

***Board of Trustees Regular Meeting Minutes
January 17, 2017***

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 5:01 p.m.

Board Members in Attendance:

Harriette Bryant 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
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
Deb Montez, substitute for Candace Alvarez, WPEA President
Shannon Turner, SGOC President

A. Consent Items

Approval of the draft minutes for the November 15, 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 November 15, 2016 minutes.

B. Communication Items

1. Communication from the Public

Allison Phayre, full-time faculty - MESH Department and OCAP Project Manager, requested that the Board consider the College's current state and the search process as they embark on the search for a new president for Olympic College. Specifically, Allison had questions relating to stability during the transition; the search process; participants in the process; communications;

and the Board's role. Allison encouraged the board to visit and talk with the students, faculty, administrators, and staff on campus.

2. Introduce New OC Staff

Faviola Barbosa, Associate Dean of Student Leadership and Success, introduced Christopher Hines, Residence Hall Manager.

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

Shannon Turner reviewed the report that is in BoardDocs. The SGOC is working on a number of activities that will benefit students at OCB, OCS, and OCP. Shannon will be traveling to Olympia on January 19th and February 16th with Dr. Mitchell and one OC board member to meet with State legislators.

4. Report of the Board

Trustee Bryant noted that she attended a meeting at the Gates Foundation with personnel from the Kitsap Community Foundation. She appreciates the College's involvement in the Graduate Kitsap & Mason initiative.

Trustee Cheney appreciated hearing from students in MESA and the Opportunity Grant at the Second Annual Breakfast Meeting with Legislators, January 3rd. The other board members agreed.

Trustee Page enjoyed the Martin Luther King, Jr. Celebration held at the Kitsap Fairgrounds on January 16th. He recommended holding the annual event at the CIC building next year.

Trustee Peters expressed delight in listening to Angela Davis, the inaugural speaker for the Presidential Equity and Excellence series. She is looking forward to hearing Barbara Ransby on February 28th.

Trustee Warner reported on his participation in the ACCT meeting last fall. He also remarked on the excellent turnout and reception for the Angela Davis lecture.

5. Report of the President of the College

President Mitchell recognized Black History Month <see Resolution 15.0120.01 in BoardDocs>. President Mitchell reported that he, too, enjoyed hearing from students at the breakfast meeting with legislators. He will be meeting with legislators on January 19th and February 16th. Trustee Cheney (1/19), Trustee Warner (2/16), and SGOC President Shannon Turner will accompany him.

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

Candace Alvarez was unable to attend the meeting. Deb Montez attended and spoke as the WPEA representative. Deb reported on three items - working with the labor management group and adhering to the mission, vision, and values; expanding the working relationship and communication with other college groups; and participating in OCAP's survey.

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

Ted Baldwin has introduced many members of the AHE to the Board and had them share their passion for their programs and their work with students. Tia Hudson – full-time faculty, SSH, Workforce Development, Business Technology – shared the support she has received from the support staff and the IT department in making a transition to a new position this fall.

8. Report of the Olympic College Foundation

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

- The OC Foundation voted to fund the Program Coordinator's salary.
- February 1 - the first meeting of the OC Campaign Committee
- February 2 - the first speaker for the Alumni Association's OC Speaker Series, Dr. Caroline Hartse, will be speaking about the Yama Project - 6:00 pm in the OC Rotunda.
- February 14 - the Annual Valentine's Dinner
- Over 150 scholarships will be posted on WashBoard this month. There will be \$500,000 for student scholarships this year.
- David encouraged the Board to reserve a table at the Fireside Bistro on Fridays for the Culinary Department's 4-course international meals.
- The Foundation is sponsoring the Leadership Kitsap development program on February 9th, the Kitsap Business Forum's monthly event, and *Artrageous* at the Admiral Theatre. One piece from *Artrageous* will be auctioned off at the Auction & Brunch.
- March 5 - *All About Art*, this year's OCF Auction & Brunch at Anthony's

9. Presentation – Strategic Enrollment Management (SEM) - Update

Summer Kenesson, Executive Director of Institutional Planning, Assessment, and Research, reported on the Strategic Enrollment Management (SEM) Committee. Summer described the committee's charge, identified its members, and summarized the projects that were accomplished during fall quarter – the Finish Line Project, responding to the Waitlist, addressing the Non-Fee Blocks, and making Registration Calls. At today's SEM meeting, the committee established workgroup leads for the mid- and long-range projects the committee identified to address during winter quarter.

10. Presentation – Operational Outlook FY2016-17 – FY2020-21

Dr. Mitchell and Dr. Kay Ash prepared and reported on the operational outlook from FY2016-17 to FY2020-21. The report is in BoardDocs.

C. Study Session

1. Board Coverage of Upcoming Events

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

2. Study Session – Presidential Search

Trustees Warner and Page discussed the process the Board of Trustees will follow in selecting President Mitchell's successor. They have spoken with board members from other colleges in the state.

- Everyone they spoke with recommended forming an Advisory Committee. Trustee Warner recommended that Trustees Page and Peters head the OC Presidential Search Advisory Committee.
- The committee will develop a timeline. That being said, the quality of the process will be more important than adhering to an arbitrary timeline.
- Most colleges have hired a consultant; Trustees Page and Peters will begin work on an RFP for hiring an outside consultant. They will be assisted by AAG Bruce Marvin, Dr.

Mitchell, and the College's business office personnel. The RFP will be endorsed by the board at the February Board meeting.

- Trustee Cheney motioned for approval. Trustee Bryant seconded the motion. The vote was unanimously in favor of appointing Trustee Peters chair and Trustee Page vice chair of the OC Presidential Search Advisory Committee and charging them to begin formation of the committee and start the RFP process. Trustees Peters and Page will report and make recommendations at the monthly board meeting.
- The board is committed to an open and transparent process. Trustee Page will meet with Shawn Devine, Director of Communications and Web Services, to develop a communication plan.

3. Study Session – BOT 2016-2017 Goals – Review

The Board of Trustees discussed the progress made on their 2016-2017 Goals. They scheduled review of certain board policies –

- Trustee Cheney – Board Policy 100-13 (February BOT meeting);
- Trustee Warner – Board Policy 100-07 (March BOT meeting);
- Trustee Bryant – Board Policy 100-11 (April BOT meeting);
- Trustee Cheney – Board Policy 100-04 (May BOT meeting); and
- VP Nuñez – Goal 5.c.i – review policies concerning sexual assault (February BOT meeting).

4. Study Session – President's 2016-2017 Goals - Review

President Mitchell discussed the progress made on his 2016-2017 Goals.

- He added, "Assist the board as requested in the presidential transition process."
- He indicated that the top two priorities between now and his retirement in December 2017 are enrollment, which equates to better meeting student needs, and the OC Adaptation Project.

D. Action/Information Items

1. Action Item: BAS Digital Filmmaking

Trustee Page motioned for approval. Trustee Peters seconded the motion. The vote was unanimously in favor of the BAS Digital Filmmaking program.

2. Action Item: Foundation Tender of Gift

Trustee Cheney motioned for approval. Trustee Page seconded the motion. The vote was unanimously in favor of the Foundation Tender of Gift for the Fourth Quarter 2016.

3. Information Item: Naming of OCS Weld Shop – Second Reading

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

E. Executive Session

The Board adjourned at 7:20 p.m. for a 10-minute recess before going in to Executive Session.

The purpose of the Executive Session was to discuss personnel.

At 7:30 p.m. the Board met in Executive Session for 20 minutes.

The meeting reconvened at 7:50 p.m. out of Executive Session.

F. Adjournment

Trustee Warner adjourned the meeting at 7:50 p.m.

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