

***Board of Trustees Regular Meeting Minutes
September 21, 2021***

5:30 pm Regular Board of Trustees Meeting

Zoom Link: <https://olympic.zoom.us/j/98631154563?pwd=T0pwbGd6cEhTMzhoUFhiV0YrcFM4Zz09>

Meeting ID: 986 3115 4563

Meeting Password: OCBOT0921

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. Accessibility Progress and Road Map - Martin Cockroft

- Martin Cockroft, interim Vice President for Student Services, presented to the Trustees on Instructional Accessibility at Olympic College along with the Instructional Accessibility Team of:
 - o Karen Fusco, Director of Access Services
 - o Molly Young, Instructional Designer
 - o Jocelyn Crabbe, Electronic Media Production Specialist
 - o Doug Hayman, IT Accessibility Coordinator
 - o Julie Evanstad, Program Coordinator – Access Services
- The Presentation covered:
 - o Instructional Accessibility and its connection to the College’s Mission/Vision/Values;
 - o Access vs. Accommodations;

- Accessibility Resource Center available in Canvas for instructors, and the associated intake form;
- Accessibility for videos;
- Accessibility goals for the year:
 - Hire a full-time instructional accessibility evaluator/coordinator position to test course materials for accessibility, work with publishers on compliance, and provide trainings;
 - Get Proactive – develop policies and procedures and offer training that makes creating and adopting accessible materials routine;
 - Enroll and retain students – welcome, encourage, and support each learner;

B. Communication Items

1. Introduction of New Olympic College Employees

- Elsa Krier, Outreach & Recruitment Manager, introduced Anthony “Lo” Furlow, Virtual Office Supervisor, to the Board.

2. Report off the Board of Trustees

- Trustee Bryant reported on her attendance of Opening Days.
- Trustee Eckmann reported on his attendance of Opening Days, offering “kudos” to Adam Morris for his efforts organizing the events. Additionally, Trustee Eckmann commented on the website redesign being led by Shawn Devine and acknowledged Alecia Nye, Associate Dean of Nursing and the Nursing Department on their recent accomplishment getting the Veteran/LPN to Bachelor of Science in Nursing (VL to BSN) program approved.
- Trustee Gonzalez had nothing to report.
- Trustee Coleman had nothing to report.
- Trustee Miller had nothing to report.

3. Communication from the Public

- Larry Blain, Adjunct Faculty member, addressed the Board of Trustees. Mr. Blain discussed the Bullying Policy Information Item and the Budget Update – Month Ending June 2021 Information Item on the agenda.
- Barbara Parker, Medical Assisting Faculty member, addressed the Board of Trustees. Ms. Parker spoke on the inequities caused by the High Demand funding provided by the legislature.

C. Reports to the Board

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

- Dr. Brendon Taga, Vice President for Student Services, introduced Brandon Gall, President of the Student Government of Olympic College (SGOC), to the Board of Trustees. Mr. Gall addressed the Board and his comments focused on:
 - Onboarding of new officers this month;
 - Welcome week events and tabling services;
 - OCAB Committee established;
 - Introduced Officers

- SGOC Vice President: Anna Okrasinski Maddox;
- SGOC Director of Finance & Operations: Rose Harper;
- SGOC Director of Clubs & Student Life: OPEN;
- SGOC Director of Public Relations & Communications: Adrian Martin;
- Established Goals for the 2021-2022 Academic Year:
 - Work with Students and Faculty to revitalize diverse clubs and increase programming across all three campuses to promote higher student engagement and inclusion;
 - Reviving the Student Voice at Olympic College and inform the student body of SGOC and our purpose in order to revive the student voice;
 - Establish a Spend down Plan for the General Reserve Account;

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:
 - The vaccine mandate for employees and its impact on the workforce;
 - Open positions at the College and the effects on Classified Staff;
 - The format of the Board of Trustees Meetings;

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:
 - The format of the Board Meetings;
 - An update on negotiations. Faculty compensation issues not yet resolved;
 - A request that President Cavalluzzi attend next negotiation session to address issues;
 - A recommendation that the Board of Trustees host in-person public meetings with remote options for attendance;

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:
 - Information about faculty who are teaching on campus in Fall. Roughly 90 faculty to teach courses that have some on-campus component. Ms. Briggs thanked those who worked to make this happen, including Martin Cockroft – interim Vice President for Instruction;
 - Comments on the proposed Anti-Bullying Policy. Faculty Senate supports the adoption but wants additional college-wide input before the Board adopts;
 - Comments on the Governance Model. Faculty Senate supports the governance structure but have concerns about the learning council and how it connects with Faculty Senate and other committees (such as the Faculty Curriculum Committee). Feel the scope may be too large, and expressed concerns about composition of committee;
 - Looking forward to new school year;
- A question-and-answer period was held:
 - Trustee Eckman asked Ms. Briggs to elaborate on why the Faculty Senate is concerned with Learning Council.

- Ms. Briggs explained that they were not clear on the nature of the Learning Council and are concerned about the other existing committees and how they will interact with learning council and which ones will go away completely.

5. President's Report to the Board of Trustees

- Dr. Marty Cavalluzzi, President, addressed the Board of Trustees. Dr. Cavalluzzi's report included:
 - An expressed excitement for the start of Fall;
 - Shared Governance;
 - An update from the Kitsap Public Health District. Dr. Gib Morrow is messaging that the county is planning on dealing with COVID-19 for a long time to come, Kitsap County vaccination numbers have fell flat, and that the vaccines are being approved for kids aged 5-11 but does not anticipate that catching on. Furthermore, Dr. Morrow is continuing to recommend vaccination and wearing a mask.

6. Instruction's Report to the Board of Trustees

- Martin Cockroft, interim Vice President for Instruction, addressed the Board of Trustees. Mr. Cockroft's report included the following topics:
 - Excitement for the new academic year and seeing more cars in parking lot. Mr. Cockroft thanked Faculty for their work leading up to this quarter. Safety of on campus classes has been a big topic of discussion, and forums have been held to better understand and followed up on concerns. Mr. Cockroft thanked Student Services and Administrative Services for partnering with Instruction to resolve issues.
 - Hiring of new faculty. New Faculty are tentatively scheduled to be introduced at next month's Regular Board Meeting, and the College is excited about the new hires;
 - New Instructional Programs:
 - VL-BSN pathway has been approved;
 - Certificate in Documentary Filmmaking;
 - Certificate in Marine Electrical Certificate;

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:
 - Enrollment numbers to-date:
 - Up 6% of State Funded FTEs compared to last Fall;
 - Up 2% of All FTEs compared to last Fall;
 - Headcount down 6.2% (have fewer students, but they are taking more classes) compared to last Fall;
 - Recruitment Activities:
 - Enroll Now Events
 - 208 students attended first event;
 - 180+ students attended event last Wednesday;
 - Had representatives from across campus helping students through the enrollment steps;
 - Dips in enrollment may be related to vaccination requirement for students mandated by the Governor;

- COVID-19 policies and statistics for students;
- A question-and-answer period was held:
 - Trustee Eckmann commented on the enrollment comparison to two years ago (pre-pandemic numbers) and the need to keep that in mind especially as it relates to the budget. The College needs to build back to those levels.
 - Dr. Taga agreed with that sentiment and outlined a need to focus on student retention.
 - Trustee Eckmann commented that the entire college needs to take on responsibility for enrollment efforts.
 - Trustee Bryant recognized that most other colleges are struggling with their enrollments for fall and applauded the college employees for how well we are doing comparatively.
 - President Cavalluzzi shared statistics on the state of the enrollments at other colleges.

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:
 - The Board Finance Committee Meeting. Will be working on creating new dashboards to give valuable information to the Board;
 - A meeting between OC and SBCTC representatives to discuss ctcLink issues. The SBCTC will be taking a deeper dive into the issues and will hold a follow-up meeting with the Trustees;
 - The installation of high-end, self-service vending machines at OC Poulsbo (serviced by Avanti markets);
 - Recent weather impacts to the college facilities. Following the wind/rain storm this past weekend, Facilities has reviewed all buildings for leaks and have cleanup underway and contracting for repair work to resolve the issues uncovered;
 - Recognized the tremendous efforts led by Angela Hamilton, Ryan Dalberg, and Chris Valverde and their respective teams in Business Services, Campus Security, and Facilities Services to get the campus ready for students/employees;
- A question-and-answer period was held:
 - Trustee Eckmann commented on the College's budget. Problems with ctcLink has led to woefully wrong reporting, but SBCTC is finally starting to address the problems.

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:
 - A state-wide group convened to discuss the Anti-Racism trainings;
 - Communications efforts in the website redesign that will support Guided Pathways. Additionally, they are conducting more focus groups and completing the implementation of an accessibility checker, implement a more effective search feature, as well as a chat feature.

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:
 - o An update on the Bullying policy. The draft policy was sent to the unions on 8/17 and there are plans to work with unions on implementation of the procedure (which is separate from the policy);
 - o An update on the Governor's Vaccination mandate, which has to be in place by 10/18. A vaccination clinic set for 10/4 for the Johnson & Johnson vaccine. Information has been sent out to all employees regarding timeline and Exemptions. Mr. Masters asked that people be empathetic to everyone who may be on the other side of the debate from themselves;
 - o An update on negotiations. Negotiations have been complicated due to ctcLink reporting issues relating to the budget and transitions with Vice President of Administrative Services and Vice President for Instruction. He is looking forward to working through issues and wrapping them up;

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

- Evelyn Hernandez, Chief Information Officer, addressed the Board of Trustees. Ms. Hernandez's report included:
 - o Getting the campus ready for Fall quarter;
 - o Filling the open Network Administrator position (open since 2019 – new person starting in October). This will help tremendously with IT projects that are ongoing;
 - o Avanti Markets (the vending machines installed at OC Poulso) have been added work for IT to get those up and running during the lead up to the quarter;
 - o Opening Days support;
 - o Fall employee/student laptop check-outs;
 - o Comments on the OC and SBCTC meeting regarding ctcLink issues;
 - o Supporting online classes (PSNS now 100% online for Fall);
- Trustee Bryant commented her appreciation for everything the Information Technology team does to make the college run.

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:
 - o Finalizing their work plan for this year. The written report submitted this month was an assessment of last year's work plan. Dr. Phayre hopes other departments/divisions are able to adopt this model for their annual work plans;
 - o Held 3 workshops over Opening Days: Data, Grants, and Guided Pathways work for this year;
 - o Working to help integrate workplans from the division/department levels, and assisting people as they consider their assessment measures, review points, etc.

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:
 - o Only thing in addition to written report is to remind folks of the Fall Fundraiser (replaced community luncheon) – Fulfilling the Promise;

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 A breakdown of the Opening Days activities held in the lead up to the start of Fall quarter;
 - o COVID-19 updates to be aware of for Fall quarter;

D. Consent Items

1. Approval of the draft minutes for the August 17th, 2021 Regular Board of Trustees Meeting

- Trustee Eckmann made a motion to approve the draft minutes for the August 17th, 2021 Regular Board of Trustees Meeting as presented. Trustee Miller seconded the motion. A vote was held and was in favor of approving the August 17th, 2021 Regular Board of Trustees Meeting minutes as presented (5 – yes; 0 – no; 0 – abstaining).

2. Approval of the draft minutes for the August 30th, 2021 Special Board Meeting

- Trustee Eckmann made a motion to approve the draft minutes for the August 30th, 2021 Special Board Meeting as presented. Trustee Miller seconded the motion. A vote was held and was in favor of approving the August 30th, 2021 Special Board Meeting 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 June 2021

- Angela Hamilton, Interim Director of Business Services, and Ron Ellison, Vice President for Instruction, presented the Budget Update – Month Ending June 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 June 2021 Information Item.

3. Information Item: Revised Board Self-Evaluation Tool

- Adam Morris presented the Revised Board Self-Evaluation Tool Information Item to the Board of Trustees.
- Trustee Eckmann invited the AHE and WPEA to submit input on the proposed Self-Evaluation Tool to Adam Morris, Chief of Staff, who will forward it to the Board for consideration.
- The Board accepted the Revised Board Self-Evaluation Tool Information Item.

4. Information Item: Olympic College Bullying By Employees and Volunteers Policy

- Josh Masters, interim Executive Director of Human Resources, presented the Olympic College Bullying By Employees and Volunteers Policy Information Item to the Board of Trustees.
- A question-and-answer period was held:
 - o Trustee Eckmann asked whether the policy was sent out to the unions for review.
 - Josh Masters, interim Executive Director of Human Resources informed the Board that the policy was sent out to both unions on August 17th.
- After discussion, the Board of Trustees moved to adopt the Olympic College Bullying By Employees and Volunteers Policy. Trustee Coleman made a motion to adopt the Olympic College Bullying By Employees and Volunteers Policy as presented. Trustee Eckmann seconded the motion. A vote was held and was in favor of approving the adoption of the Olympic College Bullying By Employees and Volunteers Policy as presented (5 – yes; 0 – no; 0 – abstaining).

F. Executive Session

- The Board adjourned at 7:20 p.m. for a 0-minute recess before going into Executive Session.
- The purpose of the Executive Session was to review the performance of a public employee and discuss labor relations.
- At 7:20 p.m. the Board met in Executive Session for 60 minutes.
- The meeting reconvened at 8:20 p.m. out of Executive Session.

G. Adjournment

- Trustee Bryant adjourned the meeting at 8:21 p.m.

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