and meetings with his direct reports;
  - Scheduling meetings with Business Services and Student Services to work through budget issues related to hiring much needed positions.

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

- Cheryl Nunez, Vice President for Equity & Inclusion, addressed the Board of Trustees. Ms. Nunez's report included:
  - An update on Senate Bill (SB) 5194 – Providing for equity and access in the community and technical colleges. Under this bill, each college is required to have a Diversity Equity & Inclusion (DEI) strategic plan.
  - An update on Senate Bill (SB) 5227 – Requiring diversity, equity, inclusion, and anti-racism training and assessments at institutions of higher education.
- Q&A
  - Trustee Eckmann inquired as to whether or not the State Board for Community and Technical Colleges (SBCTC) is taking lead in any of these mandates and providing uniform guidance for all colleges in the system?

- Cheryl Nunez informed the Trustees that the SBCTC is working on these efforts at the system level to provide resources, guidance, and support, but we'll have leeway locally to adapt these mandates to suit the needs of Olympic College.
- Allison Phayre, Executive Director for the Office of Institutional Effectiveness, informed the Board that the SBCTC Policy Research committee spent time investigating climate assessment instruments and will recommend 1 or 2 to system as whole to adopt for consistency.

#### **10. Human Resource's Report to the Board of Trustees**

- Joshua Masters, Interim Executive Director for Human Resources, addressed the Board of Trustees. Mr. Masters report included:
  - An update on the Bullying policy, which was sent to both Unions for review;
  - The search timeline for the Vice President for Instruction position;
  - A remote work policy is in the works for post-pandemic operations;
  - Reworking the Human Resources Strategic Plan for next 6-12 months. Human Resources was recently restructured to build capacity with no additional cost to the budget;
  - Working with the State (OFM) on COVID-19 related issues and negotiations;

#### **11. Information Technology's Report to the Board of Trustees**

- There was no Information Technology Report to the Board of Trustees this month.

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

- Dr. Allison Phayre, Executive Director of the Office of Institutional Effectiveness, addressed the Board of Trustees. Dr. Phayre's report included:
  - Her office's efforts working through all of the draft workplans submitted across from the college and looking for opportunities for collaboration and intersections of shared work;
  - Calendar of data reporting;
  - A prioritized policy review calendar which will be shared with the Governance structure for review/revision and will provide them an opportunity to help them get established and up and running.

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

- Trevor Ross, Executive Director of the Olympic College Foundation, addressed the Board of Trustees. Mr. Ross' report included:
  - Kudos to his team (Terri Gleich and Jane Barton) and the OC Foundation Board;
  - An update on the Foundations finances including:
    - Unrestricted funds raised (\$246K);
    - Reduced operating expenses and a net operating profit of over \$80k this year;
    - An increase to the endowment of \$4.2M (\$21M+ in total);
    - \$300K in scholarships distributed;
  - The expanding of the OC Promise next year;
  - The creation of the Mary Garguile Scholarship;
  - The Fall Community Luncheon (which will remain remote);

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

- Adam Morris, Chief of Staff, addressed the Board of Trustees. Mr. Morris' report included:
  - o An apology to WPEA for recent scheduling issues regarding meetings with the President;
  - o The recent Kitsap County Health District (KPHD) mask mandate for indoor public spaces;
  - o COVID-19 Forums being held this week;
  - o Opening Days activities;

#### **D. Consent Items**

##### **1. Approval of the draft minutes for the June 15th, 2021 Regular Board of Trustees Meeting**

- Trustee Coleman made a motion to approve the draft minutes for the June 15th, 2021 Regular Board of Trustees Meeting as presented. Trustee Eckmann seconded the motion. A vote was held and was in favor of approving the June 15th, 2021 Regular Board of Trustees Meeting minutes as presented (5 – yes; 0 – no; 0 – abstaining).

##### **2. Approval of the draft minutes for the July 11th, 2021 Special Board Meeting - Board Retreat**

- Trustee Coleman made a motion to approve the draft minutes for the July 11th, 2021 Special Board Meeting - Board Retreat as presented. Trustee Eckmann seconded the motion. A vote was held and was in favor of approving the July 11th, 2021 Special Board Meeting - Board Retreat minutes as presented (5 – yes; 0 – no; 0 – abstaining).

#### **E. 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 discussion.
- The Board accepted the Yearly Events Calendar Information Item.

##### **2. Information Item: Budget Update – Month Ending May 2021**

- Angela Hamilton, Interim Director of Business Services, and Ron Ellison, Vice President for Instruction, presented the Budget Update – Month Ending May 2021 Information Item.
- Trustee Eckmann commented on the ctcLink caused issues with financial reporting, and the efforts being taken to find resolutions with the State Board for Community and Technical Colleges.
- The Board accepted the Budget Update – Month Ending May 2021 Information Item.

#### **F. Executive Session**

- None.

## **G. Adjournment**

- Trustee Bryant adjourned the meeting at 7:30 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.*