

***Board of Trustees Special Meeting Minutes
June 26, 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 Page called the Board of Trustees Regular Meeting to order at 5:04 p.m.

Board Members in Attendance:

Steve Warner Cheryl Miller Shannon Childs Jim Page

Others in Attendance:

Marty Cavalluzzi, President
Adam Morris, Executive Assistant to the President
Mary Garguile, Vice President for Instruction
Cheryl Nunez, Vice President for Equity and Inclusion
Damon Bell, Vice President for Student Services and Achievement
H. Bruce Marvin, Assistant Attorney General
Janell Whiteley, Interim Director of Business Services
Ted Baldwin, AHE President
Margaret Hodun, WPEA Shop Steward
Shannon Turner, SGOC President

The Board read the Mission, Vision and Values.

A. Consent Items

Approval of the draft minutes for the May 23, 2018 Special Board of Trustees Meeting.

Trustee Miller made a motion to approve the minutes. Trustee Childs seconded the motion. The vote was unanimously in favor of approving the May 23, 2018 Special Board Meeting draft minutes as presented.

Approval of the draft minutes for the May 29, 2018 Regular Board of Trustees Meeting.

Trustee Miller made a motion to approve the minutes. Trustee Childs seconded the motion. The vote was unanimously in favor of approving the May 29, 2018 Regular Board Meeting draft minutes as presented.

B. Communication Items

1. Introduce New OC Staff

- No new staff were introduced at the meeting.

2. Communication from the Public

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

3. Report of the Board

- Trustee Miller reported on her experience at the 2018 Commencement Ceremony. She was very impressed with the staff who put on the ceremony, and was happy to be able to interact with the graduates.
- Trustee Childs reported on her experience at the 2018 Commencement Ceremony.
- Trustee Page reported on his attendance at the 2018 Diversity Conference, as well as the 2018 Commencement Ceremony, and the 2018 Associate Degree in Nursing Pinning Ceremony.

4. Report of the President of the College

Dr. Cavalluzzi made his report to the Board of Trustees. Topics discussed include:

- Dr. Damon Bell has accepted a position as Interim President of Ventura College in California. The College is looking to fill his position on a 1-year interim basis. That process will play out in the next few weeks;
- 2018 Commencement Ceremony;
- Joint meetings with the WPEA and AHE, which will be on-going, held on a bi-weekly basis.
- Cabinet vs. SGOC Bowling Tournament;
- Achieving the Dream Kickoff Institute 2018. The College sent a team of 8 to the event, which consisted of: Harriette Bryant (Chair, Board of Trustees), Marty Cavalluzzi (President), Mary Garguile (Vice President for Instruction), Jennifer Glasier (Dean, Enrollment Services), Elaine Williams-Bryant (Dean, Student Development), Allison Phayre (Executive Director, Office of Institutional Effectiveness), Steve Quinn (Faculty), and Sandra Farley (Faculty). Two coaches from Achieving the Dream will be coming to campus during fall quarter to begin our Achieving the Dream work. A committee will be convened over summer to plan the fall roll-out for Achieving the Dream, with a college-wide Achieving the Dream leadership team forming in the fall.

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

- Shannon Turner, President of the SGOC, and Matt Allen, Executive Vice President, presented a slide show to the Board of Trustees that recapped the events that took place during the 2017-2018 school year.
- Shannon Turner took the opportunity to commend his team for the work they put in this past year, prior to giving up his seat to the SGOC President-elect, Danielle Murphy.
- Ms. Murphey introduced herself, and her Executive Vice President (Jessica Scherf) to the Board of Trustees.

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

Margaret Hodun reported to the Board of Trustees on behalf of the WPEA. Topics covered include:

- The wonderful job done at the 2018 Commencement Ceremony by the employees. The event went extremely smoothly;
- Classified Staff are starting their summer cycle of work to prepare for fall quarter;
- Expressed thanks to President Cavalluzzi for meeting with both unions and keeping that channel of communication open;

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

Ted Baldwin provided an oral report to the Board of Trustees. Mr. Baldwin's report covered:

- The pay of Part-Time Hourly employees and Adjunct Faculty;
- Concerns over faculty email addresses being deleted after they retire (except those of Faculty Emeritus);
- Concerns over the status of the Accreditation Reports;

8. Report of the Olympic College Foundation

David Emmons, Executive Director of the Olympic College Foundation, was absent from the meeting. No report given from the Olympic College Foundation this month.

C. Study Session

1. Cyber Security – Evelyn Hernandez

- Evelyn Hernandez, Chief Information Officer, provided an overview of the cyber security landscape at Olympic College. The Trustees were presented with information on:
 - o The types of cyber security issues that have made headlines in recent months;
 - o The effectiveness of cyber-attacks on server vs. cloud based computing;
 - o The types and numbers of college-owned equipment needing protection (computers, printers, servers, WAPs, Cameras, Telephones, etc.);
 - o Projected growth of the College's equipment and technological infrastructure;
 - o Combating malicious emails;
- Highlights from the Information Technology Strategic Plan were also reviewed, to include: upgrades to the network and server infrastructure, platform changes, technology lifecycles (both hardware and software), the reviewing of business processes, training, and compliance.
- Major challenges in the area of Cyber Security were discussed. The main topics covered were adequate funding for the technology lifecycle, institutional synchronization, growth of the College, labor resources, and user training.
- A clarifying question and answer session was held.

D. Innovation Session

1. Developmental English – Craig Goodman

- Beccie Seaman, Dean SSH, introduced Craig Goodman, English Faculty, who presented on the work being done to improve the Developmental English series of courses. The changes were data-driven, and student oriented designed to improve student success in and, more importantly, beyond Developmental English. Mr. Goodman educated the Board of Trustees on:
 - o The concept of accelerated English courses;
 - o The former pathway(s) from English 91 to English 101 (college-level);
 - o The current, simplified pathway(s) from English 91 to English 101 (college-level);
 - o Improvement in equity with the new model;
 - o Implications this work has on the SAI 3.0 Funding Model;

- The Board of Trustees commended Mr. Goodman, and his colleagues, for the work done on developmental courses, and looks forward to seeing the resulting data on the effects of this change.

E. Action/Information Items

1. Information Item: Upcoming Events Calendar

Adam Morris presented the upcoming Calendar of Events to the Board of Trustees; the Board accepted the Upcoming Events Calendar as an Information Item.

2. Information Item: Faculty Senate Proposal

Elisabeth Briggs presented the Faculty Senate Proposal to the Board of Trustees; the Board accepted the Faculty Senate Proposal as an Information Item.

3. Action Item: Budget for 2018 – 2019 Fiscal Year

Trustee Warner motioned for approval of the Budget from 2018 – 2019 Fiscal Year. Trustee Childs seconded the motion. Discussion was held. The vote was unanimously in favor of approving the Budget for 2018 – 2019 Fiscal Year.

4. Action Item: 2018 – 2019 Student Activities Budget for the Student Government of Olympic College

Trustee Warner motioned for approval of the 2018 – 2019 Student Activities Budget for the Student Government of Olympic College. Trustee Miller seconded the motion. Discussion was held. The vote was unanimously in favor of approving the 2018 – 2019 Student Activities Budget for the Student Government of Olympic College.

F. Division Reports

- Instruction Report was reviewed. No questions or discussion.
- Student Services Report was reviewed. No questions or discussion.
- Equity & Inclusion Report was reviewed. No questions or discussion.
- Administrative Services Report was reviewed. No questions or discussion.

G. Executive Session

The Board adjourned at 7:05 p.m. for a 5 minute recess before going in to Executive Session.

The purpose of the Executive Session was to develop a position on collective bargaining.

At 7:10 p.m. the Board met in Executive Session for 15 minutes.

At 7:25 p.m. it was extended for 15 minutes.

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The meeting reconvened at 7:40 p.m. out of Executive Session.

The meeting was adjourned at 7:41 p.m.

H. Adjournment

Trustee Page adjourned the meeting at 7:41 p.m.

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