



Community College District 3
Kitsap & Mason Counties

SGOC Executive Council Meeting

Regular Meeting Agenda

Date: Nov. 14th, 2025

Time: 1:30pm

Venue: SGOC Office, Building 4, Room 111 or online at

<https://olympic.zoom.us/j/6911118235?pwd=aXBpL1BOMHgyQTR2ZzM4bC9XaERVUT09>

Call to Order - SGOC President, Christian Koehn

Constitutional Purpose Statement - SGOC Vice President, Isabelle Williams

We, the students of Olympic College, recognize the need for self-representation to initiate and promote student involvement in matters of concern to the student body. Therefore, we establish the Student Government of Olympic College to act as the democratic voice of the students and to engage the campus community through programming, services, and advocacy in accordance with the college mission. With these statements, we hereby ordain and establish this constitution and its By-Laws.

Roll Call:

- **SGOC President**, Christian Koehn.....P/NP
- **SGOC Vice President**, Isabelle Williams.....P/NP
- **SGOC Director of PR & Communications**, Khi Tall Bull.....P/NP
- **SGOC Director of Finance & Operations**, Dylan AnianoP/NP
- **SGOC Director of Clubs & Student Life**, Marrelli Anderson.....P/NP
- **Office Assistant/Food Pantry**, Asha McMullenP/NP
- **Program Coordinator**, Samantha StevensP/NP

Acknowledge of Visitors

- Heather Lukashin
- Tracy Bergquist, Gregory Irwin, Hana Knight, Maya Knight, James Duffy (OC2C)
- Carly Sullivan (Writer's Room Club)

Approval of Agenda

Approved by: Dylan Aniano

Seconded by: Isabelle Williams

Approval of Minutes



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Approved by: Dylan Aniano

Seconded by: Isabelle Williams

Public Comment

N/A

Old Business

- Information Item; Martin Cockcroft - Bus passes
- Nathan Gould - Business and Accounting Club (Chartering)
- Information Item; Jonathan Bowers - Christmas Event
- Samantha Stevens - Club Handbook Approval

New Business

- Carly Sullivan - Writer's Room Club (Chartering)

Discussion Summary - Writer's Room Club Charter Review

Club Background:

- The club has been meeting unofficially since the Summer Quarter with approximately 10 participating students
- Primary focus is on screenwriting, including television writing, short films, and feature-length films
- Activities include pitching practice, idea workshops, troubleshooting writing challenges, table reads, and collaboration with the Film Club (where Film Club members may produce scripts written in Writer's Room)
- Members plan to enter local competitions and work on strengthening their screenwriting skills

Clarifying Questions:

Q: What is the club about?

A: It is a screenwriters' club dedicated to writing for TV, short films, and feature films; practicing pitching; workshopping ideas; collaborative problem-solving; table reads; and partnering with the Film Club for production.

Q: How is this different from the Creative Writing Club?

A: Creative Writing focuses on narrative writing, while Writer's Room specializes in monologues, scripts, and film writing.

Motion to Approve Charter:



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- Approved by: Marrelli Anderson
- Seconded by: Dylan Aniano

- Request; Tracy Bergquist, Gregory Irwin, Hana Knight, Maya Knight, James Duffy (OC2C) - Budget Proposal

Request Summary- The group submitted a funding request for:

- A dedicated AI computer setup, using Raspberry Pi units, totaling under \$1,000 as a Level 1 proof-of-concept
- Note: Students attended LinuxFest Northwest last year and may seek future travel funds, but travel is not part of this Level 1 request

Discussion

Q: Did you contact the Sustainability Council? Students have concerns about AI usage.

A: No. The group instead contacted faculty (names mentioned: Pamela Beladul? and James Duffy). They previously submitted a Robinson Family Grant request last quarter, but it was not approved. The group plans to monitor power usage and hopes to collaborate on sustainability case-testing related to AI.

Q: Are you aware of group ferry rates?

A: Not yet. Current estimates are rough and will be updated.

Q: Meal per diem calculations include breakfast for three days (for students and faculty), but breakfast requires travel during qualifying early hours.

A: The presenters were unaware and will revise the meal-rate calculations.

Q: Where will the hardware be stored, and how will students access it?

A: Hardware would be secured in Kevin Blackwell's office (Room 215). Students would check out the equipment, perform activities, and return it to the secure location.

Q: How is this a *club* expense and not a *program* expense?

A: The group stated that the activities will not duplicate classroom instruction. Instead, the equipment would support competitions, Linux practice, and club-specific projects, not instructional curriculum.



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Council Comments

- Because the request total is under \$1,500, it belongs in Club Congress, not the Executive Council
- The hardware must:
 - Be for student use only,
 - Remain in a secured, fixed location,
 - Not be accessible as faculty-use equipment
- The submitted budget is inaccurate:
 - It combined this year's and next year's funds,
 - And contained rounded/estimated figures,
 - Which is not allowed for funding consideration
- The council cannot vote on an inaccurate dollar amount

Motion

Motion to deny OC2C Funding Request

Denied by: Dylan Aniano

Seconded by: Marrelli Anderson

- Information Item; Heather Lukashin - SGOC Needs Grant

Proposal Summary

Proposal:

Reallocate \$7,500 from the SGOC Needs Grant, which currently supports six students with childcare assistance, and redirect those funds to the Food Pantry in order to serve a larger portion of the student population

Motion

Motion to Sunset the SGOC Needs Grant by the End of Fall 2025

Sunset by: Dylan Aniano



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Seconded by: Marrelli Anderson

- **Information Item; Heather Lukashin - Student Orientation**

Discussion Summary - Orientation Software Proposal

Background:

Canvas is currently being used for Ranger Ready orientation, but it is not designed for orientation and is time-consuming to adapt. The college is exploring dedicated orientation software as an alternative.

- Current Orientation Participation:

589 students completed Ranger Ready orientation during Summer and Fall.

134 students completed the online version, but access is limited because students must already be enrolled to use Canvas.

- Proposed New Software Costs:

- \$4,500 initial setup cost
- \$7,500 annual subscription fee

Discussion:

Q: What are the planned funding sources?

A: The department intends to seek partial contributions from multiple sources, including the Student Tech Fee, SGOC, and others. No fixed or predetermined funding amounts have been assigned; the plan is to assess what each source is willing to contribute.

Q: Will this software replace any faculty positions?

A: No. Faculty do not run orientation, so no positions would be affected.

Q: Will the software be app-based or integrated into existing systems?

A: It will operate as a standalone app, not an integrated Canvas module.

- **Information Item; Heather Lukashin - Student Complaint Process**

Discussion Summary - Student Complaint Process Update

Proposal:



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- Consolidate and update the student complaint process.
- Create a single, easy-to-navigate system on the OC website for students to submit and track complaints.
- Goal is to make the process clearer and more accessible.

Discussion Question:

Q: Will this apply institution-wide?

A: Yes, it will be available to all students.

- **Information Item; Samantha Stevens - Change Next Executive Council Meeting**

Move next EC date to December 5th

- **Student Representative Approval**

Nominees:

Logan Archer

Jason Diez (TBD)

Norah Tabor

Max Smith

Discussion:

Q: Are they enrolled for the entire school year?

A: Yes. All nominees are first-quarter OC students and none are Running Start students.

Motion to Approve Student Representatives:

- Approved by: Marrelli Anderson
- Seconded by: Isabelle Williams

Officer Reports

- **SGOC President, Christian Koehn:**
 - Meeting with Student Affairs scheduled to discuss SGOC initiatives



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- Submitted the BOT report to Sam
- Completed the SGOC Classroom Visit Presentation
- Council/Committee Form completed
- Working within a GCC taskforce to edit GCC handbook
- I participated in the Pack the Pantry as a speaker and as a helper
- I was selected as the student for PSAC so I'll be engaging with students to ask what kind of president they want to have at OC to bring student voice to the table
- SGOC finalized their goals for the year!

• **SGOC Vice President, Isabelle Williams:**

What I've Done:

- Pack the Food Pantry (helped set-up decorations, promoted event through social media with Kathryn Auker and Marrelli Anderson)
- Finalized goals for the 2025-2026 Academic year for student government
- Organized food pantry
- Created Executive Council agenda
- Scheduled tenures, edited tenure spreadsheet, reached out to deans for specific fall term dates
- Requested OC Web Services to put Executive Council meeting minutes onto website

What My Council Did:

- The Syllabus Policy is being simplified to list only required items, with other details moved to the Faculty Handbook
- The council is developing a Faculty Qualifications Policy to clarify hiring standards and align with state requirements
- A new Regular and Substantive Interaction (RSI) Policy was added to ensure consistent engagement in online classes
- The Academic Dishonesty Appeal Policy was updated to allow SGOC support for students and address conflicts of interest
- AI-related policies were postponed and will be discussed at the next meeting
- The Faculty Handbook is being moved to the new Intranet site for easier access
- The council will continue to coordinate with Faculty Senate and other governance groups on academic policy updates

What Needs to be Done:

- Create Canvas message advertising tenure (include form - needs updating)
- Recruit more student representatives for tenure



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- Recruit for Learning Council (3 possible students interested)

- **SGOC Director of PR & Communications, Khi Tall Bull:**

- Completed email and mass email training with Communications Assistant Director, Kat.
- Represented Olympic College at the WACTCSA Fall Meeting.
- Assisted with organizing the campus food pantry.
- Created and sent out an email announcing the Town Hall raffle winners.
- Took minutes for the last Executive Council meeting.
- Participated in the SGOC GOAL meeting to help solidify our objectives for the year.

- **SGOC Director of Finance & Operations, Dylan Aniano:**

What I've done:

- Setup STF agenda
- Delivered compostable items to OC sustainability club
- Recruited people to server on OC governance council

What my Council did:

- STF committee: meets next Monday
- Budget & Finance Council: Reviewed financial policy, annual work plan for faculty senate. New allocation model was presented & discussed.

What needs to be done:

- Recruit more students for S&A budget Council
- Set up S&A timeline for winter quarter

- **SGOC Director of Clubs & Student Life, Marrelli Anderson:**

What I did

- Chaired club congress
- Planned club fair
- Promoted & attended the pack the food pantry event
- Worked with Khi to make edits to club information on the website

Council

- Student Advancement Council meeting scheduled for November 21st
- No further information



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Upcoming

- First club fair
- **SGOC Food Pantry & Office Assistant, Asha McMullen:**
 - Completed Pack the Pantry
 - Working with PTK for donations

Announcements

N/A

Adjourn, time - 2:47pm