

***Board of Trustees Regular Meeting Minutes
February 17, 2015***

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

Trustee Page called the Board of Trustees Regular Meeting to order at 5:05 p.m.

Board Members in Attendance:

Bev Cheney Jim Page Darlene Peters Alice Tawresey

Others in Attendance:

David Mitchell, President
Shawna Bliss, Executive Assistant to President
Mary Garguile, Vice President for Instruction
Bruce Riveland, Vice President for Administrative Services
Damon Bell, Vice President for Student Services and Achievement
Bruce Marvin, Assistant Attorney General
Candace Alvarez, President WPEA
Josiah Beaushaw, ASOC President

A. Consent Items

Approval of the draft minutes for the January 20, 2015 Regular Board of Trustees Meeting.

Trustee Tawresey made a motion to approve the minutes. Trustee Cheney seconded the motion. The vote was unanimously in favor of approval of the January 20, 2015 minutes.

B. Communication Items

1. Communication from the Public

There was none.

2. Report of the Associated Student Body of Olympic College

Josiah Beaushaw reported that

- The ASOC has set up a student parking panel to receive constructive input and ideas from students.

- The ASOC has worked on the budget request process, scheduled programs for budget hearings, and organized binders for next year's VP of Finance.
- The ASOC had a club congress on February 6th and a club fair on February 13th.
- VP – Shelton, Benjamin Betsch, has been promoting the ASOC at the OC-Shelton campus with a number of activities.
- The ASOC has scheduled its next panel (to ask questions and voice concerns) for February 19th in the BSC N/S Conference Room (9:00-10:15 am, 11:00-12:15 pm, and 1:00-2:15 pm).

3. Report of the Board

Trustee Cheney reported that she met with Erin Runestrand, Director of Running Start & High School Outreach. It was a good, candid discussion regarding SKSD and its relationship with OC's Running Start program. Bev was impressed with Erin's professionalism and knowledge. Trustee Tawresey has been promoting the programs offered by Olympic College and WWU at OC-Poulsbo to Bainbridge Island community organizations and residents. She feels that the residents of Bainbridge Island need more information about the scope of programs offered at Olympic College and is working to remedy that.

4. Report of the President of the College

David Mitchell reported that

- This Board meeting is important; it is an opportunity to recognize, honor, and award tenure to the faculty who support the College's mission, vision and values.
- The College is hiring of a director of military education to coordinate the veteran, active duty, and military family programs the College offers.
- He visited PSNS. Approximately 2000 students are enrolled in OC apprenticeship programs at PSNS. The success of the programs lies with a strong faculty paired with excellent apprenticeships; the two create relevancy and job certainty. Dr. Mitchell would like the Board of Trustees to tour the shipyard; he will try to schedule a Board tour this year.

5. Report of the Olympic College Washington Public Employees Association

Candace Alvarez reported that members of the WPEA are meeting with the legislators in Olympia to promote higher education issues. Candace is working with District 8.

6. Olympic College Association of Higher Education

Chris Stokke was absent; there was no report.

7. Report of the Olympic College Foundation

David Emmons invited the Board members to attend the Foundation Auction & Brunch on Sunday, March 1st, from 10:00 am – 1:00 pm at Anthony's. This year's theme is 'nautical'; reservations are being taken; and there are a number of unique and fun auction items, again, this year.

David reported that

- the Alumni Association invited alumni to attend the OC Women's and Men's basketball games on Saturday, February 7th;
- the Foundation sponsored the Culinary Arts Institute's second annual Valentine's Dinner; a number of alumni were in attendance;

- the Donors and Scholars Celebration will be held on Monday, June 1, 2015, in the Bremer Student Center; and
- the Foundation Board is looking at three campaign consultants.

8. Presentation – Curriculum Development – Diversity, Equity and Inclusion

James Estrella, Social Sciences & Humanities faculty member, reported on the College's development of curriculum addressing diversity, equity and inclusion and his outreach efforts with the community.

C. Study Session

1. Board Coverage of Upcoming Events

The Board of Trustees discussed upcoming calendar items and determined who would be attending. The Board is interested in meeting with South Kitsap School District (SKSD) this spring. Trustee Cheney will work to schedule a meeting with the SKSD Board.

2. Collaborative Strategic Plan (CSP) Resource Allocation Process update

Bruce Riveland reported that the Support Task Force has a program review template and rubric ready for use. Template training is being conducted from February 17-19; the training will be taped. The Academic Task Force has its program review template and rubric out for testing.

Bruce distributed and discussed three documents:

- the Resource Allocation Process timeline;
- the Support Task Force's Functional Area Assessment template; and
- the draft scoring rubric.

Dr. Mitchell will be conducting an All Campus meeting on Wednesday, February 18th, to discuss next steps in the Resource Allocation Process.

3. Data on System Enrollment – What It May Mean for Olympic College

Dr. Mitchell reviewed the state data on system enrollment and what it may mean for Olympic College. He noted the College is currently over-enrolled; that over-enrollment does not generate a greater allocation from the state but it does result in the College collecting more tuition.

Dr. Mitchell will continue to share these state reports with the Board.

D. Action/Information Items

1. Action Item: Tenure Status Colleen Doherty

Trustee Tawresey motioned for approval. Trustee Cheney seconded the motion. The vote was unanimously in favor of granting tenure to Dr. Colleen Doherty.

2. Action Item: Tenure Status Seville Hering

Trustee Peters motioned for approval. Trustee Cheney seconded the motion. The vote was unanimously in favor of granting tenure to Dr. Seville Hering.

3 Action Item: Tenure Status Mark Lutzenhiser

Trustee Tawresey motioned for approval. Trustee Cheney seconded the motion. The vote was unanimously in favor of granting tenure to Professor Mark Lutzenhiser.

4. Action Item: Tenure Status Sonya Richardson

Trustee Cheney motioned for approval. Trustee Tawresey seconded the motion. The vote was unanimously in favor of granting tenure to Professor Sonya Richardson.

5. Action Item: Purchase of Property

Trustee Tawresey motioned for approval. Trustee Cheney seconded the motion. The vote was unanimously in favor of purchasing the property at 1306 13th St., Bremerton, WA.

6. Action Item: 2015-2016 Fee Proposals

Dr. Mitchell noted that Cabinet members were cognizant of tuition costs and were careful to only present fee requests that were essential to student and program success.

Trustee Cheney motioned for approval. Trustee Peters seconded the motion. The vote was unanimously in favor of accepting the 1098T Processing Fee request.

Trustee Cheney motioned for approval. Trustee Tawresey seconded the motion. The vote was unanimously in favor of accepting the ADN Application Fee request.

Trustee Tawresey motioned for approval. Trustee Cheney seconded the motion. The vote was unanimously in favor of accepting the Prior Learning Assessment Fee increase.

Trustee Tawresey motioned for approval. Trustee Peters seconded the motion. The vote was unanimously in favor of accepting the WorkKeys Assessment Fee.

7. Action Item: Foundation Tender of Gift

Trustee Tawresey motioned for approval. Trustee Peters seconded the motion. The vote was unanimously in favor of the Foundation Tender of Gift for January 15, 2015 to February 13, 2015.

8. Information Item: Board Succession

Trustee Page reviewed the terms of office for the Board members. Trustee Tawresey's second term expired on September 30, 2014. Governor Inslee granted a one-year extension for Trustee Tawresey to continue as a Board of Trustee; her term will end on September 30, 2015.

Succession will need to be determined for her. Trustee Page's first term will end on September 30, 2015. As a member appointed to fill an unexpired term, he is eligible to be reappointed for two additional full terms. The Board accepted the board succession as an information item.

9. Information Item: December 2014 Financial Report

Bruce Riveland reviewed the December, 2014 financial report; the Board accepted the financial report as an information item.

E. Executive Session

There was no Executive Session.

F. Adjournment

Trustee Page adjourned the meeting at 7:30 p.m.

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