

***Board of Trustees Special Meeting – Retreat Minutes
August 16-17, 2018***

8:30 am Special Board of Trustees Meeting - Retreat, The Resort at Port Ludlow, One Heron Road, Port Ludlow, WA 98365

Trustee Bryant called the Board of Trustees Regular Meeting to order at 8:33 a.m.

Board Members in Attendance:

Steve Warner Jim Page Shannon Childs Harriette Bryant

Others in Attendance:

Marty Cavalluzzi, President

Adam Morris, Executive Assistant to the President

Rich Cummins, Facilitator

Day 2 Guests:

Mary Garguile, Vice President for Instruction

Cheryl Nunez, Vice President for Equity and Inclusion

Elaine Williams Bryant, Vice President for Student Services and Achievement

Janell Whiteley, Interim Director of Business Services

Evelyn Hernandez, Chief Information Officer

The Board read the Mission, Vision and Values.

DAY 1:

1. Introductions

- Attendees introduced themselves to one another, and Rich Cummins, the facilitator for Day 1 of the retreat, provided his background and qualifications to the Board of Trustees.

2. Communication from the Public

- No members of the public addressed the Board of Trustees.

3. Retreat Overview & Review Agenda

- President Cavalluzzi provided an overview of the retreat and confirmed the agenda with the attendees.

4. Role of the Board of Trustees & Role of the President

- Rich Cummins led a discussion with the group to flesh out their current understanding of the roles of a trustee as an individual, and as a part of the board as a whole, as well as the role of the president. Once the realms of the Board of Trustees (policy) and the President (operations) were defined, Dr. Cummins reviewed and held a discussion on the Carver Model of Board Governance with the group.

5. Expectations Around Communication

- President Cavalluzzi led a discussion on the communication expectations between the Board of Trustees and the President, as well as the communications preferences for each trustee (email, phone, etc.). All official communication will be funneled through the Board Chair (Trustee Bryant) to the President (or his assistant), and vice versa. Email best practices were reviewed.
- President Cavalluzzi will touch base with each trustee individually mid-way between regular Board of Trustees meetings, and has extended a one-on-one lunch/dinner invitation to each trustee on a monthly basis.

6. Break (10:15 AM to 10:30 AM)

7. Criteria for Evaluating the President

- A discussion of the criteria for evaluating the President was held. The attendees reviewed the evaluation process for the former President (which was directly related to achievement of/progress made towards the goals of the Board of Trustees and of the President), discussed other potential evaluation methods/tools, and the timeline for the evaluations. As a result of the discussion, President Cavalluzzi will prepare a self-evaluation for the September 2018 Regular Board of Trustees meeting; to be reviewed in Executive Session.

8. Lunch & Break (Noon to 1:30 PM)

9. Review & Discussion of 2018-2019 SBCTC, WACTC, & Olympic College goals and focus areas

- Attendees reviewed and discussed the 2018-2019 goals and focus areas of the State Board for Community & Technical Colleges (SBCTC) and the Washington Association of Community & Technical Colleges (WACTC), which is the association of community and technical college presidents.
- Rich Cummins discussed effective goal setting from a policy perspective with the attendees, and reviewed examples of Board of Trustee's goals from other system colleges.
- The group brainstormed potential areas to develop goals around, such as: closing achievement gaps, improving the organizational climate, taking proper ownership of the tenure process, legislative advocacy, enrollment/marketing, leading change and dedicating funds to drive innovation. President Cavalluzzi and Board Chair, Trustee Harriette Bryant, will meet at a later date to further discuss and develop the goals.

10. Break (4:00 PM to 6:00 PM)

11. Dinner (6:00 PM to 8 PM)

DAY 2:

1. Cabinet Member Presentations & Discussion with the Board of Trustees

Introductions were made by all attendees, followed by presentations by the guests.

- Janell Whiteley, interim Vice President of Administrative Services, provided the trustees an update on Administrative services, with an emphasis on the Facilities Department. Challenges in the division (both current and anticipatory) were discussed, specifically the current hiring crisis. Recent turnover, coupled with the inability to fill open positions due to low salary, has left the department decimated. Ms. Whiteley briefly discussed her goals for the 2018-19 Academic Year.
- Evelyn Hernandez, Chief Information Officer, presented to the trustees a “high-level” overview of the IT Strategic Plan and discussed how it will shape the college’s future technology needs. After briefing them on the strategic plan, Ms. Hernandez shared her goals for the IT Department for the upcoming academic year, to include: modernize & enhance the college infrastructure; provide tools and technology in physical and virtual spaces that foster collaboration and facilitates enhanced access, usability, and utilization of data; foster innovated technology to support teaching and learning and outreach; and, prepare for ctcLink.
- Mary Garguile, Vice President for Instruction, gave an update on the Accreditation efforts underway at the college. Ms. Garguile reviewed, and provided context to, the OC Mission Fulfillment Scorecard, as well as detailed the accreditation site-visit process. After a question and answer period relating to accreditation, Vice President Garguile outlined her goals for the upcoming year, to include: support institutional capacity for Achieving the Dream; ensure re-accreditation; expand the evening program to reach new or underserved populations, expand the eLearning program; and, complete the strategic plans for OC-Poulsbo and OC-Shelton.
- Elaine Williams Bryant, interim Vice President for Student Services & Achievement, gave a summary of the Student Services recent activities and initiatives, and discussed her own transition into the role of Vice President. Specific challenges, mostly relating to staffing levels, were addressed. The Student Services goals were reviewed, to include: develop and implement assessment tools (and leverage technology) to measure onboarding, student engagement, and retention; operate with a more intentional, student-centered, and equity minded approach to addressing equity gaps; engage faculty in examination of pedagogy, meaningful professional development, and their role as change agents within the institution; create/further develop strategic partnerships with key external stakeholders; undergo a comprehensive redesign and streamlining of Student Services programs and workforce student support program services; review and update institutional policies and practices that impact student success to remove barriers and foster student completion.
- Cheryl Nunez, Vice President for Equity & Inclusion, detailed her role at the college to the trustees, and the challenges that come with her position. Ms. Nunez outlined her goals for the upcoming year, examples of which are: work with the Center for Teaching & Learning to develop equity related professional development for faculty; work with the Center for Teaching & Learning and outside organizations to develop equity-based professional development offerings to external groups; work with Student Services and Instruction to target students of color in outreach efforts; work with Multicultural programs to strengthen integrative diversity and inclusion learning opportunities for students; assist in a website reorganization and content enhancements (informed by a usability study).

2. Lunch & Break (Noon to 1:30 PM)

- A working lunch took place at noon, with Cabinet presentations lasting until 1:40 PM. After the presentations and comments from the Board of Trustees, the Day 2 guests were dismissed at 1:50 PM.

3. Discussion of Board and President's 2018-2019 Goals & Board of Trustees Self-Evaluation

- The trustees chose to hold additional discussion to further refine their goals for the upcoming academic year. Trustee Bryant and President Cavalluzzi will meet prior to the September regular Board Meeting to continue this work.
- Attendees discussed the self-evaluation process of the Board of Trustees. In recent years, the trustees evaluated themselves on their performance relating to the attainment of the past years goals. Additionally, a conversation regarding the use of an evaluation tool/rubric was held. The rubric/evaluation tool in question had been used in years prior for individual trustee's self-evaluation, as well as evaluation of the Board of Trustees as a whole. It was determined that the Board of Trustees will use the evaluation rubric/tool, and shall bring a completed version to the September Board Meeting to be discussed.

Adjournment

Trustee Bryant adjourned the meeting at 4:01 PM

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