

***Board of Trustees Regular Meeting Minutes  
May 21, 2019***

**5:00 pm** Regular Board of Trustees Meeting, Olympic College Bremerton, Humanities & Student Services Building, Room 129, 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:**

Steve Warner      Jim Page      Shannon Childs      Harriette Bryant      Cheryl Miller

**Others in Attendance:**

Marty Cavalluzzi, President  
H. Bruce Marvin, Assistant Attorney General

The Board read the Mission, Vision and Values.

**A. Communication Items**

**1. Communication from the Public**

- Ted Baldwin addressed the Board of Trustees. Mr. Baldwin provided the Board of Trustees with his views of morale on campus.

**2. Introduction of New Olympic College Employees**

- Janel Whiteley, Vice President for Administrative Services, introduced Steve Davis, Director of Campus Security, to the Board of Trustees.
- Brad Songhurst, Director of Facility Services, introduced Greg Bright, Maintenance Mechanic 4 – Electrician, to the Board of Trustees.
- Brad Songhurst, Director of Facility Services, introduced Eric Kneebone, Custodial Services Manager, to the Board of Trustees.

**3. Report of the Board of Trustees**

- Trustee Bryant read a statement from Governor Inslee to Trustee Dr. Warner acknowledging his tenure as a trustee and the impact he has had on Olympic College. The

Board and President Cavalluzzi personally thanked and acknowledged Trustee Dr. Warner for his service on the Board.

- Trustee Warner reflected on his time serving on the Board and imparted some parting words.
- Trustee Page announced that he will be resigning from the Board of Trustees, effective the end of June 2019.

## **B. Reports to the Board**

1. The SGOC Report to the Board was reviewed. Trustee Warner asked for further explanation of the changes to the SGOC By-Laws. Harrison Greenlee, SGOC President, clarified the alterations and the changes to the election process.
2. The President's Report to the Board was reviewed. Trustee Childs requested further information on the potential pilot program around student homelessness. Dr. Cavalluzzi provided a description of SB 5800, which creates a pilot program to address homeless college students in Washington State. The pilot program consists of 4 community and technical colleges, (two on each side of the Cascade Mountains) and 2 four-year public universities (one on each side of the Cascade Mountains) who would provide accommodations to students experiencing homelessness that were also in the foster care system when they graduated high school. The services provided would include, but are not limited to: Access to laundry facilities; access to storage; access to locker room and shower facilities; reduced-priced meals or meal plans and access to food banks; access to technology; access to short-term housing or housing assistance, especially during seasonal breaks; and, case management services. The application process to take part in the pilot program, as well as the specific goals of the program, was discussed.
3. The AHE Report to the Board was reviewed. Trustee Warner discussed with Mr. Baldwin the concern of general discontent stated in the written report. Trustee Bryant, in relation to a statement in the report that "the Board continues to communicate that the student and employee voices are not that important", reinforced that fact that communication with the Board of Trustees is open and that the Board can be addressed directly at each meeting.
4. The WPEA Report to the Board was reviewed. No questions were asked.
5. The Information Technology Report to the Board was reviewed. No questions were asked.
6. The Human Resource Services Report to the Board was reviewed. No questions were asked.
7. The Olympic College Foundation Report to the Board was reviewed. No questions were asked.
8. The Instruction Report to the Board was reviewed. No questions were asked.
9. The Student Services Report to the Board was reviewed. No questions were asked.
10. The Administrative Services Report to the Board was reviewed. Janell Whiteley, Vice President for Administrative Services, informed the Board that the COLAs were approved for FY2019-2020.
11. The Equity & Inclusion Report to the Board was reviewed. No questions were asked.
12. The Office of Institutional Effectiveness Report to the Board was reviewed. The Board asked for, and received, additional context regarding the reported declining enrollments from Allison Phayre, Executive Director of the Office of Institutional Effectiveness.

## C. Consent Items

- 1. Approval of the draft minutes for the April 16, 2019 Special Board of Trustees Meeting**
  - Trustee Warner made a motion to approve the minutes with edits. Trustee Bryant seconded the motion. A vote was held, and was unanimously in favor of approving the April 16, 2019 Special Board of Trustees Meeting as edited (5 – yes; 0 – no; 0 – absent).
- 2. Approval of the draft minutes for the April 27, 2019 Special Board of Trustees Meeting**
  - Trustee Bryant made a motion to approve the minutes with edits. Trustee Warner seconded the motion. A vote was held, and was unanimously in favor of approving the April 16, 2019 Special Board of Trustees Meeting as edited (5 – yes; 0 – no; 0 – absent).

## D. Action/Information Items

- 1. Information Item: Upcoming Events Calendar**

Marty Cavalluzzi presented the Upcoming Events Calendar to the Board of Trustees; the Board accepted the Upcoming Events Calendar as an Information Item.
- 2. Information Item: Financial Report as of the End of 3<sup>rd</sup> Quarter, Fiscal Year 2018-2019**

Janell Whiteley, Vice President for Administrative Services, presented the Financial Report as of the End of 3<sup>rd</sup> Quarter, Fiscal Year 2018-2019 Information Item to the Board of Trustees; the Board accepted the Financial Report as of the End of 3<sup>rd</sup> Quarter, Fiscal Year 2018-2019 as an Information Item.
- 3. Information Item: Olympic College Bremerton Welding Shop Renovation**

Janell Whiteley, Vice President for Administrative Services, presented the Olympic College Bremerton Welding Shop Renovation Information Item to the Board of Trustees; the Board accepted the Olympic College Bremerton Welding Shop Renovation Information Item.
- 4. Information Item: 2019-2020 Fee Requests**

Janell Whiteley, Vice President for Administrative Services, presented the 2019-2020 Fee Requests Information Item to the Board of Trustees; the Board accepted the 2019-2020 Fee Requests Information Item.
- 5. Information Item: Delegation of Authority to Name Facilities**

David Emmons, Executive Director of the Olympic College Foundation, presented the Delegation of Authority to Name Facilities Information Item to the Board of Trustees; the Board accepted the Delegation of Authority to Name Facilities Information Item. Discussion was held by the Trustees, who expressed their concerns over amending their policy regarding the naming of college facilities.

- 6. Action Item: Amendment of the Student Government of Olympic College Constitution**  
Trustee Warner motioned for approval of the Amendment of the Student Government of Olympic College Constitution. Trustee Bryant seconded the motion. Discussion was held to detail the changes to the constitution and review the student body voting participation. The vote was unanimously in favor of approving the Amendment of the Student Government of Olympic College Constitution. (5 – yes; 0 – no; 0 – absent)
- 7. Action Item: 2019-2020 Services and Activities Fee Committee Budget Allocation**  
Trustee Bryant motioned for approval of the 2019-2020 Services and Activities Fee Committee Budget Allocation. The motion was seconded. No discussion was held, nor questions asked. The vote was unanimously in favor of approving the 2019-2020 Services and Activities Fee Committee Budget Allocation. (5 – yes; 0 – no; 0 – absent)
- 8. Action Item: 2018-2019 Athletic Program Budget**  
Trustee Warner motioned for approval of the 2018-2019 Athletic Program Budget. The motion was seconded. Trustee Bryant questioned the impact that the deficit would have on the student athletes. Barry Janusch, Athletic Director, informed the Board that there is not intent to reduce the number of waivers to the student athletes, and that the majority of the budget is allocated to insurance. Mr. Janusch will also be looking into the area of transportation to reduce costs. The vote was unanimously in favor of 2018-2019 Athletic Program Budget. (5 – yes; 0 – no; 0 – absent)

## **E. Innovation Session**

- 1. The Power of Community: High-Impact Team Teaching at Olympic College**
  - Dr. Rebecca Seaman, Dean of Social Sciences & Humanities, introduced the presentation “*The Power of Community: High-Impact Team Teaching at Olympic College*,” presented by Dr. Mirelle Cohen (Human Services Faculty), Candice Morrow (English Faculty), Teresa McDermott (Associate Dean of Basic Studies & Career Services), and Amy Hatfield (Dean of Workforce Development & Basic Studies).
  - Ms. Morrow and Dr. Cohen discussed the key terms, components of, and research relating to successful team teaching. Per Professor Morrow, the central purpose of the I-BEST program is to provide students with additional related navigational and academic support to help them succeed. Dr. Seaman outlined the program’s alignment with the various State and institutional goals, core themes, and accreditation standards.
  - The professional-technical programs I-BEST programs at Olympic College include: Business Management, Composites Manufacturing Technology, Computer Information Systems (CIS), Early Childhood Education, Electronics, Human Services, Welding Technology, and the Nursing Assistant Program. There is an intent to investigate Academic I-BEST.
  - Learning Communities at Olympic College were discussed, with *Careful Compositions* (Intro to Human Services & English 99/101 Accelerated Composition) taking place in Fall 2019; and, *Broad Topics* (Women in American History & Research Writing) occurring in Spring 2020.

## **F. Study Session**

### **1. Faculty Senate – Elisabeth Briggs**

- Elisabeth Briggs, Math Faculty, presented the revised draft charter to the proposed Faculty Senate, which would replace the current Faculty Council. Ms. Briggs outlined/defined membership in the committee, reviewed the proposed reporting structure of the committee, and discussed the intent to formalize the meetings.
- Ms. Briggs requested feedback and comments from the Board relating to the structure of the Faculty Senate in order to best represent the interest of the faculty.
- Discussion was held, and Trustee Bryant requested information/research related to effective Faculty Senates used in other institutions.
- The Trustees encouraged continued work on the Faculty Senate Charter to be reviewed at a future Board Meeting.

## **G. Executive Session**

The Board adjourned at 7:55 p.m. for a 10 minute recess before going in to Executive Session.

The purpose of the Executive Session was to review the performance of a public employee.

At 8:05 p.m. the Board met in Executive Session for 60 minutes.

At 9:05 p.m. it was extended for 45 minutes.

The meeting reconvened at 9:50 p.m. out of Executive Session.

The meeting was adjourned at 9:51 p.m.

## **H. Adjournment**

Trustee Bryant adjourned the meeting at 9:51 p.m.

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