

***Board of Trustees Regular Meeting Minutes
March 20, 2018***

5:00 pm Regular Board of Trustees Meeting, Olympic College Bremerton, Humanities & Student Services Building, Room 119/121, 1600 Chester Ave, Bremerton, WA, 98337

Trustee Bryant called the Board of Trustees Regular Meeting to order at 5:05 p.m.

Board Members in Attendance:

Harriette Bryant Steve Warner Shannon Childs Jim Page

Others in Attendance:

Marty Cavalluzzi, President
Adam Morris, Executive Assistant to the President
Mary Garguile, Vice President for Instruction
Cheryl Nuñez, Vice President for Equity and Inclusion
Ted Baldwin, AHE President
Deb Montez, WPEA President
Shannon Turner, SGOC President

The Board read the Mission, Vision and Values.

A. Consent Items

Approval of the draft minutes for the February 27, 2018 Regular Board of Trustees Meeting.

The Board of Trustees reviewed the meeting minutes from the February 27, 2018 Regular Board of Trustees Meeting. One correction was made: removing mention of a meeting between Trustee Shannon Childs and Jennifer Glasier, Dean of Enrollment Services. That meeting was rescheduled for a later date.

Trustee Warner made a motion to approve the minutes. Trustee Page seconded the motion. The vote was unanimously in favor of approving the February 27, 2018 minutes.

B. Communication Items

1. Communication from the Public

- None

2. Introduce New OC Staff

- Dr. Beccie Seaman, Dean of Social Sciences & Humanities, introduced Jessica Gonzalas who is the new Administrative Assistant 3 in the Social Sciences & Humanities Division Office.
- Dr. Mary Garguile, Vice President for Instruction, introduced Barbara Hanson who is the new Executive Assistant to the Vice President for Instruction.

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

Shannon Turner reported to the Board of Trustees on several topics, to include:

- Introduction of new SGOC Vice President of Poulsbo Campus, Argent Snyder;
- Introduction of new SGOC Vice President of Shelton Campus, Joseph Barboza;
- Notification that the proposed Wellness Center has been put on hold for time being;
- Recently, a faculty member commented that they did not know there was a food bank on campus for students. This highlighted an area the SGOC can improve upon: communication between the student government and the Administration, Classified Staff, and Faculty Members;
- A slide show was presented, highlighting events from the past quarter, such as:
 - o Black Voices of America
 - o Tracy Flood speaking and the MLK Tribute
 - o Intergroup Dialogue with Dr. Ratnesh Nagda
 - o Chris C. Speaks presentation
 - o Broom Hockey between the SGOC and Foundation Staff
 - o St. Patrick's Day Parade in Bremerton

4. Report of the Board

- Trustee Bryant was able to meet with Dr. Cavalluzzi several times, and is excited about his ideas
- Trustee Page spoke on his experience at the ACCT National Legislative Summit in Washington, D.C. Events he highlighted were:
 - o Meetings with Senators Murray and Cantwell;
 - o Meeting with Congressman Kilmer;
 - o Various Speakers – R. Alexander Acosta - US Secretary of Labor, Jake Tapper - CNN, and others
 - o Updates on DACA and major legislative issues
 - o Reauthorization of Higher Education Act
- Trustee Page attended the OC FY 1617 audit report call and reported on the successful audit.
- Trustee Warner thanked Dr. Garguile for her leadership at the Strategic Planning meetings at the Shelton Campus.
- Trustee Childs commended the Foundation on annual Auction & Brunch fundraiser.

5. Report of the President of the College

Dr. Cavalluzzi reported on the state of the College and activities that he is currently engaged in:

- Winter quarter has now ended. Faculty on break, staff and the administration are gearing up for the spring quarter;
- He is focused on attending as many standing committees as possible to continue to learn all he can about the College. Major committees he has been attending are:
 - o Olympic College Adaptation Project (OCAP)
 - o Accreditation Leadership Team

- Strategic Enrollment Management Team (SEM)
- Faculty Council
- Graduate Kitsap/Mason
- Attended the New Employee Orientation
- Met with Congressman Kilmer on March 3rd
- Attended OC Foundation Annual Auction & Brunch fundraiser
- Held Public Forums at all three Campuses.
- Attended the first ever concert in the new CIC theater
- Met with Bremerton Mayor and a City Council member, both OC Alumni
- Hosted a Strategic Planning meeting at OC Poulsbo
- Attended the Nursing Assistant Graduation/Pinning Ceremony
- Attended the Bremerton St. Patrick's Day Parade
- Spoke at the Bremerton Rotary, and was formally invited to join
- Attended the OC Shelton Strategic Planning meeting
- In spring quarter he will be looking at the enrollment numbers, the College budget, and the overall functioning of all three Olympic College campuses

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

Deb Montez reported to the Board of Trustees on behalf of the WPEA. Topics covered include:

- The GEMS Conference
- The History Day Conference
- The Young Writers Conference
- Spring Quarter registration
- Preparations for Spring commencement
- Upcoming visits by area High Schools
- Financial Aid processing
- Classified Staff Development Committee trainings
- A visit by North Idaho College visited to learn more about the newly formed One Stop shop
- Upcoming events
 - 5/2 - Career fair in the Bremer Student Center
 - 5/4 – Classified Staff Connection retreat
 - 5/5 - Armed Forces Culinary Association competition
 - Various games and competitions for the four athletic teams in season during spring quarter: softball, baseball, track, and golf

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

Ted Baldwin provided an oral report to the Board of Trustees. Topics covered were:

- The Equal Bargaining Bill, which passed after 10 sessions in the legislature
- The AHE is looking forward to set up meetings with President Cavalluzzi
- Faculty are looking Forward to spring break

8. Report of the Olympic College Foundation

David Emmons, Executive Director of the Olympic College Foundation, reported to the Board of Trustees on the status of the Foundation and its recent and upcoming activities. Topics covered were:

- The annual Auction & Brunch held on March 4th

- The new scholarship system, AwardSpring, has been very easy for students and scholarship readers to use. 758 students have applied thus far.
- A Donor Preview is being set up for the new Art Gallery exhibition prior to its grand opening. 160 people attended the first show, which is a record attendance. The next show officially opens April 13, 2018 with an exhibit titled: Strength, Struggle, Survival; which features veterans and native artists coming together.
- Coordinating meetings within the community for President Cavalluzzi to attend.
- St. Patrick's Day Parade
- The upcoming YWCA Women of Achievement Awards. This year, Olympic College has three winners: Tracy Flood, Marie Weichman, and Karen Bolton.
- Kitsap Community Foundation – Day of Giving
- Boys & Girls Club Treasure Hunters Event, the College is the Youth of the Year Sponsor.
- May 10, 2018 will be the unveiling for the upcoming season at the Admiral Theater. This upcoming year, the College will sponsor the Stages for All Ages program, introducing children to live theater.

9. Presentation – Association of College Trustees' National Legislative Summit

- This presentation was tabled for a future Board Meeting.

10. Presentation – Dr. Sabah Randhawa, President of Western Washington University

- President Cavalluzzi introduced Dr. Sabah Randhawa, President of Western Washington University (WWU).
- Dr. Randhawa addressed the Board to share some background information of WWU and what is going on at the school:
 - o By numbers, WWU is just under 16,00 students
 - Last year roughly 3800 degrees were granted.
 - o In recent years, over 200 students transferred into Western on the Peninsula's, and 400 to the main campus, with 72 degrees awarded to OC Students.
 - o Degree programs offered at the Poulsbo Campus include: Business, Environmental Policy, and Cyber Security.
 - o Engineering Programs at WWU have been recently accredited for the first time.
- Over past 12 months, the University has been undergoing a strategic planning process and major areas of focus that have emerged that WWU will be addressing:
 - o Advancing Inclusive Excellence
 - How to take a 70% graduation rate and increase it to 80%, or higher.
 - 55% is the national average
 - WWU is only second to UW in graduation rate in the greater PNW.
 - Eliminate Achievement Gaps between student groups
 - o Increase WWU impact in State of Washington
 - Currently the university is “too Bellingham centric”
 - Have 7 locations in the Puget sound area
 - The biggest potential for growth is scene on the Peninsula
 - o Enhancing the WWU Academic Brand
 - Looking to sustain and improve quality in programs and the student experience. The goal is, over next several years, to get to the point where all

students (incoming as freshman or transfers) to have at least one high impact experience while at WWU to increase their employability after graduation.

- Dr. Randhawa also discussed the recent State supplemental budget session, which was favorable for WWU. The State funded three initiatives for the university:
 - o \$1.3 million for an undergraduate degree in marine sciences, which will affect the Sea Discover Center in Poulsbo
 - o \$750,000 for an Early Childhood degree program in Poulsbo
 - o \$70,000 for a feasibility study looking at the educational needs in Kitsap County and the larger Olympic Peninsula and how WWU can contribute to providing for those needs.

C. Study Session

1. OC & WWU Partnership Information

- President Cavalluzzi introduced a presentation on potential for partnerships between Olympic College and Western Washington University.
- Allison Phayre presented data on current OC students who are potential WWU transfers
 - o 940 students are in declared programs that can transfer directly to WWU programs. That number is close to 3500 if you include general transfer students
 - o The largest degree concentrations of the general transfer students are in Business, Biology, Education, and Computer Science programs which can transfer directly to WWU on the Peninsula.

D. Action/Information Items

1. Information Item: Public Records Policy – Revision to OCP 700-03

Dr. Joan Hanten, Kim Abel, and Dr. Marty Cavalluzzi presented the first reading of the Public Records Policy – Revision to OCP 700-03 Information Item to the Board of Trustees; the Board accepted the Public Records Policy – Revision to OCP 700-03 as an information item.

2. Information Item: OC FY1617 Audit Report

Dr. Cavalluzzi presented the OC FY1617 Audit Report to the Board of Trustees as an Information Item; the Board accepted the OC FY1617 Audit Report as an Information Item.

3. Action Item: Naming of the plaque on the seats in the William D. Harvey Theater

Trustee Warner motioned for approval of the plan for Naming of the plaques on the seats in the William D. Harvey Theater. Trustee Page seconded the motion. Discussion was held. The vote was unanimously in favor of approval.

4. Action Item: Naming the College Instruction Center Simulation Lab

Trustee Page motioned for approval of the plan for Naming the College Instruction Center Simulation Lab. Trustee Warner seconded the motion. Discussion was held. The vote was unanimously in favor of approval.

Trustee Childs asked that the record show that the Board of Trustees are adhering to their own policies in regards to the naming of this room.

5. Action Item: Fee Requests

Trustee Page motioned for approval of the presented Fee Requests. Trustee Childs seconded the motion. Discussion was held. The vote was unanimously in favor of approval.

6. Action Item: Sabbatical Requests

Trustee Warner motioned for approval of the proposed Sabbatical Requests. Trustee Page seconded the motion. Discussion was held. The vote was unanimously in favor of approval.

E. Executive Session

The Board adjourned at 6:35 p.m. for a 10 minute recess before going in to Executive Session.

The purpose of the Executive Session was to discuss matters covered under RCW 42.30.110.

At 6:45 p.m. the Board met in Executive Session for 15 minutes.

At 7:00 p.m. it was extended for 15 minutes.

The meeting reconvened at 7:15 p.m. out of Executive Session.

The meeting was adjourned at 7:16 p.m.

F. Adjournment

Trustee Bryant adjourned the meeting at 7:16 p.m.

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