

***Board of Trustees Special Meeting Minutes
February 25, 2020***

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

Trustee Gonzalez called the Board of Trustees Regular Meeting to order at 5:38 p.m.

Board Members in Attendance:

Harriette Bryant Candelario Gonzalez Cheryl Miller Tom Eckmann

Others in Attendance:

Dr. Marty Cavalluzzi, President
H. Bruce Marvin, Assistant Attorney General
Adam Morris, Chief of Staff (minutes)

The Board read the Mission, Vision, and Values

A. Presentation

1. ctcLink Update – Rich Lunden

- Rich Lunden, ctcLink Director, provide an update to the Board of Trustees on the ctcLink implementation process. The presentation covered the business case for the conversion, project scope and timeline, Olympic College’s readiness for the change over, and areas of focus in the coming weeks.

B. Executive Session

- The Board adjourned at 5:39 p.m. for a 1 minute recess before going in to Executive Session at 5:40 p.m.
- The purpose of the Executive Session was to evaluate the qualifications of an applicant for public employment/to review the performance of a public employee.
- The meeting reconvened at 5:58 p.m. out of Executive Session.

C. Communication Items

1. Report of the Board of Trustees

- Trustee Miller reported on her attendance of the DREAM 2020 conference. She found the stories of scholars' very inspirational, workshops informative, and enjoyed the opportunity to get to know the OC faculty and staff better.
- Trustee Eckmann reported on his attendance of the ACT Winter Conference and New Trustee Orientation, briefly discussed the Board of Trustee's Finance Committee last quarter, highlighted the Hope Center Survey on Housing/Food insecurity and the work being done by the Office of Institutional Effectiveness and the Olympic College Foundation, and reminded people of the upcoming Olympic College Foundation Auction & Brunch event.
- Trustee Bryant reported on her attendance of DREAM 2020 and the Exit Interview for the recent financial audit.
- Trustee Bryant read a prepared statement from Shannon Childs, Chair – Olympic College Board of Trustees. Ms. Child's letter informs the Board of Trustees, the College, and the public that she stepping off the Board Olympic College Board of Trustees due to personal reasons.

2. Introduction of New Olympic College Employees

- Marty Cavalluzzi, Olympic College President, introduced Karen Wikle as the new Chief Financial Officer.
- Elaine Williams Bryant, Interim Vice President for Student Services, introduced Erin Hayden, Counseling Faculty.
- Lee Felder, Vice President of Human Resources, introduced Adam Morris as the new Chief of Staff.

3. Communication from the Public

- No members of the public signed up to address the Board of Trustees.

4. Student Government of Olympic College (SGOC) – Verbal Report (3 min.)

- Desire Jones, President of the SGOC, addressed the Board of Trustees and provided them with an overview of their activities since the last meeting, to include:
 - o Mascot Update: the costume to be delivered by end of next week, and two students have been selected to be the mascot. They will remain anonymous in their role.
 - o Movie Night, with discussion lead by Dr. Karen Bolton.
 - o Food Drive for Roses on Valentine's Day.
 - o Jodie Collins invited the SGOC to talk to groups in the Multicultural Center regarding tenure committee service and budget requests.
 - o SGOC Goal – Green Space: Still looking for suitable areas on campus to host this space.

5. Association of Higher Education – Verbal Report (3 min.)

- Craig Seybold, President of the Olympic College Association of Higher Education, was not present to provide a report to the Board of Trustees.

6. Washington Public Employees Association – Verbal Report (3 min.)

- Deb Montez, Chief Shop Steward, addressed the Board of Trustees.
 - o Great working relationship with Dr. Felder, productive LMCC meeting
 - o Governance Taskforce (co-chair), making grand strides in this work
 - o Seniority lists have come out recently. Union is aware of budget issues around the state and layoffs at other community and technical college's in WA. Ask to be as transparent as possible if issues arise at Olympic College.
 - o Suzie Holley is retiring as of this Friday, is a shop steward.
 - o Please tell Shannon Childs the classified staff appreciated her service to the college.

D. Reports to the Board

1. The President's Report to the Board was reviewed. President Cavalluzzi introduced Andre Henderson, an Olympic College student who was a recipient of the Transforming Lives Award from the Association of College Trustees and recognized nationally as a DREAM scholar through Achieving the Dream. Andre told his story and his experience at Olympic college.
2. The Olympic College Foundation Report to the Board was reviewed. No questions were asked.
3. The Instruction Report to the Board was reviewed. No questions were asked. Trustee Eckmann commented on the wonderful work being done in the Nursing Program.
4. The Student Services Report to the Board was reviewed. Elaine Williams Bryant acknowledged Cynthia Savini and her team at the Sophia Bremer Early Learning Academy (SBELA) for their recent accreditation, which passed with a level 4 certification (one of only 6 centers in Washington State to hold that designation). Only two other centers in the state have a higher certification/status (as they have gone through national accreditation process). The center is looking to see if that process is financially viable and will have a good return on investment. Trustee Eckmann noticed the SBELA is operating at capacity, and inquired about the additional need for childcare for our students.
5. The Special Projects Report to the Board was reviewed. No questions were asked.
6. The Administrative Services Report to the Board was reviewed. No questions were asked.
7. The Equity & Inclusion Report to the Board was reviewed. Trustee Miller appreciated the report highlighting the problem of human trafficking in the College's service district.
8. The Office of Institutional Effectiveness Report to the Board was reviewed. No questions were asked.
9. The Information Technology Report to the Board was reviewed. No questions were asked.
10. There was no Report to the Board from the Human Resource Services department this month.

E. Consent Items

1. Approval of the draft minutes for the January 21st, 2020 Regular Board of Trustees Meeting

- Trustee Bryant made a motion to approve the minutes as edited. Trustee Miller seconded the motion. A vote was held, and was in favor of approving the January 21st, 2020 Regular Board of Trustees Meeting minutes as edited (4 – yes; 0 – no; 0 – abstaining).

F. Information/Action Items

1. Action Item – Tenure Status Aaron Drane

- Trustee Gonzalez presented the Tenure Status for Aaron Drane Action Item. Trustee Bryant motioned to grant Tenure status to Aaron Drane. Trustee Miller seconded the motion. There was no discussion or questions. The vote was in favor of granting Tenure status to Aaron Drane (4 – yes; 0 – no; 0 – abstaining).
- Dr. Beccie Seaman, Dean of Social Sciences & Humanities, introduced Aaron Drane, who provided his comments on his newly granted Tenure status.

2. Action Item – Tenure Status Bruce Hall

- Trustee Gonzalez presented the Tenure Status for Bruce Hall Action Item. Trustee Eckmann motioned to grant Tenure status to Bruce Hall. Trustee Bryant seconded the motion. There was no discussion or questions. The vote was in favor of granting Tenure status to Bruce Hall (4 – yes; 0 – no; 0 – abstaining).
- John Vaughan, Dean of Mathematics, Engineering, Science, and Health, introduced Bruce Hall, who provided his comments on his newly granted Tenure status.

3. Action Item – Tenure Status Heather Newcomer

- Trustee Gonzalez presented the Tenure Status for Heather Newcomer Action Item. Trustee Miller motioned to grant Tenure status to Heather Newcomer. Trustee Eckmann seconded the motion. There was no discussion or questions. The vote was in favor of granting Tenure status to Heather Newcomer (4 – yes; 0 – no; 0 – abstaining).
- Erica Coe, Dean of Libraries, Learning Resources, and E-Learning, introduced Heather Newcomer, who provided her comments on her newly granted Tenure status.

4. Action Item – Re-Employment of Probationary Academic Employees

- Trustee Gonzalez presented the Re-Employment of Probationary Academic Employees Action Item. Trustee Bryant motioned to approve the Re-Employment of Probationary Academic Employees Action Item. Trustee Miller seconded the motion. There was no discussion or questions. The vote was in favor of approving the Re-Employment of Probationary Academic Employees Action Item (4 – yes; 0 – no; 0 – abstaining).

5. Action Item – Decision to Renew or Not Renew the Probationary Contract for Mike Mitchell

- Trustee Gonzalez presented the Decision to Renew or Not Renew the Probationary Contract for Mike Mitchell Action Item. Trustee Eckmann motioned to not renew the Probationary Contract for Mike Mitchell. Trustee Bryant seconded the motion. Trustee Eckmann wanted to stress the difficulty of the decision, and noted that the decision not to renew Mike Mitchell's contract is not a reflection on Mr. Mitchell as an instructor. The decision to place the Composite's program on in-active status, relating to the programs low enrollment, was the determining factor. The vote was in favor of not renewing the probationary contract for Mike Mitchell (4 – yes; 0 – no; 0 – abstaining).

6. Action Item – Instructional Calendars

- Mary Garguile presented the Instructional Calendars Action Item. Trustee Bryant motioned to approve the Instructional Calendars Action Item. Trustee Eckmann seconded the motion. There was no discussion or questions. The vote was in favor of approving the Instructional Calendars Action Item (4 – yes; 0 – no; 0 – abstaining).

7. Information Item: Fee Requests

- Karen Wikle presented the Fee Request Information Item to the Board of Trustees. The Board accepted the Fee Request Information Item.

8. Information Item: Financial Report as of the end of 2nd quarter, fiscal year 2019-2020

- Karen Wikle presented the Financial Report as of the end of 2nd quarter, fiscal year 2019-2020 Information Item to the Board of Trustees. The Board accepted the Financial Report as of the end of 2nd quarter, fiscal year 2019-2020 Information Item.

9. Information Item: Yearly Events Calendar

- Adam Morris presented the Yearly Events Calendar to the Board of Trustees. The Board accepted the Yearly Events Calendar Information Item.

G. Executive Session

- No executive session was held at the end of the meeting.

H. Adjournment

Trustee Gonzalez adjourned the meeting at 7:24 p.m.

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