

***Board of Trustees Regular Meeting Minutes  
October 19, 2021***

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

**Zoom Link:** <https://olympic.zoom.us/j/93226358412?pwd=M0xIZUI0TEZlRjdRWXJtCUVVNjhtdz09>

**Meeting ID:** 932 2635 8412

**Meeting Password:** OCBOT1019

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)

**A. Study Session**

**1. Accreditation Update & Overview - Erica Coe**

- Erica Coe, Dean for Libraries, Tutoring, College Success and Accreditation Liaison Officer, presented to the Trustees on Olympic College's Year-3 Accreditation Visit. The Presentation covered:
  - o Acknowledgments of the Accreditation Leadership Team and the Accreditation Planning Team;
  - o Two new accreditation standards:
    - Standard One – Student Success, and Institutional Mission and Effectiveness:
      - Institutional Mission, Improving Institutional Effectiveness, Student Learning, Student Achievement;
    - Standard Two – Governance, Resources, and Capacity:

- Governance, Academic Freedom, Policies & Procedures, Institutional Integrity, Financial Resources, Human Resources, Student Support Resources, Library & Information Resources, Physical & Technology Infrastructure;
  - Reporting Timelines;
  - Mid-Cycle Reporting Areas:
    - Mission Fulfillment;
    - Student Achievement;
    - Programmatic Assessment;
    - Recommendations:
      - Shared governance and clear identification of roles;
      - Alignment and integration of institutional planning and resource allocation;
      - Systematic evaluation of non-instructional programs;
      - Comprehensive system of assessment for student learning outcomes;
  - Mid-Cycle Visit Process;
  - Mid-Cycle Visit Outcomes and Next Steps:
    - Strengths noted by evaluators;
    - Considerations for Mission Fulfillment;
    - Timeline of Final Report;
- A question-and-answer period was held:
  - Trustee Eckmann offered his congratulations to Dean Coe and entire accreditation team on a successful mid-cycle assessment;
  - Trustee Eckmann inquired about how peer institutions were selected to compare OC against.
    - Dr. Allison Phayre, Executive Director of the Office of Institutional Effectiveness informed the Board that the college looked at IPEDs data on a national level for colleges with a similar population size and disaggregated population data based on race/ethnicity, and matched to the closest institution(s). The Carnegie Classification system was also used in the evaluation. For our regional peers, the college looked at institutions with similar student make-ups (such as those with strong military connections – pierce has similar populations, etc.), geographic locations – relative to major metropolitan area, and other factors.
  - President Cavalluzzi acknowledged Dean Coe for taking on the role of Accreditation Liaison Officer (ALO), and Dean Seaman for working so closely with her, to lead these efforts. Additionally, he encourages every employee to read the report for the most up to date information on Olympic College.

## **B. Communication Items**

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

- Dr. Alecia Nye, Associate Dean for Nursing, introduced Jennifer Ingalls, Nursing Faculty, to the Board of Trustees.

- Dr. Alecia Nye, Associate Dean for Nursing, introduced Christopher Tersigni, Nursing Faculty, to the Board of Trustees.
- Dr. Alecia Nye, Associate Dean for Nursing, introduced Tamara Hays, Nursing Faculty, to the Board of Trustees.
- Norma Whitacre, Dean of Business & Technology, introduced Peter Bill, Computer Information Systems (CIS) Faculty, to the Board of Trustees.

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

- Trustee Bryant reported on her attendance of the ACCT Leadership Congress, including the keynote address by Dr. William B. Harvey;
- Trustee Eckmann reported on his attendance of the ACCT Leadership Congress.
- Trustee Gonzalez had nothing to report.
- Trustee Coleman had nothing to report.
- Trustee Miller had nothing to report.

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

- Eric Taam, community member, addressed the Board of Trustees. Mr. Taam commented on the college's COVID-19 Vaccination Requirement for on-campus students.
- Ted Baldwin, Full-Time Chemistry Faculty Member, addressed the Board of Trustees. Mr. Baldwin commented on:
  - o Teaching on campus;
  - o Shared Governance;
  - o Request the Board Chair hold the college accountable in the solicitation of input from across campus on college issues;

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

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

- Mr. 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:
  - o Food Pantry update/overhaul;
  - o Staffing of Tenure Committees with Student Representatives;
  - o Collaboration with OC Promise on student engagement;
  - o Olympic College Activities Board (OCAB) is up and running;
  - o SGOC and OCAB have completed their hiring processes and are fully staffed now;
  - o Working on talking with students to get their views on the strengths of Olympic College and the struggles of students. Mr. Gall verbally provided the Board with a sample of student feedback they have received thus far;

### **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 COVID-19 vaccine mandate and wage reopener negotiations with the State, resulting in two MOU's, on behalf of WPEA members;
  - o WPEA got a COLA for its members, as well as a lump sum payment;
  - o MOUs with the State for employee rights protections;

- Unresolved issues remaining related to WPEA employees (stress/trust/etc.);
- Updates on recent Demands to Bargain (Facilities, Faculty Workload, and Anti-Bullying Policy);
- WPEA meetings with Dr. Cavalluzzi;
- The Board of Trustees meeting format;

### **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 welcome to all new tenure-track faculty members;
  - Contract Negotiations updates;
  - President's Board Report;
  - The new Governance System and a recent Demand to Bargain related to the system;

### **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:
  - Faculty experiences and challenges with teaching this quarter, whether it be online, hybrid, or in-person
  - Administrator evaluations – want faculty to be able to evaluate individual administrators (Deans, VPI, President, etc.)
  - Comments on the process to develop a procedure for the newly adopted Anti-Bullying Policy.

### **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 further questions or comments by the Board.

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

- Martin Cockroft, interim Vice President for Instruction, submitted a written report to the Board of Trustees.
- There were no further questions or comments by the Board.

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

- Dr. Brendon Taga, Vice President for Student Services, submitted a written report to the Board of Trustees.
- There were no further questions or comments by the Board.

### **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 further questions or comments by the Board.

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

- Cheryl Nunez, Vice President for Equity & Inclusion, submitted a written report to the Board of Trustees.
- There were no further questions or comments by the Board.

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

- Joshua Masters, Interim Executive Director for Human Resources, submitted a written report and addressed the Board of Trustees at Trustee Eckmann's request. Mr. Masters' report included:
  - o An update on the Governor's Vaccine Mandate proclamation:
    - Processed all exemption/accommodation requests prior to the deadline;
    - Lost fewest employees in the system (based on the current information we have);
  - o An update on the process of developing the procedure to accompany the recently approved Anti-Bullying Policy, in partner with the AHE, WPEA, and Faculty Senate.
- A question-and-answer period was held:
  - o Trustee Eckmann inquired about how many people were let go as a result of the proclamation. Mr. Masters informed the Board that for full-time employees: 1 classified staff member, 1 faculty member, and 1 administrative/exempt employee were terminated because of proclamation 21-14.1. Unfortunately, the number for part-time employees is not known at this moment due to ctcLink issues.
  - o Trustee Eckmann inquired about the continuation of dashboard reporting by Human Resources in future months. Mr. Masters informed the Board that they are currently revising the dashboards to make the information more accurate and relevant, and will include those in future Board Reports once completed.

### **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 further questions or comments by the Board.

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

- Dr. Allison Phayre, Executive Director of the Office of Institutional Effectiveness, submitted a written report to the Board of Trustees.
- There were no further questions or comments by the Board.

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

- Trevor Ross, Executive Director of the Olympic College Foundation, submitted a written report to the Board of Trustees.
- A question-and-answer period was held:
  - o Trustee Eckmann inquired about the status of the Second Chance Scholarship. Mr. Ross informed the Board that he is working with his Board of Directors to have an ad hoc committee chartered to help with the efforts.
  - o Trustee Eckmann inquired whether the changes to the Federal Pell Grants that would allow fellows to qualify. Mr. Ross informed the Board that while he cannot speak to the specific details of the changes, he is hopeful they align with his efforts.

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

- Adam Morris, Chief of Staff, submitted a written report to the Board of Trustees.
- There were no further questions or comments by the Board.

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

##### **1. Approval of the draft minutes for the September 21<sup>st</sup>, 2021 Regular Board of Trustees Meeting**

- Trustee Eckmann made a motion to approve the draft minutes for the September 21<sup>st</sup>, 2021 Regular Board of Trustees Meeting as presented. Trustee Miller seconded the motion. A vote was held and was in favor of approving the September 21<sup>st</sup>, 2021 Regular Board of Trustees Meeting minutes as presented (5 – yes; 0 – no; 0 – abstaining).

#### **E. Information/Action Items**

##### **1. Information Item: Yearly Events Calendar – October 2021**

- 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/Action Item: Revised Board Self-Evaluation Tool**

- Adam Morris presented the Revised Board Self-Evaluation Tool Information Item to the Board of Trustees.
- Discussion was held. Trustee Bryant acknowledged and thanked the Association of Higher Education for their input on the self-evaluation tool, including the best practices document from the State Board, which the Board was already aware of. The Board will take the suggestions into consideration for their 2021-2022 evaluation after the end of this academic year.
- Trustee Coleman made a motion to adopt the Revised Board Self-Evaluation Tool as presented. Trustee Eckmann seconded the motion. A vote was held and was in favor of adopting the Revised Board Self-Evaluation Tool as presented (5 – yes; 0 – no; 0 – abstaining).

##### **3. Action Item: FY2021-2022 Budget**

- Angela Hamilton, Interim Director of Business Services, and Ron Ellison, Vice President for Instruction, presented the FY2021-2022 Budget Action Item to the Board of Trustees.
- Trustee Eckmann thanked Vice President Ellison and Director Hamilton, and their teams, for their work on this budget and presenting it in a clear and useful manner.
- Trustee Eckmann commented that the majority of the institutional funding provided by the federal relief funds went towards hard costs related to the pandemic. Vice President Ellison clarified that the funds were also used, in part, for revenue replacement for lost tuition due to the pandemic.
- Trustee Eckmann made a motion to approve the FY2021-2022 Budget as presented. Trustee Coleman seconded the motion. A vote was held and was in favor of approving the FY2021-2022 Budget as presented (5 – yes; 0 – no; 0 – abstaining).

#### **4. Action Item: Chair and Vice-Chair Elections**

- Harriette Bryant, Chair of the Olympic College Board of Trustees, presented the Chair and Vice-Chair Elections Action Item to the Board of Trustees.
  - o Trustee Bryant called for nominations for the position of Chair. Trustee Bryant nominated Trustee Miller. No other nominations were made. A vote was held, and Trustee Miller was elected by a vote of 5 – yes; 0 – no; 0 – abstaining to be the next Chair of the Olympic College Board of Trustees, effective upon conclusion of the meeting. Trustee Bryant congratulated Trustee Miller.
  - o Trustee Bryant called for nominations for the position of Vice-Chair. Trustee Coleman nominated Trustee Eckmann. No other nominations were made. A vote was held, and Trustee Eckmann was elected by a vote of 5 – yes; 0 – no; 0 – abstaining to be the next Vice-Chair of the Olympic College Board of Trustees, effective upon conclusion of the meeting. Trustee Bryant congratulated Trustee Eckmann.
- As voted by the Board, the Chair and Vice-Chair of the Board of Trustees for the 2021 – 2022 academic year will be:
  - o Chair: Trustee Miller
  - o Vice-Chair: Trustee Eckmann

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

- The Board adjourned at 6:46 p.m. for a 0-minute recess before going into Executive Session.
- The purpose of the Executive Session was to discuss labor relations.
- At 6:46 p.m. the Board met in Executive Session for 30 minutes.
- The Executive Session was extended by 15 minutes at 7:16 p.m.
- The meeting reconvened at 7:31 p.m. out of Executive Session.

#### **G. Adjournment**

- Trustee Bryant adjourned the meeting at 7:32 p.m.

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