

2015 Ad Hoc Report
Olympic College

Prepared for the Northwest Commission on Colleges and Universities

October 13, 2015



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I. Introduction

In Fall 2013, Olympic College (OC) submitted its Year Three *Resources and Capacity* evaluation for reaffirmation of accreditation by the Northwest Commission on Colleges and Universities. The evaluation team that reviewed the report made one recommendation.

Recommendation 1: The evaluation committee recommends that the College regularly evaluate administrators and classified staff in accordance with its annual evaluation procedures (Standard 2.B.2)

NWCCU President Sandra Elman, in her letter reaffirming accreditation to Olympic College President David Mitchell, dated February 3, 2014, wrote that OC was substantially in compliance on Recommendation 1, but in need of improvement. Dr. Elman also requested an Ad Hoc Self-Evaluation report in Fall 2015 to address recommendation 1.

She also wrote that the Commission added a second recommendation and requested an Ad Hoc Self-Evaluation report in Fall 2014.

Recommendation 2: The evaluation committee recommends that for each year of operation, Olympic College undergo an external financial audit and that the results from such audits, including findings and management letter recommendations, be considered in a timely, appropriate, and comprehensive manner by the Board of Trustees (Eligibility Requirement 19 and Standard 2.F.7).

In Dr. Elman's letter dated February 10, 2015, she wrote that the Commission accepted Olympic College's Fall 2014 Ad Hoc Self-Evaluation report addressing Recommendation 2, but noted that the College still did not meet the criteria. The Commission requested another Ad Hoc report to be submitted in Fall 2015.

This Ad Hoc Report is in response to both requests and will address the improvements made to fulfill the expectations for Recommendations 1 and 2.

Contributors:

Erica Coe, Dean of Library, Learning Resources, and eLearning; Accreditation Liaison Officer

Judith Jose, Human Resource Consultant Assistant

Bruce Riveland, Vice President of Administrative Services

David Slown, Executive Director of Human Resource Services

Janell Whiteley, Director of Business Services

II. Response to Recommendation 1

Recommendation 1: The evaluation committee recommends that the College regularly evaluate administrators and classified staff in accordance with its annual evaluation procedures (Standard 2.B.2)

Olympic College's annual evaluation procedures for classified staff include two parts, a Performance and Development Plan (PDP) Expectations and PDP Evaluation. The PDP Expectations includes performance expectations, key competencies, training & development needs/opportunities, and organizational support. The PDP Evaluation includes the supervisor's narrative performance assessment in relation to the key results and competencies expected that were noted on the PDP Expectations from the previous year. The employee meets with the supervisor to review both PDP Expectations and Evaluation. There is no yearly due date for these evaluations. They are due annually on different dates for each employee, depending upon the employee's hiring date and subsequent adjustments. To encourage timely completion of reviews, supervisors received several reminder emails from Human Resource Services (HRS) staff and the option to have a reminder added to their Outlook calendar.

The annual evaluation procedures for Administrative/Exempt staff for the past two years included two parts, a 360-style review and a performance review. The due date for the performance reviews had been September 1 but was moved to October 1 beginning in 2014/2015. To encourage timely completion of reviews, supervisors received recurring reminders from multiple sources, including HRS staff and the College President.

Completion of these evaluations has improved between 2013/2014 and 2014/2015. For Administrative/Exempt employees, the completion rate has improved from 46 of 58, or 85.7%, to 66 of 66, or 100%. For classified employees, the completion rate has improved from 56 of 159, or 35.2%, to 78 of 151, or 51.6%.

	2013/2014		2014/2015	
	Number	Percent	Number	Percent
Completed Evaluations				
Classified Staff	56 of 159	35.2%	78 of 151	51.6%
Administrative/Exempt	46 of 58	85.7%	66 of 66	100%

While an improvement was shown with the completion rate of classified staff evaluations, it falls short of the College's goal of 100%. To address this issue, HRS has revised the existing program of repeated reminders to all supervisors to complete PDPs in a timely fashion. Reminders are now sent 30 days and 10 days before the due date for the evaluations. The thirty day reminder asks the supervisor to advise HRS of the scheduled date for the conference with the employee. This ensures that conferences are timely scheduled, and allows supervisors to request and receive appropriate extensions when conferences cannot be scheduled due to factors such as extended absences, illness, or approved vacations.

The significant improvement of the completion of the Administrative/Exempt evaluations was achieved by the recurring reminders, especially from the College President, and the shifting of the due date to a less hectic time of the academic year.

III. Recommendation 2

Recommendation 2: The evaluation committee recommends that for each year of operation, Olympic College undergo an external financial audit and that the results from such audits, including findings and management letter recommendations, be considered in a timely, appropriate, and comprehensive manner by the Board of Trustees (Eligibility Requirement 19 and Standard 2.F.7).

In order to accomplish this standard, the college must meet three important milestones:

1. Develop financial statements in accordance with generally accepted accounting principles.
2. Contract with professionally qualified personnel to audit the financial statements.
3. The College's administration and board must review and consider the results of the financial statement audit in a timely, appropriate and comprehensive manner.

1. Develop financial statements in accordance with generally accepted accounting principles

Olympic College completed its statements in March 2015 following the Governmental Accounting Standard Board's (GASB) pronouncement number 34 (GABS 34) *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governements*.

2. Contract with professionally qualified personnel to audit the financial statements.

Washington state law establishes the State Auditor's Office (SAO) as the auditor of public accounts. Olympic College contracted with SAO for audit services and the auditor's report for July 1, 2013 through June 30, 2014 was received in July 2015.

3. The College's administration and board must review and consider the results of the financial statement audit in a timely, appropriate and comprehensive manner.

The Business Services's office compiled the results of the audit into a financial report. This report was comprehensively reviewed by the College's Board of Trustees at their meeting on August 18, 2015. The minutes of this meeting are included in Appendix I. The report is available to the public on OC's website with other accreditation documents (<http://www.olympic.edu/about-olympic-college/accreditation/accreditation-details>).

IV. Conclusion

Olympic College has made improvements to address Recommendation 1 (annual evaluations). Modifications have been made to the notification procedures to supervisors to further increase the timely completion of Performance Development Plans for classified staff.

Olympic College is fully addressing Recommendation 2 (annual external financial audits) by participating in the Washington Community and Technical College system sponsored revised accounting process. This includes implementing generally accepted accounting principles as articulated by the Governmental Accounting Standards Board, compilation of accounting statements in the new format, and audit by the Washington State Auditor followed by a comprehensive review by the College administration and the Board of Trustees.

This ad hoc report outlines the steps Olympic College has taken to comply with Fall 2013 Commission Recommendations 1 and 2.

V. Appendix I - August 18, 2015 Board of Trustees Meeting Minutes,



August 18, 2015

Community College District 3
Kitsap & Mason Counties

*Board of Trustees Regular Meeting Minutes
August 18, 2015*

5:00 pm Regular Board of Trustees Meeting, Olympic College Shelton, Johnson Library, Room 108

Trustee Page called the Board of Trustees Regular Meeting to order at 5:04 p.m.

Board Members in Attendance:

Bev Cheney Jim Page Darlene Peters Steve Warner

Others in Attendance:

David Mitchell, President
Shawna Bliss, Executive Assistant to President
Mary Garguile, Vice President for Instruction
Bruce Riveland, Vice President for Administrative Services
Damon Bell, Vice President for Student Services and Achievement
Cheryl Nuñez, Vice President for Equity and Inclusion
Bruce Marvin, Assistant Attorney General
Drayton Jackson, ASOC President

A. Consent Items

Approval of the draft minutes for the July 14, 2015 Special Board of Trustees Meeting. Trustee Peters made a motion to approve the minutes. Trustee Warner seconded the motion. The vote was unanimously in favor of approval of the July 14, 2015 minutes.

B. Communication Items

1. Communication from the Public

There was none.

2. Report of the Associated Student Body of Olympic College

Drayton Jackson thanked the Board for inviting him to participate in the monthly board meetings. Drayton had prepared a report; it had been uploaded to BoardDocs for the Board's review. He shared the report and answered some questions from the Board.

3. Report of the Board

Trustee Page shared Sharon Kline's thank you note to the Board for recognizing her with the Board of Trustees Leadership Award during the 2015 Spring Awards. Trustee Page awarded Steve Warner a certificate of recognition for five years of service on the Olympic College Board of Trustees.

4. Report of the President of the College

David Mitchell reported

- Josh Wyner, Executive Director, College Excellence Program, Aspen Institute, conducted an informative conference call with Dr. Mitchell and some of his staff summarizing and reviewing the Aspen site visit meeting conducted last fall.
- Cabinet is working on the budget. The budget will be presented to the Board at the September meeting.
- Dr. Mitchell and his wife, Patti, will be hosting a reception (at their home) for the ASOC leadership and the Student Services staff who work with the ASOC.
- Dr. Mitchell met with Bishop Robertson to discuss the Marvin Williams/Birkenfeld Economic Empowerment Centers. Bishop Robertson is hoping to work with the College and other organizations to make space available for outreach to underserved populations including Spanish speaking youth, college readiness classes, career counseling, and health and fitness programs. Dr. Mitchell and Cheryl Nuñez will be attending a community meeting on August 26th.
- Dr. Mitchell is scheduling a meeting with the Shelton School District Superintendent; he would like to talk about OC-S and its role in supporting the community. He invited Mary Garguile, Damon Bell, Teresa McDermott, and Trustee Warner to attend.

Dr. Mitchell introduced Evelyn Hernandez, the Executive Director of IT. Evelyn has been at the College since 1998. She is working on her Master's in Cybersecurity.

Dr. Mitchell also introduced Cheryl Nuñez, the College's first Vice President for Equity and Inclusion. She will be introduced to the community at a fall reception.

5. Report of the Olympic College Washington Public Employees Association

Candace Alvarez was absent; there was no report.

6. Olympic College Association of Higher Education

Chris Stokke was absent; there was no report.

7. Report of the Olympic College Foundation

David Emmons reported

- The Astronomy program for the community, organized by Dr. Bob Abel, OC Professor of Physics, has been outstanding. The Bremerton and College community have thoroughly enjoyed participating in the evening programs and activities.
- The Foundation conducted its new board member orientation.
- 74 nursing scholarship applications are under review, 24 will be awarded.
- The 20th Annual Community Luncheon will be held on Monday, October 12th.
- The Foundation Board will be working on its strategic plan.
- The groundbreaking for the new CIC building will be October 8th, 11:00 AM.

8. Presentation – OC-Shelton

Teresa McDermott, Director of OC-Shelton, reported on the current work and programs run at OC-Shelton. She introduced Kandace Mackaben, Business Management faculty; Rose Ferri, Transitions Coordinator; and Susan Ronald, ASOC VP for OC-S and student mentor at the Youth Entrepreneurship Camp. Teresa distributed the “Shelton Campus Update;” Kandace and Susan shared their OC-Shelton camp experiences. OC-Shelton is actively working to succeed in its mission - “changing lives and strengthening communities.”

C. Study Session

1. Board Coverage of Upcoming Events

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

2. Board Retreat Agenda

The Board retreat is scheduled for Friday, August 28th; it will be held at The Resort at Port Ludlow. Dr. Mitchell and the Board discussed the Board retreat agenda. In addition to reviewing their goals and Dr. Mitchell’s goals, Summer Kenesson will lead the Board through some data dashboards.

Trustee Warner asked that there be a review and discussion of the Collaborative Strategic Planning process; access and achievement for underrepresented populations; and campus security. Dr. Mitchell noted that a review and discussion of all three items would be added to an agenda this fall.

3. Review of the 2013-2014 Audit

Trustee Page requested that Bruce Riveland and Janell Whitely, Director of Business Services, address why the audit was completed for the 2013-2014 Financial Report; what the outcomes were of the audit; and what’s next for the College.

Bruce distributed copies of the 2013-2014 Financial Report. He read the State requirement that the College produce financial statements according to the Governmental Accounting Standards Board (GASB) and perform an audit.

Janell reported on the eight-week audit review process. The review focused on reviewing the processes used to determine tuition revenues; restricted net position (nonexpendable versus expendable); and unrestricted net position. There were no issues. Janell noted that the auditor suggested the College look to see if land and parking lots were reflected correctly on the Fixed Asset/Equipment System, FAE, which calculates depreciations for entry into the General Ledger. The College reviewed the buildings, improvements other than buildings, construction in progress, and land to ensure the College is reflecting infrastructure costs correctly and using the correct useful life for depreciation calculations.

Janell expressed appreciation for her team and the opportunity to work with the auditor. She enjoyed the experience and looks forward to working with the auditor again. Janell will begin work on the 2014-2015 Financial Report once she receives the paperwork from the State.

Following approval from the Board, the report will be made public.

D. Action/Information Items

1. Action Item: 2013-2014 Financial Statement/Audit

Trustee Cheney motioned for approval. Trustee Warner seconded the motion. The vote was unanimously in favor of approving the 2013-2014 Financial Statement/Audit.

2. Action Item: Waiver of Building and Student Activity Fees for Active Duty Military Students Using Tuition Assistance

Trustee Warner motioned for approval. Trustee Peters seconded the motion. The vote was unanimously in favor of approving the waiver of building and student activity fees for active duty military students using tuition assistance.

3. Action Item: Foundation Tender of Gift

Trustee Cheney motioned for approval. Trustee Warner seconded the motion. The vote was unanimously in favor of the Foundation Tender of Gift for May 18, 2015 to August 15, 2015.

4. Action Item: Commercial Activities Policy

Trustee Peters motioned for approval. Trustee Cheney seconded the motion. The vote was unanimously in favor of accepting the Commercial Activity Policy.

5. Information Item: College Instruction Center (CIC) Budget

Bruce Riveland discussed the status of the College Instruction Center (CIC) budget; the Board accepted the budget as an information item.

E. Executive Session

The Board adjourned at 6:40 p.m. for a 5 minute recess before going in to Executive Session.

At 6:45 p.m. the Board met in Executive Session for 30 minutes.

At 7:15 p.m. it was extended for 15 minutes.

At 7:30 p.m. it was extended for an additional 10 minutes.

The meeting reconvened at 7:40 p.m. out of Executive Session.

The meeting was adjourned at 7:51 p.m.

F. Adjournment

Trustee Page adjourned the meeting at 7:51 p.m.

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