

***Board of Trustees Regular Meeting Minutes  
June 20, 2017***

**5:00 pm** Regular Board of Trustees Meeting, Olympic College Bremerton, Humanities Student Services Building, Room 119/121, 1600 Chester Avenue, Bremerton, WA

Trustee Bryant called the Board of Trustees Regular Meeting to order at 5:04 p.m.

**Board Members in Attendance:**

Harriette Bryant      Bev Cheney      Jim Page      Darlene Peters

**Others in Attendance:**

David Mitchell, President  
Shawna Bliss, Executive Assistant to President  
Mary Garguile, Vice President for Instruction  
Damon Bell, Vice President for Student Services and Achievement  
Cheryl Nuñez, Vice President for Equity and Inclusion  
Kay Ash, Vice President for Administrative Services  
Bruce Marvin, Assistant Attorney General  
Ted Baldwin, AHE President  
Deb Montez, WPEA President  
Shannon Turner, SGOC President

The Board read the Mission, Vision and Values.

**A. Consent Items**

**Approval of the draft minutes for the May 16, 2017 Regular Board of Trustees Meeting, the May 30, 2017 Board of Trustees Retreat, and the May 30, 2017 Special Board of Trustees Meeting.**

Trustee Peters made a motion to approve the minutes. Trustee Cheney seconded the motion. The vote was unanimously in favor of approval of the May 16, 2017 and May 30, 2017 minutes.

## **B. Communication Items**

### **1. Communication from the Public**

OC Student Dieph Dominique, speaking on his behalf and for fellow students Kevin Kraus, Jr. and Chandler Summit, spoke to the Board regarding technological issues at the College. Dieph reported that the hardware and technology available for student use is out of date. He requested that the Board consider supporting new hardware and upgrades to technology for student use.

### **2. Introduce New OC Staff**

President Mitchell introduced Joan Hanten. Joan is serving as the Interim Executive Director of the Human Resource Services department.

### **3. Report – Study Abroad Program**

Heather Lukashin, Director of International Education and Study Abroad, introduced several students who attended and participated in OC's first study abroad program; they shared their experience with the Board. Ten students, ages 18-80, and two faculty members, Karen Bolton and Michael Prince, went to Ireland from April 22 – May 3. Karen taught a Conflict Resolution class; Michael taught a photojournalism class. Heather Lukashin directed the program. The OC Foundation supported the program; each student received \$1000 towards the cost of the trip. The students enthusiastically recommend that the College promote and support this program again.

### **4. Report of the Student Government of Olympic College (SGOC)**

Shannon Turner reported on yearend activities in the SGOC. <see report in BoardDocs>  
Nic Shakley, SGOC Executive Vice President, shared a video highlighting the 2016-2017 academic year.

Shannon introduced the 2017-2018 SGOC officers. Benjamin Carlson was sworn in as Vice President, OC-Poulsbo.

### **5. Report of the Board**

The Trustees enjoyed the yearend activities. They particularly enjoyed

- The Donors & Scholars Celebration;
- The RN-BSN Graduation Dinner;
- Spring Awards and recognizing David Emmons as the recipient of the 2017 BOT Leadership Award; and
- Friday evening's Commencement and Graduation Ceremony and awarding over 400 graduates their degrees.

Trustee Bryant thanked Dr. Bell for her daylong tour of the OC-Bremerton campus. She also thanked David Emmons and the OC Foundation for supporting the OurGEMS annual luncheon.

Trustee Cheney appreciated attending the OC-Shelton Presidential Search Forum; she noted the focus, passion, and commitment of the students, staff, and community to the OC-Shelton College.

Trustee Cheney attended, welcomed, and enjoyed the OC Advisory Committee Member Appreciation & Professional Development Dinner. She was impressed with the number and variety of programs offered through Workforce Development.

After attending the Board's retreat and special board meeting on May 30, Trustee Page observed Timothy Hagan's 'Acting in Front of the Camera' class and then attended the reception recognizing the College and PSNS&IMF being selected the winner of the AACCC 2017 Corporate/College Partnership Award.

Trustee Page was voted President Elect of the ACT. He is looking forward to active involvement with the SBCTC.

Trustee Warner attended and participated in the GED Graduation at OC-Shelton; Trustee Page attended and participated in the GED Graduation at OC-Bremerton.

Trustee Peters enjoyed attending OC's production of Gilbert & Sullivan's 'Princess Ida.' She was impressed with the crew's expertise in preparing the production and by the talented performers.

## **6. Report of the President of the College**

Dr. Mitchell reiterated what the Board endorsed. <see report in BoardDocs>

## **7. Report of the Olympic College Washington Public Employees Association (WPEA)**

Deb Montez reported.

- Deb thanked the OC Foundation and the OC Culinary Department for their help in putting on the Athletic Hall of Fame. Deb noted that each of the college's decades was represented in the Hall of Fame.
- Deb noted that all employees were invited to nominate Classified Staff for Spring Awards and all nominees were recognized.
- Dr. Mitchell and Joan Hanten are working with labor management on negotiations.
- The WPEA supports the College's efforts in 'Guided Pathways,' OCAP recommendations, and SEM's focus on enrollment. Deb noted the importance of including classified staff in all college improvement efforts and communications.

## **8. Report of the Olympic College Association of Higher Education (AHE)**

Ted Baldwin reported.

- The AHE contract is in effect through June 2019.
- The AHE appreciates the board members' support. Ted thanked the board members for visiting the campuses and observing and participating in classes. He noted that the instructors plan to invite board members to visit classes each quarter.

## **9. Report of the Olympic College Foundation**

David Emmons, Executive Director of the Olympic College Foundation, reported.

- David thanked the board members for their attendance at all the spring events. He particularly appreciated their support at the Donors & Scholars Celebration.
- David complimented Trustee Bryant on the transformation of the OC gym for the OurGEMS Second Annual event celebrating the outstanding young women in our community.
- Bremerton GreenDrinks was held at OC-Bremerton on June 15. Approximately 120 people attended. David thanked Dr. Mitchell for attending and welcoming the attendees. The community is looking forward to seeing and using the College Instruction Center (CIC).
- David noted that the OC Athletic Hall of Fame boosted the OC Alumni count.
- David echoed the board's praise for the nursing program and the students' projects.

## **10. Presidential Search Report**

Shawna Bliss reported that the Board held a retreat and special board meeting on May 30. The purpose of the retreat was to determine the presidential profile and qualifications. The profile was approved at the special meeting following the retreat. The consultants, Cindy Hough and Ed Brewster, met with the members of the Presidential Search Advisory Committee (PSAC) to review their role in the presidential search process. The job has been posted and the consultants have begun actively recruiting for the next president of Olympic College.

## **11. Presentation – 2017-2018 Olympic College Budget**

Dr. Mitchell reported on the 2017-2018 Olympic College Budget. <see presentation in BoardDocs>

Dr. Mitchell and Dr. Ash reported on the progress of the College Instruction Center (CIC) and the ramifications on the CIC's completion and the economic impact should the State legislature not pass a capital budget.

Dr. Mitchell hopes to present the 2017-2018 Olympic College Budget at the September Board of Trustees meeting for approval.

## **12. Presentation – OC Adaptation Project (OCAP)**

Allison Phayre, OCAP Project Manager, reported on the progress the OCAP made during the 2016-2017 academic year. <see presentation in BoardDocs>

## **C. Study Session**

### **1. Board Coverage of Upcoming Events**

The Board of Trustees discussed upcoming calendar items and determined who would be attending.

### **2. Study Session – Review of Policy 100-11**

Trustee Page reviewed and led a discussion regarding Policy 100-11 – Code of Ethics, with the Board. The Board determined that the policy was still needed and the policy was effective and clear. The Board agreed that no changes needed to be made to the policy at this time. The Board agreed to read and review the policy and applicable RCWs annually and confirm that they have done so.

## **D. Action/Information Items**

### **1. Action Item: Continuing Resolution for 2017-2018 Fiscal Year**

Trustee Page motioned for approval. Trustee Cheney seconded the motion. The vote was unanimously in favor of the continuing resolution for the 2017-2018 fiscal year.

Trustee Page made a motion authorizing the College to use local funds with the possibility of extension through July 31 if the State legislature does not have a budget by July 1. Trustee Cheney seconded the motion. The vote was unanimously in favor of authorizing the College to use local funds, if necessary, through July 31.

**2. Action Item: Financial Audit**

Trustee Cheney motioned for approval. Trustee Peters seconded the motion. The vote was unanimously in favor of approving the financial audit for the period July 1, 2015 through June 30, 2016. Dr. Mitchell commended Janell Whiteley and Kay Ash on their work on the financial audit.

**3. Action Item: Accessible Technology Policy**

Trustee Peters motioned for approval. Trustee Cheney seconded the motion. The vote was unanimously in favor of approving the Accessible Technology Policy.

**4. Action Item: Barner House Removal**

Trustee Cheney motioned for approval. Trustee Page seconded the motion. The vote was unanimously in favor of removing the Barner house.

**5. Information Item: Posting Policy – Second Reading**

Cheryl Nuñez presented the draft posting policy; the Board accepted the reading of the draft posting policy as an information item.

**6. Information Item: Policy for Reporting Child Abuse and Neglect – Second Reading**

Cheryl Nuñez presented the draft policy for reporting child abuse and neglect; the Board accepted the reading of the draft policy for reporting child abuse and neglect as an information item. The WPEA and the AHE expressed interest in training.

**7. Information Item: OC-Suquamish MOU – Educational Training Services Agreement**

Dr. Mitchell presented the OC-Suquamish MOU – Educational Training Services Agreement; the Board accepted the OC-Suquamish MOU – Educational Training Services Agreement as an information item.

**E. Executive Session**

There was no executive session.

**F. Adjournment**

Trustee Bryant adjourned the meeting at 7:58 p.m.

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