

***Board of Trustees Regular Meeting Minutes
June 15, 2021***

5:30 pm Regular Board of Trustees Meeting

Zoom Link: <https://olympic.zoom.us/j/98531181969?pwd=V2EyU0lqWEtXQXNMT2NSd2dnNGNiZz09>

Meeting ID: 985 3118 1969

Meeting Password: OCBOT-0615

Trustee Bryant called the Board of Trustees regular meeting to order at 5:31 p.m.

Board Members in Attendance:

Tom Eckmann Harriette Bryant Frankie Coleman Candelario Gonzalez Cheryl Miller

Others in Attendance:

Marty Cavalluzzi, President

H. Bruce Marvin, Assistant Attorney General

Adam Morris, Chief of Staff (minutes)

The Board read the Mission, Vision and Values.

A. Study Session

1. Announcement: Cedar High School Partnership

- Olympic College President Dr. Marty Cavalluzzi introduced Dr. Alex Apostle, the Superintendent of the Shelton School District to address the Board of Trustees and announce the partnership between Olympic College and Cedar High School. Superintendent Apostle greeted the Board and introduced his team from the Shelton School District who contributed to the partnership: Deena Alley - Director of Academics K-12, Amber Hosford – Principal of Cedar High School, and Don Welander – Career Connected Learning Director. In the partnership, Cedar High School will be temporarily collocated on the OC Shelton Campus, with 84 students currently enrolled for this fall. The goal of Cedar High School is to offer educational pathways for Shelton School District students (such as leadership, human relations, computer science, cyber security, and environmental studies), with all classes being co-taught and a focus on interdisciplinary studies. The Shelton School

District team expressed their thanks to Olympic College for working with them on this opportunity, specifically Allison Smith, Shawn Devine, and Marty Cavalluzzi.

- President Cavalluzzi thanked Dr. Alex Apostle and the Shelton School District team for all their efforts in bringing this partnership to fruition and wished Dr. Apostle well on his upcoming retirement.
- Board Chair Harriette Bryant expressed her appreciation for all parties involved in bringing this partnership to life and looks forward to more partnerships in the future.

2. NWCCU Fellowship Project: Martin Cockroft & Allison Phayre

- Martin Cockroft, Associate Dean of Learning Innovation, and Dr. Allison Phayre, Executive Director for the Office of Institutional Effectiveness presented the NWCCU Fellowship Project to the Board of Trustees. The presentation covered:
 - o Background on the NWCCU Mission Fulfillment Fellowship;
 - o Project Purpose:
 - College has gaps in its institutional structures, processes, and roles;
 - Gaps render much of the college paralyzed;
 - Employees struggle with scope, planning, and multi-year timeframes;
 - We propose to define the scope, interdependencies, and timing for college-wide work;
 - o Goals:
 - Research & set realistic timelines;
 - Create diagram of connections;
 - Identify ways in which employees can better connect with the work & each other;
 - o Results/Conclusions Reached;
 - Institutional contexts;
 - Instructional assessment work;
 - Timeline Research;
 - Diagram of college-wide efforts;
- Both Martin Cockroft and Dr. Allison Phayre thanked the Board of Trustees for sponsoring their participation in the Fellowship.
- A question-and-answer period was held:
 - o Trustee Eckmann asked for additional information on the timeline research presented, specifically the 5-7 years a new effort takes to become fully established. Dr. Phayre provided clarification on that number, which includes ideation, implementation, and process improvement.

B. Communication Items

1. Introduction of New Olympic College Employees

- Joshua Masters, Director – Labor & Employee Relations, introduced Lori Almacen, Payroll Manager, to the Board.
- Joshua Masters, Director – Labor & Employee Relations, introduced Carroll McWhorter, Labor & Employee Relations Specialist, to the Board.

2. Communication from the Public

- Athena Prado Higgins addressed the Board of Trustees. Ms. Higgins commented on the Public Comments from the May 18th, 2021 Regular Board Meeting, the OC Values Statement, and her thoughts on it.
- Jessica Gonzalez-Nissen addressed the Board of Trustees. Ms. Gonzalez-Nissen commented on her request of the Board of Trustees to create a substantive anti-bullying policy.
- Larry Blain addressed the Board of Trustees. Mr. Blain commented on the draft revisions to the Code of Conduct and the process used to revise it.
- Ted Baldwin addressed the Board of Trustees. Mr. Baldwin commented on the Olympic College Fall 2021 planning process.
- Deb Montez addressed the Board of Trustees. Ms. Montez read a statement from a member of the public who is unable to attend this meeting regarding a bullying incident experienced by a former OC employee.

3. Report off the Board of Trustees

- Trustee Eckmann reported on his attendance of the ACT event - *Trustee Tuesday*, the funding received from the legislature, and a recent meeting between Olympic College leadership and the State Board for Community and Technical Colleges regarding the outstanding ctcLink issues (primarily related to the finance pillar).
- Trustee Gonzalez had nothing to report.
- Trustee Coleman had nothing to report.
- Trustee Miller reported on meeting with WPEA Shop Stewards.
- Trustee Bryant reported on meeting with WPEA Shop Stewards.

C. Reports to the Board

1. Student Government of Olympic College Board Report

- Brooklyn Jennings, SGOC President, updated the Board of Trustees on their recent activities, to include:
 - o Wrapping up the last SGOC events for the year;
 - o Completion of the previous years SGOC Goals;
 - o Provided graduation boxes for all 2021 grads;
 - o Working with student development to improve student orientation;
 - o Interviewing for 2021-2022 SGOC Executive Team and Activities Board, to be sworn in on 6/30/2021;

2. Faculty Senate Board Report

- Elisabeth Briggs, Chair – Faculty Senate provided a report to the Board of Trustees. Ms. Briggs' report included:
 - o Difficulties experienced by faculty this past year;
 - o An upcoming transition year, as things start to open up and return to more normal operations;
 - o Concerns on winter quarter schedule and course offerings;
 - o An offer to help and support to Board on the creation of an anti-bullying policy and offered to meet with Board directly;

- Diversity and Social Justice Graduation Requirement coming into effect this upcoming year;

3. Association of Higher Education Board Report

- Craig Goodman, President of the Olympic College Association of Higher Education, addressed the Board of Trustees. Mr. Goodman's report included:
 - An acknowledgement of the faculty of Olympic College for their work this past year, expressing concern for their wellbeing;
 - An update on contract negotiations;
 - Concerns on the accuracy of the HR section of the College's Report to the Board, specifically regarding the faculty employment numbers and lack of visible recruitment plan;
 - Comments on the Code of Conduct update;
 - An announcement that Mr. Craig Goodman has been re-elected as AHE president for next 2 years;

4. Washington Public Employees Association Board Report

- Nora Downard, Chief Shop Steward, addressed the Board of Trustees. In her comments, Ms. Downard discussed:
 - The unified front between all shop stewards and their staff representative(s);
 - Concerns with messaging from President Cavalluzzi;
 - Meeting with Chair Bryant and Vice-Chair Miller;
 - Items upcoming:
 - Demand to Bargain – faculty workload;
 - Additional PERC training with Administration;
 - Position description updates;
 - Campus reopening;
 - Acknowledged classified staff who stepped up to fill open needs in the Administrative/Exempt ranks;
 - The emotional and mental fatigue of classified staff being told to come back to campus;

5. Labor Management Report

- Joshua Masters, Director of Labor Relations, addressed the Board of Trustees. Mr. Masters discussed:
 - Acknowledging the Classified Staff work done in the last 15 months, and those stepping up into Administrative/Exempt positions;
 - Acknowledging the Faculty changing their pedagogy and the other work performed to ensure student success in the pandemic;
 - Update on the current classification reviews;
 - The faculty workload Demand to Bargain, which is close to finalizing;
 - Negotiations with the AHE are on-going, and will likely go into summer;
 - Building better relationships;
 - PCEC/PDU process review;
 - Offered his assistance to the Board regarding a Bullying policy;

6. College Report to the Board of Trustees

- Olympic College President Marty Cavalluzzi presented the College's Report to the Board of Trustees.
- President Cavalluzzi provided a verbal report to the Board of Trustees. President Cavalluzzi discussed the difficult year experienced by everyone and thanked each employee for their monumental efforts this past year. President Cavalluzzi also addressed some of the successes that came out of the past year, to include the new Participatory Governance model.
- Trustee Eckmann congratulated Ann Brackebusch on her upcoming retirement.
- Trevor Ross, Executive Director of the Olympic College Foundation, reminded the Board of the upcoming Employee Awards event.

D. Consent Items

1. Approval of the draft minutes for the May 18th, 2021 Regular Board of Trustees Meeting

- Trustee Coleman made a motion to approve the draft minutes for the May 18th, 2021 Regular Board of Trustees Meeting as presented. Trustee Eckmann seconded the motion. A vote was held and was in favor of approving the May 18th, 2021 Regular Board of Trustees Meeting minutes as presented (5 – yes; 0 – no; 0 – abstaining).

E. Information/Action Items

1. Information Item: Yearly Events Calendar

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

2. Information Item: Budget Update – Month Ending April 2021

- Dr. Joseph Han, Vice President for Administrative Services, and Angela Hamilton, Interim Director of Business Services, presented the Budget Update – Month Ending April 2021 Information Item.
- Trustee Eckmann commented on the ctcLink caused issues with financial reporting, and the efforts being taken to find resolutions with the State Board for Community and Technical Colleges.
- The Board accepted the Budget Update – Month Ending April 2021 Information Item

3. Action Item: Fee Request

- Dr. Mary Garguile, Vice President for Instruction, presented the Fee Request Action Item. There were no questions or further discussion.
- Trustee Eckmann made a motion to approve the Fee Request Action Item. Trustee Miller seconded the motion. A vote was held and was in favor of approving the Fee Request Action Item (5 – yes; 0 – no; 0 – abstaining).

4. Action Item: Approval of Tuition Rates

- Dr. Joseph Han, Vice President for Administrative Services, presented the Approval of Tuition Rates Action Item. There were no questions or further discussions.
- Trustee Coleman made a motion to approve the Approval of Tuition Rates Action Item. Trustee Eckmann seconded the motion. A vote was held and was in favor of approving the Approval of Tuition Rates Action Item (5 – yes; 0 – no; 0 – abstaining).

5. Action Item: FY21-22 S&A Budget Proposal

- Brooklyn Jennings, SGOE President, and Dr. Brendon Taga, Vice President for Student Services, presented the FY21-22 S&A Budget Proposal Action Item. There were no questions or further discussions.
- Trustee Eckmann made a motion to approve the FY21-22 S&A Budget Proposal Action Item. Trustee Coleman seconded the motion. A vote was held and was in favor of approving the FY21-22 S&A Budget Proposal Action Item (5 – yes; 0 – no; 0 – abstaining).

6. Action Item: Update to the Services and Activities Fee Budget Committee Financial Code

- Brooklyn Jennings, SGOE President, and Dr. Brendon Taga, Vice President for Student Services, presented the Update to the Services and Activities Fee Budget Committee Financial Code Action Item. There were no questions or further discussions.
- Trustee Coleman made a motion to approve the Update to the Services and Activities Fee Budget Committee Financial Code Action Item. Trustee Eckmann seconded the motion. A vote was held and was in favor of approving the Update to the Services and Activities Fee Budget Committee Financial Code Action Item (5 – yes; 0 – no; 0 – abstaining).

7. Action Item: FY21-22 Provisional Operating Budget

- Dr. Joseph Han, Vice President for Instruction, presented the FY21-22 Provisional Operating Budget Action Item.
- A question-and-answer period was held. Trustee Eckmann requested clarification on the length of the provisional budget. Dr. Han informed the Board the formal budget will likely be presented in October or November. The Board requested the formal budget be presented to them at the regular board meeting in November 2021.
- Trustee Coleman made a motion to approve the FY21-22 Provisional Operating Budget Action Item. Trustee Miller seconded the motion. A vote was held and was in favor of approving the FY21-22 Provisional Operating Budget Action Item (5 – yes; 0 – no; 0 – abstaining).

F. Executive Session

- The Board adjourned at 7:30 p.m. for a 0-minute recess before going into Executive Session at 7:30 p.m.
- The purpose of the Executive Session was to review the performance of a public employee.
- The Board met in Executive Session for 15 minutes.
- The meeting reconvened at 7:47 p.m. out of Executive Session.

G. Adjournment

- Trustee Bryant adjourned the meeting at 7:48 p.m.

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