

***Board of Trustees Regular Meeting Minutes  
October 16, 2018***

**5:00 pm** Regular Board of Trustees Meeting, Olympic College Bremerton, Humanities & Student Services Building, Room 129, 1600 Chester Ave, Bremerton, WA, 98337

Trustee Bryant called the Board of Trustees Regular Meeting to order at 5:13 p.m.

**Board Members in Attendance:**

Steve Warner          Cheryl Miller          Jim Page          Shannon Childs          Harriette Bryant

**Others in Attendance:**

Marty Cavalluzzi, President

Adam Morris, Executive Assistant to the President & Board Secretary

H. Bruce Marvin, Assistant Attorney General

The Board read the Mission, Vision and Values.

**A. Consent Items**

**Approval of the draft minutes for the September 18, 2018 Regular Board of Trustees Meeting.**

Trustee Page made a motion to approve the minutes. Trustee Childs seconded the motion. The vote was unanimously in favor of approving the September 18, 2018 Regular Board of Trustees Meeting draft minutes as presented.

**B. Communication Items**

**1. Communication from the Public**

- Henry W.L. Shepherd II, an Olympic College student, addressed the Board to voice his displeasure with the \$20 cost of obtaining a secondary parking sticker.
- Ted Baldwin, an Olympic College faculty member, addressed the Board to gain further clarification on the changes announced to the meeting format/set-up.
- Elisabeth Briggs, Olympic College faculty member, addressed the Board regarding the importance of verbal communication. She also felt there was not enough warning on the changes, and hopes the faculty will be able to verbally address the Board in the future.
- Sarah Adams-Nowlin, Olympic College faculty member, addressed the Board regarding their decision to alter their meeting format and dais seating structure, specifically the removal of seats from the dais.

- Emma Gold, Olympic College faculty member, addressed the Board regarding the changes to the Board meeting format and request for written reports (as opposed to verbal). She requested the verbal reports continue from the AHE, WPEA, and SGOC.
- A. Gabriela Ramis, Olympic College faculty member, addressed the Board regarding the changes to the Board meeting and the role the faculty plays here on campus. She also touched on the difference between written and verbal communication.
- Joan Hanten, Olympic College administrator, addressed the Board to introduce Stacie Leanos, the WPEA Staff Representative in attendance.

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

- No new employees introduced.

## **3. Report of the Board**

- Trustee Warner thanked Allison Phayre for meeting with him to review the 2018 PACE Survey data.
- Trustee Childs congratulated David Emmons on a successful community luncheon that was put on by the Olympic College Foundation.
- Trustee Miller reported on her attendance of the new student welcome events on September 17<sup>th</sup>, 2018 and found it very enlightening as a new trustee to engage with the students.
- Trustee Bryant reported on her attendance of the OC Foundation Community Luncheon and Opening Days activities.

## **C. Study Session**

The Board of Trustees held an open discussion in an effort to finalize their goals for the 2018-2019 academic year.

- Trustee Childs presented a summary of the work done by herself and Trustee Page to hone the draft goals that came out of their retreat in August. The Trustee's would like the goals, and associated measures, structured around the Achieving the Dream conceptual framework, and to have explicit timelines and benchmarks for goal completion. Trustee Childs outlined the initial nine goals (including her and Trustee Page's thoughts on how to enhance them), as well as proposed two additional goals.
- Once all of the work done by Trustees Childs and Page were presented, Trustee Warner offered his thoughts on the presented goals, in relation to the Carver Model of Board Governance. His comments focused on the need to differentiate between "ends" goals and "means" goals. The Board's goals should be "ends" goals, with the "means" left up to the President to determine. This way, the Board is operating as a true policy governing body, and leaving the operational aspects to the President.
- After further discussion, it was determined that the Board will call a special meeting to finalize their goals prior to the November 20<sup>th</sup>, 2018 Regular Board Meeting.

## **D. Innovation Session**

- No innovation session held this month.

## **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: Rescission of Action Items re: Parking Fees**

Janell Whiteley presented the Rescission of Action Items re: Parking Fees Information Item to the Board of Trustees; the Board accepted the Rescission of Action Items re: Parking Fees as an Information Item.

### **3. Action Item: Tenure Status – Denise D’Haenens-Luker**

Trustee Warner motioned for approval. Trustee Page seconded the motion. Discussion was held, and Trustee Childs asked questions of the candidate. A vote was held, 4 in favor of granting tenure, 0 against, 1 abstained. Tenure granted.

### **4. Action Item: Tenure Status – Lisa Palafox**

Trustee Warner motioned for approval. Trustee Miller seconded the motion. There was no discussion, nor questions. A vote was held, 4 in favor of granting tenure, 0 against, 1 abstained. Tenure granted.

### **5. Action Item: Tenure Status – Sean Caudle**

Trustee Warner motioned for approval. Trustee Page seconded the motion. There was no discussion, nor questions. A vote was held, 4 in favor of granting tenure, 0 against, 1 abstained. Tenure granted.

## **F. Reports to the Board**

- President’s Board Report
  - o Trustee Warner asked President Cavalluzzi for more information on the potential donor in Shelton. President Cavalluzzi detailed the situation to the Board, and will keep them apprised of how the situation unfolds.
- Instruction Board Report
  - o Trustee Page requested a summary of the faculty composition, including the number of new faculty coming in. Vice President Garguile to provide.
  - o Trustee Childs asked for clarification on the CTE training program and Olympic College’s roll statewide. This is a regional training offered through Olympic College for trades employees who are looking to teach at the High School level. Please spell out acronyms first time they are used
- Student Services Board Report
  - o Trustee Page commented on the high quality of the Student Services Annual Report. He would like future reports to reference back to the annual report.
  - o Trustee Childs asked for, and received, clarification on the Emergency Management aspect of the report.
- Administrative Services Board Report

- Trustee Page appreciated the format of the report, and encouraged other departments to use the format. He would also appreciate links to additional documents that are referenced in the report.
- Equity & Inclusion Board Report
  - Trustee Page inquired about the feedback/survey results from the various programs that have been put on by the Office of Equity & Inclusion. He would also like to be able to view a recording of the upcoming talk by Geoffrey Cohen if possible.
  - Trustee Childs asked for more information on the Diversity and Social Justice Institute.
  - Trustee Miller appreciated the work done to support the re-entry population
  - Trustee Bryant questioned Cheryl Nunez on how the presentations that are lined up will be marketed to the community to ensure maximum attendance.
- Office of Institutional Effectiveness Board Report
  - Trustee Page asked for clarification on the work goals section of the report that seemed incomplete and referenced the Board goals. The incompleteness is due to the Board goals not being finalized yet. Once that happens, the finalized goals will be included in the goals of the Office of Institutional Effectiveness.
- Information Technology Board Report
  - Trustee Page thanked Evelyn Hernandez for the format of the report, and asked for an update on Olympic College's ctcLink work. Olympic College is in great position to make the transition starting the first of the year.
- Human Resources Board Report
  - Trustee Page asked where the department was in relation to equity initiatives. Joan Hanten informed him that due to the large number of open positions needing to be filled, the department is in "survival mode." Once the open positions get filled, and the vast workload starts to normalize, they can then focus their attention on equity initiatives. Trustee Page would like to see a plan in place to address equity matters in Human Resource Services.
- OC Foundation Board Report
  - No questions asked.
- SGOB Board Report
  - Trustee Page asked about the voter education day and the turn-out by candidates for office, as well as any plans the SGOB had for coordinated advocacy.
- AHE Board Report
  - Trustee Page asked Ted Baldwin about Achieving the Dream, specifically why would some faculty be unenthusiastic about the efforts. Mr. Baldwin shared his concerns about the program, including the lack of information from schools involved with Achieving the Dream that did not have high levels of success and what was learned from those experiences.
  - Trustee Warner asked Mr. Baldwin for more information on his concerns about the changes made to the structure of the Board meetings. Trustee Warner asked for grace and patience as they implement the changes, as they will help the Trustees do a better, more thorough job.
  - Trustee Warner asked for any information he may have on his constituents' perceptions/concerns on Achieving the dream so the College can avoid the mistakes that others have made when implementing this work.

- Trustee Page talked about the awards/recognition opportunities through ACT, and asked Mr. Baldwin whether or not the faculty would be interested in participating. He believes the faculty would be interested and looks forward to receiving more information.
- WPEA Board Report
  - Trustee Page asked Margaret Hodun about Achieving the Dream, specifically why would some Classified Staff members be unenthused about the efforts. Ms. Hodun said she would have to get feedback from them directly, and could not speak for all members.
  - Trustee Warner asked for any information she may have on her constituents perceptions/concerns on Achieving the dream so the College can avoid the mistakes that others have made when implementing this work.
  - Trustee Page asked Ms. Hodun about the awards/recognition opportunities through ACT, and whether or not the Classified Staff would be interested in participating. She believes there would be interest among the Classified Staff in awards/recognition opportunities offered through ACT.

### **G. Executive Session**

None

The meeting was adjourned for a light reception at 5:50 p.m. to celebrate those faculty members who received tenure.

The meeting was adjourned at 7:43 p.m.

### **H. Adjournment**

Trustee Bryant adjourned the meeting at 7:43 p.m.

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