

***Board of Trustees Regular Meeting Minutes  
April 19, 2022***

**5:30 pm** Regular Board of Trustees Meeting, Olympic College Poulsbo, Building P1, Room 220, 1000 Olympic College Place NW, Poulsbo, WA 98370.

**Zoom Link:** <https://olympic.zoom.us/j/97045939647?pwd=aCtGMiNlYVByMzRaNXhiLytRRE00QT09>

**Meeting ID:** 970 4593 9647

**Meeting Password:** OCBOT0419

Trustee Miller called the Board of Trustees regular meeting to order at 5:32 p.m.

**Board Members in Attendance:**

Tom Eckmann   Harriette Bryant   Frankie Coleman   Candelario Gonzalez   Cheryl Miller

**Others in Attendance:**

Marty Cavalluzzi, President

Adam Morris, Chief of Staff (minutes)

H. Bruce Marvin, A.A.G.

Tricia Boerger, A.A.G.

- Prior to working through the agenda, Chair Miller invited Mychal Walz, OC Poulsbo Site Director, to provide a brief overview of the Poulsbo Campus and the partnership with Western Washington University for the newer trustees who have not been able to come to the Poulsbo Campus due to the pandemic. Mr. Walz comments covered:
  - o Campus Layout and planned space conversion (Campus Learning Center);
  - o Partnership with WWU, including joint branding;
  - o Effects of the pandemic;
  - o Resuming and increasing in-person classes and services;
  - o Avanti Markets;
  - o Student Center;
  
- On behalf of the Board of Trustees, Chair Miller thanked AAG H. Bruce Marvin for all his years of dedicated service to Olympic College and wished him well in his newly assigned position. AAG Marvin thanked board, introduced Tricia Boerger, as replacement AAG.

## **A. Study Session**

### **1. None**

- No study session scheduled.

## **B. Communication Items**

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

- Beccie Seaman, Dean for Social Sciences & Humanities, introduced Scott Sigman, Program Manager A, to the Board of Trustees.
- Beccie Seaman, Dean for Social Sciences & Humanities, introduced Dr. Justin Lewis, Tenure-Track English Faculty, to the Board of Trustees.

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

- Trustee Miller reported on her attendance of OC Foundation's Auction & Brunch.
- Trustee Bryant reported on her attendance of OC Foundation's Auction & Brunch.
- Trustee Eckmann had nothing to report.
- Trustee Gonzalez had nothing to report.
- Trustee Coleman had nothing to report.

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

- Deb Montez, WPEA Member Representation Specialist, addressed the Board of Trustees regarding Board of Trustee Meetings, comments, and discussion.

## **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 was not able to attend the meeting, and SGOC Director of Clubs and Student Life, Ms. Katie Sciarrotta, provided the Trustees with an oral report on his behalf. Ms. Sciarrotta's comments focused on:
  - o The S&A Fee Budget process;
  - o "Thank you" gifts (OC backpacks) were handed out to student workers/volunteers who worked during the pandemic;
  - o Reserve spenddown plan focus groups held in-person and virtually;
  - o A recent trip to the University of Washington – Tacoma's YMCA wellness center;
  - o New student clubs –chartered in Winter Quarter, and those in the process of finalization;
- No questions or comments regarding the report.

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

- Margaret Hodun, Shop Steward, addressed the Board of Trustees. In her comments, Ms. Downard discussed:
  - o WPEA contract negotiations;

- Concerns with the functionality of “TAM” (Talent Acquisition Management) in ctcLink.
- Classified Positions and bargaining unit work on campus;
- Facilitates Department reorganization concerns;
- Concerns regarding the timeline of a submitted bullying complaint from February;
- No questions or comments regarding the report.

### **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:
  - Thanking the people attending these meetings in person and on Zoom;
  - An update on contract negotiations and the expectation that the contract will be sent to faculty for ratification in the coming week;
  - Comments on the COVID-19 pandemic and requests for Trustees to advocate at the local and state level for healthy work environments;
  - Faculty input on college planning (course scheduling, COVID-19, etc.);
  - Administrative Performance reviews;
- No questions or 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 included:
  - An update on the hiring process for the Vice President for Instruction, and thanking the screening committee for their work;
  - Comments on the future of Olympic College as we come out of the pandemic, such as online teaching expectations, scheduling, supporting the needs of faculty, etc. Requests open and transparent conversations about these topics;
  - A reminder of the faculty awards at staff awards celebration on June 9<sup>th</sup>;
- Trustee Bryant thanked Ms. Briggs for inviting the trustees to future sporting events.

### **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:
  - Board Report and Spring newsletter;
  - Spring scheduling and the extension of the fall schedule due date;
  - The expectation for everyone to be back on campus for Fall Quarter;
  - Glad to be back in person;
- A question-and-answer period was held:
  - Trustee Eckmann inquired about President Cavalluzzi’s comments on students preferences on class modalities. Mr. Cockroft provided information to the Board on in-person enrollments and student preferences for online synchronous options.
    - Trustee Eckmann asked if the college is seeing any differences in older student attendance preferences. Mr. Cockroft informed the Board that working adults/caregivers seem to prefer online classes and in-person classes in the evenings, and discussed the “digital divide” and its effects on older students.

- Trustee Eckmann further inquired about how course modality decisions were made. Mr. Cockroft informed the Board that the college looks at historic enrollment patterns, student success in particular formats, current demand, and other factors when determining the modality for courses. Mr. Cockroft sees online instruction having a larger presence than in pre-pandemic operations.
  - Trustee Miller commented on the raising costs of living and the economic considerations for people who travel to in-person class, and expressed appreciation for the college's efforts in this area.

## **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 a verbal report as well, which covered:
  - A Kudo's to Mychal Walz for his leadership at OC Poulso. Mr. Walz is a shared employee between OC and WWU, and while he works in Instruction he also serves across divisions (Student Services, Administrative Services, etc.);
  - Grant work being finalized by Workforce Development (WFD), such as the Perkin's Grant and Worker Retraining Grant. Both grants are due same day, and involve a huge amount of work. Dean Amy Hatfield and team have been working long hours to get these grants ready.
- No questions or comments regarding the report.

## **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:
  - Employee Awards, and a newly established, monthly award given out in Student Services ("You're Otterly Great"). The first award was given to Mia Serrano, Credentials Evaluator 3;
  - Sophia Bremer Early Learning Academy (SBELA) – which will be the topic of a study session at next month's Regular Board of Trustees meeting;
- Trustee Miller expressed her support for the new employee recognition award, and thanked Dr. Taga for stepping into the leadership role at SBELA.

## **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 had nothing to add to his written report.
- Trustee Eckmann inquired about whether the college will be finalizing the spending of the HEERF funds this year or take advantage of the extended performance period on the grant. Mr. Ellison informed the Board that the college will continue to spend the funds this year as allocated and will be carrying some funds over to the next academic year as well.

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

- Joshua Masters, Interim Executive Director for Human Resources, did not submit a written report to the Board of Trustees.
- Mr. Masters provided an oral report instead, which covered:
  - o AHE negotiations and the contract ratification process;
  - o An update on the Vice President for Diversity, Equity, & Inclusion and Vice President for Instruction hiring process;
  - o Reviewing the Administrative Evaluation process from other institutions to inform the revised process at OC;
  - o The college's Affirmative Action Plan;
  - o The recruitment process for the Compliance Manager position in Human Resources;
- No questions or comments regarding the report.

## **10. 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 a verbal report as well, which included information on the Multi-Factor Authentication program being rolled out by IT in order to combat increased cyber security attacks.
- There were no further questions or comments by the Board.

## **11. 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 an oral report as well, which covered:
  - o The strategic planning presentation given to the Governance Coordinating Council (GCC), and provided comments on aligning the college's strategic planning cycle with the accreditation cycle and budget cycle for maximum effectiveness;
  - o Changes to data tables housed with the State Board for Community and Technical Colleges (SBCTC) and the impacts on all colleges in the system.
- There were no further questions or comments by the Board.

## **12. 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 an invitation to the Employee Awards presentation (6/9/2022) and a reflection on the OC Foundation's Annual Auction and Brunch.
- There were no further questions or comments by the Board.

## **13. 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 a status update on the Governor's Proclamation Governing Higher Education (20-12.5).
- There were no further questions or comments by the Board.

## D. Consent Items

### 1. Approval of the draft minutes for the March 15, 2022 Regular Board of Trustees Meeting

- Trustee Coleman made a motion to approve the draft minutes for the March 15, 2022 Regular Board of Trustees Meeting as presented. Trustee Bryant seconded the motion. A vote was held and was in favor of approving the March 15, 2022 Regular Board of Trustees Meeting minutes as presented (5 – yes; 0 – no; 0 – abstaining).

## E. Information/Action Items

### 1. Information Item: Yearly Events Calendar – April 2022

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

### 2. Information Item: Budget Update - Month Ending February 2022

- Angela Hamilton, interim Director of Business Services, presented the Budget Update - Month Ending February 2022 Information Item to the Board of Trustees.
- The Board of Trustees accepted the Budget Update – Month Ending February 2022 Information Item.

### 3. Information Item: Proposed change to the Student Conduct Code - Bullying Definition

- Rick Sommer, Community Standards Officer, presented the Proposed change to the Student Conduct Code - Bullying Definition Information Item to the Board of Trustees.
- A question-and-answer period was held:
  - o Trustee Eckmann asked for clarification on the changes, and Mr. Sommer confirmed for the Board that the changes are to align the student definition of “bullying” with the new language adopted for employees this year.
- The Board accepted the Proposed change to the Student Conduct Code - Bullying Definition Information Item.

### 4. Information Item: Proposed change to the Student Conduct Code - Supplemental Title IX Procedures - Appeals

- Rick Sommer, Community Standards Officer, presented the Proposed change to the Student Conduct Code - Supplemental Title IX Procedures - Appeals Information Item to the Board of Trustees.
- A question-and-answer period was held:
  - o Trustee Eckmann asked who was involved in drafting the changes. Mr. Sommer informed the Board that AAG H. Bruce Marvin and former Vice President for Equity & Inclusion Cheryl Nunez were the primary sources.
- The Board accepted the Proposed change to the Student Conduct Code - Supplemental Title IX Procedures - Appeals Information Item.

5. **Information Item: Proposed change to the Student Conduct Code - Supplemental Title IX Procedures - Order of Precedence**
  - Rick Sommer, Community Standards Officer, presented the Proposed change to the Student Conduct Code - Supplemental Title IX Procedures - Order of Precedence Information Item to the Board of Trustees.
  - There were no questions nor comments.
  - The Board accepted the Proposed change to the Student Conduct Code - Supplemental Title IX Procedures - Order of Precedence Information Item.
  
6. **Information Item: Proposed change to the Student Conduct Code - Supplemental Title IX Procedures - Removal of Cross-Examination Requirement**
  - Rick Sommer, Community Standards Officer, presented the Proposed change to the Student Conduct Code - Supplemental Title IX Procedures - Removal of Cross-Examination Requirement Information Item to the Board of Trustees.
  - The Board accepted the Proposed change to the Student Conduct Code - Supplemental Title IX Procedures - Order of Precedence Information Item.

#### **F. Executive Sessions**

- The Board adjourned at 6:42 p.m. for a 0-minute recess before going into Executive Session.
- The purpose of the Executive Session was to consult with legal counsel regarding agency enforcement actions or actual or potential agency litigation.
- At 6:42 p.m. the Board met in Executive Session for 30 minutes.
- At 7:12 p.m. the Board extended their Executive Session by 20 minutes, for the purpose of reviewing recommendations relative to the award or denial of tenure.
- At 7:33 p.m. the Board extended their Executive Session by 10 minutes.
- The meeting reconvened out of Executive Session at 7:43 p.m.

#### **G. Adjournment**

- Trustee Miller adjourned the meeting at 7:46 p.m.

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