

***Board of Trustees Special Meeting Minutes
August 29, 2019***

5:00 pm Special Board of Trustees Meeting, Olympic College Shelton, The Johnson Library (Building OS2), Room 108, 937 West Alpine Way, Shelton, WA 98584-1200.

Trustee Bryant called the Board of Trustees Special Meeting to order at 5:11 p.m.

Board Members in Attendance:

Shannon Childs Harriette Bryant Cheryl Miller Candelario Gonzalez Tom Eckmann

Others in Attendance:

Dr. 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

- Helen Thomson, Program Coordinator – Workforce Development/Basic Studies, addressed the Board of Trustees. Ms. Thomson outlined her concerns over the proposed rate changes for employee parking.
- Amanda Hacker, WPEA Staff Representative, addressed the Board of Trustees. Ms. Hacker read a prepared statement regarding union concerns and provided a copy of the statement to the trustees for the record.

2. Introduction of New Olympic College Employees

- Marty Cavalluzzi, President of Olympic College, introduced Kim Abel, Interim Associate Vice President for Human Resource Services, to the Board of Trustees.
- Marty Cavalluzzi, President of Olympic College, introduced Ariel Birtley, Acting Vice President for Administrative Services, to the Board of Trustees.

3. Report of the Board of Trustees

- Trustee Bryant introduced the two new Olympic College Trustees, Mr. Tom Eckmann and Mr. Candelario Gonzalez.
- Trustee Childs provided an update and follow-up from the Board of Trustees retreat in July. The focus of the retreat was on Board Governance. A proposed governance model and a Code of Conduct for Board of Trustee meetings were developed and will be presented during the September Regular Board of Trustees meeting. Additionally, the Board of Trustees is requesting a yearly calendar populated with important events/dates/deadlines/etc.
- Trustee Eckmann conveyed his excitement about serving on the Board of Trustees of Olympic College.
- Trustee Miller professed her excitement for the year to come and concurred with Trustee Childs regarding the desire to have a yearly calendar.

B. Reports to the Board

1. The SGOC did not submit a Report to the Board this month.
 - No questions asked.
2. The President's Report to the Board was reviewed.
 - Trustee Childs requested timeline information for both the completion of the branch campus strategic plans and for the implementation of the college communication plan mentioned in the report.
 - Trustee Eckmann inquired about the intent/goal of the communication plan. President Cavalluzzi informed him of the desire to have a standardized template for communications and an easily accessible, permanent repository to house all communications from the President.
3. The AHE did not submit a Report to the Board this month.
 - No questions asked.
4. The WPEA did not submit a Report to the Board this month.
 - No questions asked.
5. The Information Technology Report to the Board was reviewed.
 - No questions asked.
6. The Human Resource Services Report to the Board was reviewed.
 - No questions asked.
7. The Olympic College Foundation Report to the Board was reviewed.
 - No questions asked.
8. The Instruction Report to the Board was reviewed.
 - No questions asked.
9. The Student Services Report to the Board was reviewed.
 - Trustee Eckmann asked about the status of the implementation of the Salesforce CRM project. Cheryl Nunez informed the Board of Trustees that the implementation was currently underway and the focus is on staff training during the month of August. During September, the focus will shift to recruiting potential students and converting them into actual students.
10. The Administrative Services Report to the Board was reviewed.
 - No questions asked.

11. The Equity & Inclusion Report to the Board was reviewed.
 - No questions asked.
 - Trustee Miller praised the work being done around the re-entry program and the conferences/trainings the Office of Equity & Inclusion has put on.
12. The Office of Institutional Effectiveness Report to the Board was reviewed.
 - No questions asked.
13. The Special Projects Report to the Board was reviewed.
 - No questions were asked.

C. Consent Items

1. **Approval of the draft minutes for the June 18, 2019 Regular Board of Trustees Meeting**
Trustee Miller made a motion to approve the minutes as edited. Trustee Childs seconded the motion. A vote was held, and was in favor of approving the June 18, 2019 Regular Board of Trustees Meeting Minutes as edited (3 – yes; 0 – no; 2 – abstained, as they were not members of the Board of Trustees at the time).
2. **Approval of the draft minutes for the July 28-29, 2019 Special Board of Trustees Meeting**
Trustee Miller made a motion to approve the minutes as presented. Trustee Childs seconded the motion. A vote was held, and was unanimously in favor of approving the July 28-29, 2019 Special Board of Trustees Meeting Minutes as presented (5 – yes; 0 – no; 0 – abstained).

D. Action/Information Items

1. **Information Item: Upcoming Events Calendar**
Adam Morris presented the Upcoming Events Calendar to the Board of Trustees. The Board accepted the Upcoming Events Calendar as an Information Item.
2. **Information Item: 2019-2020 Athletic Program Budget**
Barry Janusch, Director of the Bremer Student Center and Athletics, presented the 2019-2020 Athletic Program Budget to the Board of Trustees. Trustee Childs asked for further explanation on the department's net loss. Trustee Eckmann questioned Mr. Janusch on his plans to address the net loss. Mr. Janusch will be providing the Trustees with the plan for their September Regular Board of Trustees meeting. The Board accepted the 2019-2020 Athletic Program Budget as an Information Item.
3. **Information Item: Updated MOU between the OC Board of Trustees and the OC Foundation Board of Directors**
Marty Cavalluzzi, President, presented the Updated MOU between the OC Board of Trustees and the OC Foundation Board of Directors Information Item to the Board of Trustees. Trustee Childs asked Bruce Marvin, Assistant Attorney General, about his involvement in the document. Mr. Marvin informed the Board of Trustees that he had reviewed and approved the document. Updated MOU between the OC Board of Trustees and the OC Foundation Board of Directors as an Information Item.

4. Information Item: Security Enhancement Fee Increase

Marty Cavalluzzi, President, presented the Security Enhancement Fee Increase Information Item to the Board of Trustees. The Board accepted the Security Enhancement Fee Increase as an Information Item.

5. Action Item: Staff Parking Fee Increase for all Three Campuses

Joan Hanten, Special Projects, presented the Staff Parking Fee Increase for all Three Campuses Action Item to the Board of Trustees. Trustee Eckmann asked for additional information regarding the projected fee revenues as well as the projected expenses relating to parking lot maintenance. No motion for approval was made. The Staff Parking Fee Increase for all Three Campuses Action Item was tabled by the Board of Trustees.

6. Action Item: Olympic College Foundation Report of the Tender of Gift for July 1, 2018 to June 30, 2019

Trustee Miller motioned for approval of the Olympic College Foundation Report of the Tender of Gift for July 1, 2018 to June 30, 2019 Action Item. Trustee Eckmann seconded the motion. The vote was unanimously in favor of approving the Olympic College Foundation Report of the Tender of Gift for July 1, 2018 to June 30, 2019 Action Item. (5 – Yes; 0 – no; 0 – absent).

7. Action Item: Student Absences for Reasons of Faith or Conscience

Trustee Eckmann motioned for approval of the Student Absences for Reasons of Faith or Conscience Action Item. Trustee Childs seconded the motion. The vote was unanimously in favor of Student Absences for Reasons of Faith or Conscience Action Item. (5 – Yes; 0 – no; 0 – absent).

E. Innovation Session

1. None

- No innovation session was held this month.

F. Study Session

1. Residence Hall Proposal – Diana Smeland

Diana Smeland, Olympic College Foundation's Vice President for Governance, presented a status report on the Olympic College Foundation's Affordable Student Housing Taskforce to the Board of Trustees. Ms. Smeland's presentation covered an overview of the Olympic College Student Body, the case for more student housing, the Affordable Student Housing Taskforce and their project plan, the options available for new construction, the strategy for working with the current Bremer housing, and the projects next steps.

G. Executive Session

The Board adjourned at 6:20 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 and discuss labor relations.

At 6:30 p.m. the Board met in Executive Session for 30 minutes.

At 7:00 p.m. it was extended for 30 minutes.

At 7:30 p.m. it was extended for 15 minutes.

The meeting reconvened at 7:44 p.m. out of Executive Session.

H. Adjournment

Trustee Bryant adjourned the meeting at 7:45 p.m.

This regular board meeting site is barrier free. Information for people with hearing or visual impairments may be provided by calling Access Services at 360-475-7540.