

***Board of Trustees Regular Meeting Minutes  
November 15, 2016***

**5:00 pm** Regular Board of Trustees Meeting, Olympic College Bremerton, Humanities Student Services Building, Room 119/121, 1600 Chester Avenue, Bremerton, WA

Trustee Warner called the Board of Trustees Regular Meeting to order at 5:03 p.m.

**Board Members in Attendance:**

Harriette Bryant      Bev Cheney      Steve Warner

**Others in Attendance:**

David Mitchell, President  
Shawna Bliss, Executive Assistant to President  
Mary Garguile, Vice President for Instruction  
Damon Bell, Vice President for Student Services and Achievement  
Cheryl Nuñez, Vice President for Equity and Inclusion  
Kay Ash, Vice President for Administrative Services  
Bruce Marvin, Assistant Attorney General  
Ted Baldwin, AHE President  
Candace Alvarez, WPEA President  
Shannon Turner, SGOC President

**A. Consent Items**

**Approval of the draft minutes for the October 18, 2016 Regular Board of Trustees Meeting.**

Trustee Cheney made a motion to approve the minutes. Trustee Bryant seconded the motion. The vote was unanimously in favor of approval of the October 18, 2016 minutes.

**B. Communication Items**

**1. Communication from the Public**

There was none.

**2. Introduce New Staff**

Dr. Mitchell introduced Marlaina Simmons, Network Manager for Graduate Kitsap and Mason.

### **3. Report of the Student Government of Olympic College (SGOC)**

Shannon Turner reported that the SGOC is supporting students by considering their physical needs in order to succeed in accomplishing their educational goals. The SGOC is looking into the building of a Wellness Center. They are also looking at ways to assist those students who are homeless and/or in need of food or assistance. Shannon introduced Morgan Matthews; she is the Vice President of the OC-Poulsbo campus.

### **4. Report of the Board**

Trustee Warner reported on the groundbreaking for the new weld shop and 20<sup>th</sup> Anniversary Celebration of Olympic College – Shelton. He complimented the faculty, administrators, and staff who work at the campus and thanked the Bremer Trust for supporting the building of the new weld shop.

Trustees Bryant, Cheney, Page, and Warner will be attending the ACT Fall Conference on November 16<sup>th</sup>.

### **5. Report of the President of the College**

Dr. Mitchell reviewed a message the Board of Trustees and he signed acknowledging the many and varied emotions surrounding the November election results and reaffirming the College's commitment to OC's Mission of successfully serving the educational needs of the College's diverse communities. The message will be distributed to OC's students, faculty, administrators, and staff.

### **6. Report of the Olympic College Washington Public Employees Association (WPEA)**

Candace Alvarez reported that the contract will be signed this weekend.

### **7. Report of the Olympic College Association of Higher Education (AHE)**

Ted Baldwin reported that he attended the OC-Shelton event. He enjoyed seeing retired OC Board of Trustee Doug Sayan.

### **8. Report of the Olympic College Foundation**

David Emmons, Executive Director of the Olympic College Foundation, reported

- The Community Luncheon made over \$100,000.
- The OC Holiday Party will be on Wednesday, November 30<sup>th</sup>; the College will be celebrating its 70<sup>th</sup> birthday.
- The James and Audrey Robinson Grant was awarded to Kandace Mackaben (\$10,000 for work on an entrepreneurial certificate) and Jennifer Lamb (\$15,000 for work on an English 101 assignment bank). The awards were presented by Audrey Robinson at the annual Professional Development Day held on November 15<sup>th</sup>. Last year's recipients, Timothy Hagan (digital filmmaking) and Caroline Hartse (Yama project) spoke about the work they completed with the grant.

### **9. Presentation – Bremer Trust – Annual Report**

John Mitchell, Managing Trustee of the Bremer Trust, gave the annual report for the Bremer Trust.

- The board has three members on its governing board. In addition to John, Steve Rice and Barbara Stephenson serve on the board.

- Since its formation in 1987, the Bremer Trust has distributed more than \$8 million to Olympic College. In the last year, the Trust gave \$1.3 million to the College for the construction of a weld shop on the OC-Shelton campus.
- The Bremer Trust is directly responsible for some of OC's buildings – the Sophia Bremer Child Development Center and the three residence hall buildings.
- The annual donation to the College is drawn from the proceeds of its rental properties. John presented a check for \$77,000 to the OC Board of Trustees.
- The Bremer Trust is looking to diversify its real estate holdings.

## **10. Presentation – Instructional Plan**

Mary Garguile and the Instructional Deans presented and reviewed the College's five-year 'Instructional Plan'. It is a 'living plan' and will be reviewed and updated on a regular basis. Mary was assisted by Mark Harrison (Dean of MESH), Amy Hatfield (Dean of Workforce Development and Basic Studies), Beccie Seaman (Dean of Social Sciences and Humanities), and Norma Whitacre (Dean of Business and Technology). They identified some of the key recommendations for ensuring quality teaching and learning, developing and expanding educational programs, maintaining and enhancing classroom facilities and instructional technology, and supporting student success. Their next step is to develop an action plan for the 2016-2017 year.

## **C. Study Session**

### **1. Board Coverage of Upcoming Events**

The Board of Trustees discussed upcoming calendar items and determined who would be attending.

## **D. Action/Information Items**

### **1. Action Item: Tenure – Richard Becker**

Trustee Cheney motioned for approval. Trustee Bryant seconded the motion. The vote was unanimously in favor of awarding tenure status to Richard Becker.

### **2. Action Item: Tenure – Ronald Keeling**

Trustee Bryant motioned for approval. Trustee Cheney seconded the motion. The vote was unanimously in favor of awarding tenure status to Ronald Keeling.

### **3. Information Item: Naming of the OC-Shelton Weld Shop**

David Mitchell presented the proposed name of the OC-Shelton Weld Shop; the Board accepted the naming of the OC-Shelton Weld Shop as an information item.

### **4. Information Item: OC 2016-2017 First Quarter Financial Report**

Kay Ash presented the OC 2016-2017 First Quarter Financial Report; the Board accepted the OC 2016-2017 First Quarter Financial Report as an information item.

## **E. Executive Session**

There was no Executive Session.

**F. Adjournment**

Trustee Warner adjourned the meeting at 6:37 p.m.

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