

***Board of Trustees Regular Meeting Minutes
June 21, 2022***

5:30 pm Regular Board of Trustees Meeting – Olympic College Bremerton, Building 4, Room 129, 1600 Chester Ave, Bremerton, WA 98337.

Zoom Link: <https://olympic.zoom.us/j/99713748342?pwd=dE1WUWJVTEhYeU5jNHpON1doOXFKUT09>

Meeting ID: 997 1374 8342

Meeting Password: OCBOT0621

Trustee Miller called the Board of Trustees regular meeting to order at 5:30 p.m.

Board Members in Attendance:

Tom Eckmann Frankie Coleman Candelario Gonzalez Cheryl Miller

Others in Attendance:

Marty Cavalluzzi, President

Tricia Boerger, Assistant Attorney General

Adam Morris, Chief of Staff (minutes)

A. Study Session

- None

B. Communication Items

1. Introduction of New Olympic College Employees

- Adam Morris, Chief of Staff, introduced Tina Nys, Event Manager, to the Board of Trustees.

2. Report of the Board of Trustees

- Trustee Miller reported on her attendance of the Tenure Reception and Employee Awards.
- Trustee Eckmann reported on his attendance of the Tenure Reception, Employee Awards, ACT Spring Conference, and a meeting between the City of Poulsbo, Western Washington

University, and Olympic College to explore the expansion of programs and services at OC Poulso. Trustee Eckmann also announced that he will be stepping down from the OC Foundation Trustee Liaison position and service on their Executive Committee and encouraged the other Trustees who may be interested to fill that role as soon as possible.

- Trustee Coleman had nothing to report.
- Trustee Gonzalez nothing to report.

3. Communication from the Public

- Elisabeth Briggs, faculty member, addressed the Board of Trustees. Ms. Briggs commented on employee relations.
- Sarah Adams-Nowlin, faculty member, addressed the Board of Trustees. Ms. Adams-Nowlin commented on the childcare center and college governance.
- Candice Morrow, faculty member, addressed the Board of Trustees. Ms. Morrow commented on the childcare center and the *Blended* publication.
- Anna Smallbeck, community member, addressed the Board of Trustees. Ms. Smallbeck read a statement on behalf of her husband, Samuel Smallbeck (OC student and parent of Sophia Bremer Early Learning Academy student), regarding the childcare center and associated impact analysis.
- Heather Newcomer, faculty member, addressed the Board of Trustees. Ms. Newcomer commented on the childcare center.
- Jessica Gonzalez-Nissen, community member, addressed the Board of Trustees. Ms. Gonzalez-Nissen commented on the childcare center.
- Barbara Parker, faculty member, addressed the Board of Trustees. Ms. Parker commented on the childcare center.
- Angela Krattiger, faculty member, addressed the Board of Trustees. Ms. Krattiger commented on the process involving the childcare center, the associated impact analysis, and shared governance.
- Deb Montez, WPEA Staff Representative, addressed the Board of Trustees. Ms. Montez commented on the conditions at the Sophia Bremer Early Learning Academy (childcare center) and the process by which the impact analysis was presented.

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), submitted a written report to the Board of Trustees.
- Mr. Gall provided the Trustees with an oral report as well, and his comments focused on:
 - o SGOC accomplishments during academic year 2021-2022:
 - Worked with students and faculty to revitalize student clubs.
 - Revised student voice and representation.
 - Worked to create a spenddown plan for their reserve account.
 - Distributed Thanksgiving food baskets.
 - Conducted Student Surveys.
 - Hosted a student leader Mental Health First Aid session.
 - Conducted Wellness Center listening sessions.

- Provided recognition for Student Employees who worked during the pandemic (gave out 120+ OC branded backpacks).
 - Worked with Instruction to get into classrooms to get in front of students and conduct student surveys.
 - Updated the Services & Activities Fee (S&A) Budget Process.
 - Instituted the *Your Otterly Great Awards* (mirroring the awards started by Student Services) and recognized students who were nominated by faculty members.
- Mr. Gall expressed his gratitude to the College, Board of Trustees, and students, for the support he has received this year and the pleasure of leading.
- A question-and-answer period was held:
 - Chair Miller, on behalf of Board of Trustees, commended Mr. Gall for the exceptional job he has done, and expressing how proud the Board has been of the work done by the SGOC this year.
 - Trustee Eckmann seconded Chair Miller's comments, lauding the impressive accomplishments of SGOC as a group and Mr. Gall as an individual.
 - Trustee Coleman commented his appreciation for the work the SGOC has managed to accomplish this year.

2. Washington Public Employees Association Report to the Board of Trustees

- Margaret Hodun, Shop Steward, addressed the Board of Trustees. In her comments, Ms. Hodun discussed:
 - Thanked President Cavalluzzi for meeting with them on May 21.
 - Corrected a statement presented in last months report regarding the telework policy.
 - High employee turnover rate and impacts to current employees.
 - The current bargaining process and timelines.
 - The Sophia Bremer Learning Academy (SBELA) and drew parallels to the OC Bookstore decision.
 - A bullying complaint and the timeline of its resolution.
 - Classified positions that have not been filled and potential skimming concerns.
 - Demands to Bargain that are still ongoing: Facilities & Telework.
 - Concerns on the lack of movement of the HR created supervisor training academy.
 - Labor and Management Communication Committee (LMCC) agendas and minutes are now on SharePoint.
- There were no questions nor comments regarding the report.

3. Association of Higher Education (AHE) Report to the Board of Trustees

- Craig Goodman, AHE President, addressed the Board of Trustees. Mr. Goodman's report covered the following topics:
 - Congrats to Angela Hamilton the other employees who received awards this year.
 - Pandemic work conditions and how faculty are looking at how to best provide in person, hybrid, and remote instruction going forward.
 - New programs coming to OC next year.
 - Concerns of faculty marginalization on conversations that impact students.
 - Looking towards next academic year, and hopes the college recognizes faculty and AHE expertise.

- There were no questions nor comments regarding the report.

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 covered a recent evaluation of the president conducted by the Faculty Senate, and the desire for a comprehensive evaluation process for administrators where faculty can provide input.
- There were no questions nor comments regarding the report.

5. President’s Report to the Board of Trustees

- Dr. Marty Cavalluzzi, President, submitted a written report to the Board of Trustees.
- President Cavalluzzi provided an oral report as well, which covered his attendance of the NWCCU Commissioners meetings in Reno, NV this month. President Cavalluzzi also outlined some information he will provide the Trustees this summer regarding enrollments.
- There were no questions nor comments regarding the report.

6. Instruction’s Report to the Board of Trustees

- Martin Cockroft, Vice President for Instruction, submitted a written report to the Board of Trustees. Mr. Cockroft provided an oral report, which covered:
 - o Thanking the faculty for their work this year, as this is the last contract date for fulltime faculty.
 - o Transitions that took place this year (from mostly virtual instruction to increasingly in-person instruction).
 - o Commented on the need to figure out our collective identity as we emerge from the pandemic: who are we going to be, and how are we best going to serve our students.
- A question-and-answer period was held:
 - o Trustee Eckmann noted the impressive list of accomplishments by instruction during this trying year and would like more advance notice for the various ceremonies (such as Nursing Pining) on the official calendar.

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. Dr. Taga provided an oral report as well, which covered:
 - o Thanked the Board of Trustees for their time this evening and thanked those who are in attendance tonight and who commented on the status of the SBELA.
 - o Dr. Taga reiterated that there is not an “intention to contract out” the SBELA, rather it is just the “intention to explore contracting out” and it is not a foregone conclusion. The notice provided was to remain in compliance with the respective labor laws that require 60 days’ notice to explore all options. During the assessment process, the college has explored many issues relating to the SBELA, such as: the closing of area childcare centers, additional funding sources (grants, etc.) and why partial funding for SBELA was discontinued from the Instruction budget three years prior. The college will engage with alternate proposals brought forward and continue conversations with the WPEA regarding the situation.
 - o The time change to Commencement and his appreciation for the work done by the commencement committee.

- A question-and-answer period was held:
 - o Trustee Eckmann expressed appreciation the comments on the SBELA and wants to make sure the college exhaust all possible options in the best interest of Olympic College students and parents.

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. Mr. Ellison provided an oral report as well, which covered:
 - o Recognition of Angela Hamilton for her work this year and commitment to the college community, highlighting awards she has received from the Board and the Budget, Accounting, and Reporting (BAR) Council of the SBCTC for her leadership on the state-wide issues caused by ctcLink.
- A question-and-answer period was held:
 - o Chair Miller expressed her appreciation for Angela Hamilton.
 - o Trustee Eckmann expressed a desire for future reports to include updates on the Innovation Building when available.

9. Human Resource's Report to the Board of Trustees

- Joshua Masters, Interim Executive Director for Human Resources, submitted a written report to the Board of Trustees. Mr. Masters provided an oral report as well, which covered:
 - o Clarification of the SBELA contracting out timeline: the 60 days is the minimum (not maximum) dictated by the relevant RCW's. The college is committed to exploring all options related to the SBELA.
 - o Expressed thanks to the Payroll Department who, due to changes to the faculty salary structure in the new CBA, had to process massive amounts of salary corrections and retroactive pay. They are currently in the process of auditing their work, which must be done by hand due to issues with ctcLink.
 - o An update on the Administrative Evaluation process. The goal is to create a meaningful and effective process. HR is committed to getting it in place by next years evaluation cycle, with hopes of having it ready by October.
- A question-and-answer period was held:
 - o Trustee Eckmann thanked Mr. Masters for the work done on the administrator evaluation process.
 - o Trustee Eckmann commented that the reported -16% administrative salary disparity is concerning. Mr. Masters responded that while the pay equity process addressed internal disparity among OC employees, there is not funding available currently to touch the administrative salary disparity between OC and other colleges.

10. Communications Report to the Board of Trustees

- Shawn Devine, Executive Director of Communications, Marketing, and Webservices submitted a written report to the Board of Trustees. Mr. Devine provided an oral report as well, which covered college wide SBELA forums held recently, and the college's commitment to transparency and equitability in the process.
- A question-and-answer period was held:

- Trustee Eckmann mentioned the modest marketing budget and inquired as to whether Mr. Devine believes a bigger budget for you would help recruitment and enrollment.
 - Mr. Devine provided further information on the shift to digital advertising (\$8/per 1000 impressions), and the costs savings it provides compared to traditional print. Additionally, with the further use of Salesforce, the college could increase the conversion rate that would positively impact enrollment.

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

- Evelyn Hernandez, Chief Information Officer, submitted a written report to the Board of Trustees.
- Ms. Hernandez was not in attendance for tonight's meeting.
- There were no questions nor comments regarding the report.

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.
- A question-and-answer period was held:
 - Trustee Eckmann thanked Dr. Phayre for all her works in this role, as she reverts to her faculty position.
 - Trustee Coleman echoed Trustee Eckmann's comments, expressing gratitude for Dr. Phayre.
 - Chair Miller thanked Dr. Phayre for sharing her thoughts on her departure and her reasons for leaving, wishing her the best.

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. Mr. Ross provided an oral report as well, which covered:
 - Thanking the various donors and Trustee Eckmann for serving on the Foundation Board.
 - Strategic Planning for the Foundation will take place over the summer and wants to ensure shared visioning with the College during that process.
 - Hopes to expand/start a campaign for the OC Promise program.
 - A recent donation (anonymous) that the donor hopes to have a large part of it be a dollar-for-dollar match in the community.
- A question-and-answer period was held:
 - Chair Miller recognized the anonymous donor for their gift to the college and commented on the importance of the second chance scholarships offered.

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. Mr. Morris provided an oral report as well, which covered current COVID-19 impacts on the community and updates on relevant proclamations affecting college operations.
- There were no questions nor comments regarding the report.

D. Consent Items

1. Approval of the draft minutes for the May 17, 2022 Regular Board of Trustees Meeting

- Trustee Eckmann made a motion to approve the draft minutes for the May 17, 2022 Regular Board of Trustees Meeting as presented. Trustee Coleman seconded the motion. A vote was held and was in favor of approving the May 17, 2022 Regular Board of Trustees Meeting minutes as presented (4 – yes; 0 – no; 0 – abstaining).

E. Information/Action Items

1. Information Item: Yearly Events Calendar – June 2022

- Adam Morris presented the Yearly Events Calendar – June 2022 Information Item to the Board of Trustees.
- There were no questions nor discussion.
- The Board accepted the Yearly Events Calendar – June 2022 Information Item

2. Information Item: Budget Update - Month Ending April 2022

- Angela Hamilton, interim Director of Business Services, presented the Budget Update - Month Ending April 2022 Information Item to the Board of Trustees.
- There were no questions nor discussion.
- The Board of Trustees accepted the Budget Update – Month Ending April 2022 Information Item.

3. Action Item: Resolution Authorizing Sewer Project

- Ron Ellison, Vice President for Administrative Services, presented the Resolution Authorizing Sewer Project Action Item to the Board of Trustees. Trustee Coleman made a motion to approve the Resolution Authorizing Sewer Project Action Item as presented. Trustee Eckmann seconded the motion.
- There were no discussion or questions.
- A vote was held and was in favor of approving the Resolution Authorizing Sewer Project as presented (3 – yes; 0 – no; 1 – abstaining).
 - o Trustee Gonzalez (virtually attending) had his connection interrupted during the vote and was unable to reconnect prior to registering his vote.

4. Action Item: 2022-2023 S&A Fee Budget

- Dr. Brendon Taga, Vice President for Student Services, presented the 2022-2023 S&A Fee Budget Action Item to the Board of Trustees. Trustee Eckmann made a motion to approve the 2022-2023 S&A Fee Budget as presented. Trustee Coleman seconded the motion.
- There were no discussion or questions.
- A vote was held and was in favor of approving the 2022-2023 S&A Fee Budget as presented (3 – yes; 0 – no; 1 – abstaining).
 - o Trustee Gonzalez (virtually attending) had his connection interrupted during the vote and was unable to reconnect prior to registering his vote.

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5. Action Item: 2022-2023 Operating Budget

- Ron Ellison, Vice President for Administrative Services, presented the 2022-2023 Operating Budget Action Item to the Board of Trustees. Trustee Coleman made a motion to approve the 2022-2023 Operating Budget as presented. Trustee Eckmann seconded the motion.
- A discussion was held:
 - o Trustee Eckmann commented on the budget deficit, pointing out that while the college was undergoing a 3.5% reduction in order to balance the budget it would still be 7.5% off if there were not reserves/HEERF funding/savings from the year prior.
 - o Trustee Eckmann requested the Board Finance Committee be provided an estimate about what enrollment changes would need to take place to create a balanced budget. Mr. Ellison informed the Board that it would take an increase of roughly 900-1000 annually to balance current spending with the college's income. Mr. Ellison reiterated that it will take some time to turn the situation around.
 - o Mr. Ellison noted that the college will not be using any reserves this year, there is enough carryover balance from this year to balance the budget.
- A vote was held and was in favor of approving the 2022-2023 Operating Budget as presented (4 – yes; 0 – no; 0 – abstaining).

F. Executive Sessions

1. The Board adjourned at 6:31 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 to discuss labor relations.
 - At 6:31 p.m. the Board met in Executive Session for 20 minutes.
 - The meeting reconvened out of Executive Session at 6:53 p.m.

Upon resuming the meeting, Chair Miller read a statement regarding the Faculty Senate and their recent actions regarding the evaluation of the president. Chair Miller reminded the Faculty Senate of their purpose and scope, which does not include evaluations of employees. Trustees Eckmann, Coleman, and Gonzalez affirmed Chair Miller's statement.

G. Adjournment

- Trustee Miller adjourned the meeting at 7:41 p.m.

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