

***Board of Trustees Regular Meeting Minutes  
November 20, 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 5:11 p.m.

**Board Members in Attendance:**

Steve Warner          Cheryl Miller          Jim Page          Shannon Childs          Harriette Bryant

**Others in Attendance:**

Marty Cavalluzzi, President

H. Bruce Marvin, Assistant Attorney General

Adam Morris, Executive Assistant to the President & Board Secretary

The Board read the Mission, Vision and Values.

**A. Consent Items**

**Approval of the draft minutes for the October 16, 2018 Regular Board of Trustees Meeting.**

Trustee Warner made a motion to approve the minutes. Trustee Miller seconded the motion. The vote was unanimously in favor of approving the October 16, 2018 Regular Board of Trustees Meeting draft minutes as presented.

**B. Communication Items**

**1. Communication from the Public**

- Cadet Bernard Jenkins, Jr., West Point Academy Cadet and Bremerton native, addressed the Board of Trustees regarding service academies
- Barbara Parker, Medical Assisting Faculty, addressed the Board of Trustees. Spoke on behalf of students concerned about childcare availability on campus. Ms. Parker read a statement written by a student.

**2. Introduce New OC Staff**

- Beccie Seaman, Dean SSH, introduced:
  - o Christina Camarena – English Faculty
  - o Angela Krattiger – History Faculty

- Candice Morrow – English Faculty

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

- Trustee Warner reflected on his attendance of the Fall ACT conference. He commended Trustee Page for his leadership of ACT, where he serves as President.
- Trustee Page provided an update on the ACT Legislative Advocacy Committee, which met recently. They are developing coordinated strategies for advocacy, with specific recommendations coming forth soon.
- Trustee Page also commented on the 5 Dimensions of Equity presentation put on by Everett Community College.
- Trustee Page discussed Trustee Childs and his research into the Carver Model of Board Governance and potential facilitators to work with the Board on implementing the system. Did some research into Carve Model of board governance
- Trustee Childs reported on her attendance of the lecture by Dr. Geoffrey Cohen. The presentation, and the work done with OC Employees/Faculty, caused her to reflect heavily.
- Trustee Miller reported on her attendance of the ACT Leadership Congress in New York, NY. The trip was very enlightening, and, at times, overwhelming with the sheer amount of information presented.
- Trustee Bryant echoed Trustee Miller's reflection on the ACT Leadership Congress.
- Trustee Bryant reflected on her attendance of the memorial service for the OC Poulsbo student who passed away.

### **C. Study Session**

Mary Garguile, Vice President for Instruction, presented to the Board of Trustees on the topic of Tenure. Vice President Garguile's presentation covered: the authority to grant or deny tenure; the length of probationary periods; the composition and purpose of a tenure committee; the role of the Facilitator; the contents of tenure binders; the timing and nature of recommendations to the Board of Trustees; as well as, the specific conditions for extending a probationary period. A question and answer session was held. Trustee Childs inquired about how new or replacement tenured positions are determined, the professional development plans (PDP's) of probationers and how they connect to the College's institutional goals, the difference in expectations of adjunct and tenure-track faculty, and the strategic ratio of tenure-track and adjunct faculty. The process of notifying the Board of Trustees regarding new tenure-track faculty hires was also discussed, with Trustee Page requesting that a visual representation (chart, spreadsheet, etc.) of all current and new probationary faculty members be included in the monthly report to the Board of Trustees submitted by the Instruction Division. Trustee Warner led a discussion on the need for consistency in the evaluation of probationary faculty members, specifically as it pertains to quality teaching. As each committee is different, and there are no rubrics or universal standards of quality instruction to judge a probationary employee against, it is difficult to discern the skills and fit of an instructor and the appropriateness of granting or denying them tenure.

### **D. Innovation Session**

Chuck Mannila, Title III Project Manager, and Allison Phayre, Executive Director of Institutional Effectiveness, presented the Innovation Session to the Board of Trustees. Their topic was the Title III Grant. The Title III grant provides funds to better serve low-income students and improve/strengthen academic quality, institutional management, and fiscal stability of eligible

institutions over a five-year grant period (ending September 31, 2019). The main grant goals are to: 1) Strengthen student achievement by improving retention, graduation, and transfer rates; 2) Improve classroom assessment and instructional effectiveness using data-driven assessment plans; and, 3) Increase institutional effectiveness through process improvement. The presentation also detailed the Title III funded projects at Olympic College, as well as educated the Trustees on the grants main focus areas, such as: curriculum/assessment management systems; the data governance roll out; student success projects; organizational scorecard support; and, project management support. The focus areas for the final year of the grant were reviewed (supporting Achieving the Dream work, process improvement work, and continuing with funding student success projects) and the Trustees were presented with the most recent version of the organizational scorecard for review. A question and answer period was held. Trustee Warner asked how the Title III administrators know their efforts in increasing student success are working. Mr. Mannila informed him of the metrics used and showed the increase in student retention, graduation, and persistence as evidence of their success. A general budget breakdown by year was requested and provided.

#### **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: OC Foundation Advancement Plan**

David Emmons, through President Cavalluzzi, presented the OC Foundation Annual Advancement Plan Information Item to the Board of Trustees; the Board accepted the OC Foundation Advancement Plan as an Information Item.

##### **3. Information Item: Financial Report as of the end of the 1<sup>st</sup> quarter, fiscal year 2018-2019**

Janell Whiteley, through President Cavalluzzi, presented the Financial Report as of the end of the 1<sup>st</sup> quarter, fiscal year 2018-2019 Information Item to the Board of Trustees; the Board accepted the Financial Report as of the end of the 1<sup>st</sup> quarter, fiscal year 2018-2019 as an Information Item.

##### **4. Action Item: Transforming Lives Nomination**

Trustee Childs motioned for approval. Trustee Page seconded the motion. There was no discussion, nor questions. A vote was held, 100% in favor of approving the action item.

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

- SGOC Board Report was reviewed and accepted by the Board of Trustees. Trustee Childs asked for more information on the request made by the Student Government of Olympic College (SGOC) President, Danielle Murphy, for a review or development of policies relating to suicide prevention or suicide on campus. As those types of policies are administrative, rather than Board level, the question was deferred to the college Administrative staff. Joan Hanten, Executive Director of Human Resource Services, informed the Board and Ms. Murphy about the steps being taken to review and enhance the policies we have in place.

o Danielle Murphy introduced two new members of the SGOC team:

- Harrison Greenlee, Executive Vice President
- Maxwell Feldhacker – Vice President of Finance

- President's Board Report was reviewed and accepted by the Board of Trustees. Trustee Page asked President Cavalluzzi about his interactions and outreach efforts with the community and, more specifically, the legislators in Olympic College's service district. He also commended the report's formatting and detail.
  - o President Cavalluzzi also handed out the set of Commendations and Recommendations that were a result of the College's recent Mission Fulfillment Accreditation Visit. Dr. Cavalluzzi briefly discussed the current state and next steps of the recommendations made by the evaluation team.
- AHE Board Report was reviewed and accepted by the Board of Trustees. No questions were asked by the Trustees.
  - o Ted Baldwin, AHE President, made a comment to the Board of Trustees. Mr. Baldwin commented that he felt the recent accreditation results validate what he has been saying about the College.
- WPEA Board Report was reviewed and accepted by the Board of Trustees. No questions were asked by the Trustees.
- OC Foundation Board Report was reviewed and accepted by the Board of Trustees. No questions were asked by the Trustees.
- Instruction Board Report was reviewed and accepted by the Board of Trustees. No questions were asked by the Trustees.
- Student Services Board Report was reviewed and accepted by the Board of Trustees. Trustee Page commented on the efforts Student Services have made to attract more foreign students.
- Administrative Services Board Report was reviewed and accepted by the Board of Trustees. No questions were asked by the Trustees.
- Equity & Inclusion Board Report was reviewed and accepted by the Board of Trustees. No questions were asked by the Trustees.
- Office of Institutional Effectiveness Board Report was reviewed and accepted. Trustee Page questioned Allison Phayre, Executive Director of the Office of Institutional Effectiveness, regarding the Data Governance policies referenced in her report, and whether or not these would be Board Policies (based on OCP 200-12). Both the Data Governance Policy and Data Retention Policies will be reviewed and approved by the Executive Team and then will be presented to the Board of Trustees for final approval. Trustee Warner expressed his appreciation of the reports' formatting, especially the overview paragraph.
- Information Technology Board Report was reviewed and accepted. Trustee Page inquired about the ctcLink project. Evelyn Hernandez, Chief Information Officer, informed him that there was no significant update at this time, however an update will be provided at the January 2019 Regular Board of Trustees Meeting.
- Human Resources Board Report was reviewed and accepted. Trustee Page inquired about the upcoming open forums for the candidates for Associate Vice President of Human Resource Services, and whether they are open to all. Joan Hanten, Executive Director of Human Resource Services, informed him that they were.

## **G. Executive Session**

The Board adjourned at 5:39 p.m. for a 1 minute recess before going in to Executive Session.

The purpose of the Executive Session was to evaluate the performance of a public employee.

At 5:40 p.m. the Board met in Executive Session for 20 minutes.

At 6:00 p.m. it was extended for 5 minutes.

The meeting reconvened at 6:06 p.m. out of Executive Session.

The meeting was adjourned at 8:09 p.m.

## **H. Adjournment**

Trustee Bryant adjourned the meeting at 8:09 p.m.

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