

***Board of Trustees Regular Meeting Minutes  
January 18, 2022***

**5:30 pm** Regular Board of Trustees Meeting

**Zoom Link:** <https://olympic.zoom.us/j/95484400154?pwd=b0hIZ2hK01KTmlHOVI2RU1TSURqZz09>

**Meeting ID:** 954 8440 0154

**Meeting Password:** OCBOT0118

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

**Board Members in Attendance:**

Tom Eckmann Harriette Bryant Frankie Coleman Candelario Gonzalez

**Others in Attendance:**

Marty Cavalluzzi, President

H. Bruce Marvin, Assistant Attorney General

Adam Morris, Chief of Staff (minutes)

**A. Study Session**

**1. Classified Staff Development Committee – Mentor Program**

- Jaymie Cox-Garcia, Chair-Classified Staff Development Committee (CSDC), presented to the Trustees on the Classified Compass – a mentoring program developed by the CSDC. The presentation covered:
  - o Premise of the program;
  - o Data relating to turn-over and similar job classifications for Classified Staff;
  - o Scope of the program and change strategies used, such as team building, environmental scans, creating a strategic plan and communication plan, structure and resources, and evaluation of the program;
  - o Conditions for success;
- The Trustees commended the CSDC for their efforts, and look forward to hearing more about the program in the coming months once it is up and running.

## 2. Equity Scorecard Review – Cheryl Nunez and Allison Phayre

- Dr. Allison Phayre, Executive Director for the Office of Institutional Effectiveness, and Cheryl Nunez, Vice President for Equity & Inclusion, presented a review of the Equity Scorecard to the Board of Trustees. The presentation covered:
  - A review of the framework used to approach this work, which is focused on student success;
  - OC’s definition of “Equity Mindedness”;
  - A review of the Equity Scorecard Vital Signs Tool, Equity Index, and Equity Index Indicators;
  - A review of the Equity Index’s of the respective measures for:
    - Equitable Enrollment Rates;
    - Equitable Credit Milestones;
    - Equitable Retention Milestones;
    - Equitable Completion;
    - Transfer to 4-Year Institutions (Transfer Students Only);
  - Next Steps in addressing Equity Gaps:
    - Higher Education Data Sharing Consortium (HEDS) Climate Survey, taking place 1/24 – 3/4;
    - Stakeholder analysis of Equity Scorecard Vital Signs;
    - Simplified scorecard for leadership review;
    - Alignment of select indicators as accreditation Mission Fulfillment Indicators;
    - Incorporation of select indicators in draft Equity Plan and Institutional Assessment Plan for stakeholder review;
- A question-and-answer period was held:
  - Trustee Bryant thanked Dr. Phayre and Ms. Nunez for the presentation, and asked whether there was movement seen from last year when the presentation was given to the Board. Ms. Nunez informed the Trustees that the scorecard has been revised since the last time the Trustees have seen it, so an exact comparison couldn’t be made. This version of the scorecard, however, will be what the College uses going forward and will provide reports on a quarterly basis.
  - Trustee Eckmann commented on the amount of work we have ahead of us, given the amount of “red” on the scorecard, and asked who will be involved in moving forward with this work. Dr. Phayre informed the Board that the Office of Institutional Effectiveness, the Office of Equity & Inclusion, the Equity Team, the Diversity Advisory Committee (DAC), Students and the Student Government of Olympic College (SGOC), and others will help move the work forward. President Cavalluzzi added that this work involves everyone at the college in some way or another.
  - Trustee Coleman commented on the great work that went into the presentation allowing everyone to see where issues are and start having conversations about how we can go about addressing them.

## **B. Communication Items**

### **1. Introduction of New Olympic College Employees**

- Elaine Williams Bryant, Dean of Student Development, introduced Rhonda Riggs, Director of Access Services, to the Board of Trustees.
- Trevor Ross, Executive Director of the Olympic College Foundation, introduced Erin Chung-Hoon, Fiscal Analyst 1, to the Board of Trustees.
- Trevor Ross, Executive Director of the Olympic College Foundation, introduced Jayne Barton, Foundation Office Manager, to the Board of Trustees.
- Cathy Anderson, Human Resource Consultant 3, introduced Erin Prouse, Human Resource Consultant 1, to the Board of Trustees.
- Angela Hamilton, Interim Director of Business Services, introduced Christopher Pitman, Fiscal Technician 3, to the Board of Trustees.
- Angela Hamilton, Interim Director of Business Services, introduced Sheila Sopfi, Fiscal Analyst 1, to the Board of Trustees.
- Erica Coe, Dean of Library, Tutoring & College Success, introduced Amanda Cain, tenure-track Library Faculty, to the Board of Trustees.

### **2. Report off the Board of Trustees**

- Trustee Bryant commented on how difficult a quarter it was for everyone, and extended her appreciation for all of the hard work done by college employees.
- Trustee Eckmann reported on current/upcoming legislative work done by the Trustees and college. Trustee Eckmann informed everyone that Olympic College's Legislative Action Committee representatives are Trustees Bryant and Miller. Additionally, Trustee Eckmann commented on the Supplemental Budget Request being reviewed by the state Legislature, and President Cavalluzzi's recent legislative testimony urging increases to faculty and staff salaries. Trustee Eckmann will also be attending upcoming ACT Legislative Summit in Washington, D.C. to meet with local legislatures. Lastly, Trustee Eckmann covered the recent Board Finance Committee meeting that took place last week.
- Trustee Gonzalez had nothing to report.
- Trustee Coleman echoed Trustee Bryant's comments, thanking the college employees for their efforts.

### **3. Communication from the Public**

- Larry Blain, Adjunct Faculty member, addressed the Board of Trustees. Mr. Blain commented on the COLA increase provide to President Cavalluzzi, concerns on the draft minutes presented, a request for an apology to Craig Goodman regarding a response to recent comments he made around the President's vacation leave, and asked the Trustees to think about why they are on the Board and what they will personally do to connect with OC students and faculty.
- Barbara Parker, Full-Time Medical Assisting Faculty member, addressed the Board of Trustees. Ms. Parker commented on a recent *Inside Higher Education* article focused on the use of Zoom.

- Ted Baldwin, Full-Time Chemistry Faculty member, addressed the Board of Trustees. Mr. Baldwin commented on his experience teaching in person, his excitement for the upcoming climate survey, and requests the board change the evaluation process to allow faculty and staff to evaluate their supervisors, administrators, and President.

## **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), to the Board of Trustees. Mr. Gall addressed the Board and his comments focused on:
  - o Excitement for Winter Quarter;
  - o New Governance System. The SGOC has appointed all their representatives to the various councils. SGOC representatives will hold at least one of the two spots on each committee reserved for students for continuity purposes;
  - o A recent survey of students was taken, and the SGOC will put this data into a presentation and work with the Executive Team on how to support students going forward;
  - o The Budgeting Process has started for next year, and more information will be released soon;
  - o Reflection on the 2021-2022 SGOC Goals years goals;
- There were no further questions or comments by the Board.

### **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:
  - o Demands to Bargain relating to the Bullying Policy Procedure and the Facilities reorganization;
  - o The rise in COVID-19 cases and concerns about requiring certain classified staff members to work in-person;
  - o Statewide WPEA contract negotiations will begin again this summer;
  - o The new Governance System. The WPEA reports difficulty in recruit people to participate in the new system, and wants additional compensation for participation;
- There were no further questions or comments by the Board.

### **3. Association of Higher Education Report to the Board of Trustees**

- Craig Goodman, President of the Olympic College Association of Higher Education, addressed the Board of Trustees. Mr. Goodman's report included:
  - o An acknowledgement to the faculty who joined the meeting;
  - o Welcome to the new employees;
  - o Thanked the Board for their legislative advocacy work;
  - o Faculty exhaustion from dealing with the pandemic;
  - o Negotiations and the recent mediation session held with PERC that allowed both sides to come to an agreement, and hopes to have the contract ratified soon;
- There were no further questions or comments by the Board.

#### **4. Faculty Senate Report to the Board of Trustees**

- Val Torrens, Faculty Senate member, provided a report to the Board of Trustees. Ms. Torrens' report included:
  - o Thoughts on Winter quarter;
  - o The increase in COVID-19 cases due to the Omicron variant has caused some faculty to move courses online for a few weeks/rest of quarter, and the impact that has on students and faculty;
    - PSNS moved online for remainder of term
  - o Faculty participation in the Center for Learning Innovation's online teaching course. 100+ faculty took the course in Fall quarter;
  - o Recruiting for and filling open Governance Council slots;
  - o The creation of a workgroup to review academic honesty issues/policy as a result of the pandemic;
  - o Areas of concern, such as the library budget, administrative employee evaluation process, and course scheduling for upcoming quarters;
  - o Encouraged the Board to engage directly with faculty;
- There were no further questions or comments by the Board.

#### **5. President's Report to the Board of Trustees**

- Dr. Marty Cavalluzzi, President, submitted a written report to the Board of Trustees.
- Dr. Cavalluzzi provided the Trustees with an oral report as well, which covered:
  - o Recent presentations by Dr. Stephen Lim regarding the Omicron variant of COVID-19;
  - o Comments on the various ways colleges in the SBCTC system are addressing the pandemic and enrollment issues caused by it;
  - o The long-term perspective in dealing with the pandemic;
- Trustee Eckmann thanked President Cavalluzzi for what he has been doing, and commented on a recent call he had with other west coast college Trustees who are telling the same story. Trustee Eckmann encourages everyone to read President's Board Report and see what the private sector is doing in regards to education/training. President Cavalluzzi added that the private sector is waging what essentially amounts to an assault on higher education, and that he will be bringing the issue up with the NWCCU in their upcoming meetings.

#### **6. Instruction's Report to the Board of Trustees**

- Martin Cockroft, interim Vice President for Instruction, submitted a written report to the Board of Trustees.
- Mr. Cockroft provided the Trustees with an oral report as well, which covered:
  - o The pandemic's effects on people throughout these last two years, and the difficult work addressing peoples' mental health while moving work forward;
  - o Mental Health First Aid Training and Trauma Informed Care available to employees, with funding secured for 300 faculty to participate in the trainings winter and spring quarters;
  - o Altered format of instruction report, in which the 10 instructional areas will no longer report each month, rather they will rotate (a couple each month) to allow for more depth to the report.

- Trustee Eckmann complemented Mr. Cockroft on the increased classes available at OC Poulosbo, and the work being done between OC and WWU in simplifying pathways.
- Trustee Bryant commented that the co-branding between OC and WWU was nice to see.

#### **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 the Trustees with an oral report as well, which covered:
  - o Winter Quarter Enrollment;
  - o Required proof of student vaccination (subject to applicable medical/religious exemptions) for in-person classes and services, as well as requiring surgical-style masks (or better) to be worn by students, effective Winter Quarter;
  - o Gratitude to the Student Services team for their efforts in closing equity gaps and promoting retention through in-person meetings with students;
- Trustee Eckmann thanked Dr. Taga and his team for the work done by SING and Bremer Housing to address housing insecurity.

#### **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 the Trustees with an oral report as well, which covered the budget cycle for both the College and SGOC.
- There were no further questions or comments by the Board.

#### **9. Equity & Inclusion's Report to the Board of Trustees**

- Cheryl Nunez, Vice President for Equity & Inclusion, submitted a written report to the Board of Trustees.
- Ms. Nunez provided the Trustees with an oral report as well, which covered:
  - o Equity scorecards;
  - o The disbanding of the Council on Accessible Technology, which will be combined with the Diversity Advisory Committee (DAC).
- There were no further questions or comments by the Board

#### **10. 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 the Trustees with an oral report as well, which covered:
  - o How salaries are determined for Classified Staff, Faculty, and Administrators.
  - o Successful mediation took place recently between AHE and college, which should result in negotiations resolving in the near future;
  - o A response to the WPEA accusation of skimming. Mr. Masters defined skimming, and informed the Board of Trustees that with the successful completion of the bargaining process no skimming will have taken place. The WPEA was provided notice of the change, and that while 1 position was eliminated there were upgrades to 12 others.

- A question-and-answer period was held:
  - o Trustee Eckmann discussed comments to the Board of Trustees requesting faculty/staff be allowed to provide input during the evaluation of administrative staff, and asked Mr. Masters to provide additional information in March on how the college plans to increase participation in the evaluation process.

### **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 provided the Trustees with an oral report as well, which covered:
  - o IT staff are busy assisting students/employees at start of quarter;
  - o Receipt of 120 mobile internet hotspots last year, and they are finally able to check them out to students in need;
  - o More laptops have been ordered for student use, but will have to be configured before distribution;
  - o Impact of Winter Break and weather-related closures on service levels;
  - o Long-term student technology check out;
  - o Owl Camera's purchased to help with hi-flex teaching;
  - o Working on a drop-in lab help lab for students, but finding applicants/employees is difficult;
  - o Equipment purchases made using HEERF funds must be completed by May 2022;
  - o Supporting virtual offices and remote workers;
- There were no further questions or comments by the Board.

### **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.
- Dr. Phayre provided the Trustees with an oral report as well, which covered:
  - o A statewide shift in her area of responsibility from research and planning to more research and programming now;
  - o Issues experienced due to ctcLink, including the difficulty to get data out of ctcLink (which is now very labor intensive and requires a specialized skill set) and the need to address the increased need for this programming expertise to assist in pulling data. The State Board for Community & Technical Colleges (SBCTC) was contacted for help resolving data issues caused by ctcLink, however they have not provided a workable solution to date. At this point, all colleges have to create their own individual work around, and likely won't adopt any system wide solution provided by SBCTC as it will destroy the local work being done currently.
- A question-and-answer period was held:
  - o Trustee Eckmann commented that the situation described sounds similar to what we are experiencing with Finance pillar, and inquired as to if other colleges are experiencing these issues.
    - Dr. Phayre informed the Trustees that is issue is being experienced at all of the other ctcLink colleges and the general strategy to combat them is to hire additional employees (programmers, database administrators, etc.) to cope.

- Dr. Phayre commented that her team has stepped up to help fill the gaps/needs created by ctcLink, but they are at capacity and it is unsustainable in the long run.

### **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 the Trustees with an oral report as well, which covered:
  - Finalized date for the annual Auction & Brunch (April 10<sup>th</sup>, 2022 at Anthony's in Bremerton);
  - Scholarship applications will open on January 25<sup>th</sup>, 2022 with roughly \$300,000 to give out this year;
  - The Bremerton Lions Club raised \$10,000 in support of the OC Promise;
  - The establishment of two new scholarships with donations of \$200,000 and \$75,000 respectively;
  - Working with an anonymous donor, with more details to be shared soon'
- The Trustees thanked Mr. Ross and his team for their work distributing scholarships to OC Students.

### **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 a brief oral report as well, covering recent COVID-19 related policy changes and the impact the Omicron variant is having on operations.
- There were no further questions or comments by the Board.

## **D. Consent Items**

### **1. Approval of the draft minutes for the November 16, 2021 Regular Board of Trustees Meeting**

- Trustee Eckmann made a motion to approve the draft minutes for the November 16, 2021 Regular Board of Trustees Meeting as presented. Trustee Bryant seconded the motion. A vote was held and was in favor of approving the November 16, 2021 Regular Board of Trustees Meeting minutes as presented (4 – yes; 0 – no; 0 – abstaining).

### **2. Approval of the draft minutes for the December 6, 2021 Special Board of Trustees Meeting**

- Trustee Eckmann made a motion to approve the draft minutes for the December 6, 2021 Special Board of Trustees Meeting as presented. Trustee Bryant seconded the motion. A vote was held and was in favor of approving the December 6, 2021 Special Board of Trustees Meeting minutes as presented (4 – yes; 0 – no; 0 – abstaining)

## **E. Information/Action Items**

### **1. Information Item: Yearly Events Calendar – January 2022**

- Adam Morris presented the Yearly Events Calendar – January 2022 Information Item to the Board of Trustees.

- There were no questions nor discussion.
- The Board accepted the Yearly Events Calendar – January 2022 Information Item.

## **2. Information: Budget Update - Month Ending November 2021**

- Angela Hamilton, Interim Director of Business Services, and Ron Ellison, Vice President for Instruction, presented the Budget Update - Month Ending November 2021 Information Item to the Board of Trustees.
- Discussion was held. At Vice-Chair Eckmann’s request, Ms. Hamilton provided the Trustees with additional information related to the statewide workgroup she is leading that is working to address the numerous ctcLink issues experienced by the business services offices at each college. Vice President Ellison added additional information regarding the impacts of ctcLink, and the inability to realize the benefits and efficiencies promised by/expected of the program. Mr. Ellison thanked the entire Business Office team for how they have managed to make things work despite the ctcLink challenges, and acknowledged the work Angela Hamilton’s leadership both internally and externally. Mr. Ellison also thanked Trustees Eckmann and Bryant for their advocacy on behalf of the college with the State Board for Community & Technical Colleges (SBCTC).
- The Board of Trustees accepted the Budget Update – Month Ending November 2021 Information Item.

## **3. Information Item: Bullying Policy - Revision**

- Joshua Masters, interim Executive Director of Human Resources, presented the Bullying Policy - Revision Information Item to the Board of Trustees.
- A question-and-answer period was held in which the Trustees clarified their ability to take final action on this item and approve the single change presented.
- Trustee Bryant made a motion to approve the Bullying Policy – Revision as presented. Trustee Coleman seconded the motion.
- A vote was held and was in favor of approving the revised Bullying Policy (4 – yes; 0 – no; 0 – abstaining).

## **4. Information Item: Procedures for Reporting Bullying by Employees**

- Joshua Masters, interim Executive Director of Human Resources, presented the Procedures for Reporting Bullying by Employees Information Item to the Board of Trustees.
- There were no further questions or comments by the Board
- The Board accepted the Procedures for Reporting Bullying by Employees Information Item.

## **F. Executive Session**

- The Board adjourned at 7:53 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 employees, discuss labor relations, and consult with legal counsel regarding agency enforcement actions or actual or potential agency litigation.
- At 7:53 p.m. the Board met in Executive Session for 45 minutes.
- The meeting reconvened at 8:38 p.m. out of Executive Session.

## **G. Adjournment**

- Other Items for the Good of the Order:
  - o Trustee Eckmann requested that the Trustees send him any topics they would like to cover during future study sessions, so that a schedule for the rest of the academic year can be finalized.
- Trustee Eckmann adjourned the meeting at 8:41 p.m.

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