

***Board of Trustees Special Meeting Minutes  
April 16, 2019***

**5:00 pm** Special Board of Trustees Meeting, Olympic College Shelton, Johnson Library, Room 108,  
937 West Alpine Way, Shelton, WA, 98584

Trustee Bryant called the Board of Trustees Special Meeting to order at 5:06 p.m.

**Board Members in Attendance:**

Steve Warner      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

The Board read the Mission, Vision and Values.

**A. Study Session**

**1. Tour of Shelton Campus (approx. 15 minutes)**

- A tour of the Shelton campus took place after the presentations from Diana Lake and Allison Smith, which detailed the recent changes to the campus that have positively impacted student and employee success.

**2. Changes at Olympic College Shelton that Positively Impact Student and Employee Success – Diana Lake/Allison Smith**

- Janell Whiteley, Vice President for Administrative Services, introduced Diana Lake, Director of Purchasing/Central Services, and Allison Smith, Shelton Campus Administrator, who detailed the recent improvements made to the Shelton Campus.
- Ms. Lake provided a history of the Shelton Campus, which was opened in 1994 and was originally furnished with surplus furniture. Since then, no major furnishing upgrades or building refresh had been done. Starting December 2018, the campus received an overhaul with a total of over \$600,000 infused into the campus. Upgrades include: new furniture,

interior painting, new carpeting, technology upgrades, improved student study spaces, food options, and others.

- Ms. Smith gave an overview of student-focused activities and improvements that have taken place on the Shelton Campus recently, which include: offering a Nursing Assistant program at the Shelton campus, increasing Art and Physical Education courses, creating a “Ranger Station” that offers one-stop-shop services to students, the installation of the Avanti Market food service station for students, as well as increasing the options for student engagement through additional events and activities.
- A special presentation was made to Doug Sayan, former Olympic College Trustee, which honored his contributions to the college, specifically the Shelton Campus.

### **3. Achieving the Dream – Marty Cavalluzzi/Diane Troyer/Desiree Zequera**

- Dr. Marty Cavalluzzi, President of Olympic College, introduce Dr. Diane Troyer and Dr. Desiree Zequera, the Achieving the Dream coaches working with Olympic College, to the Board of Trustees. Dr. Troyer and Dr. Zequera provided their backgrounds and credentials to the Board, and presented an overview of how Achieving the Dream works with its member colleges to increase student success and reviewed student success data from other member institutions that were a result of those institutions’ Achieving the Dream work. It was also noted that 8 out of the 10 finalists for the 2019 Aspen Prize were Achieving the Dream network colleges.
- A review of the first year Achieving the Dream activities took place, which included: 3 coaching visits, establishing the various teams/work groups, the ICAT (Institutional Capacity Assessment Tool) assessment and discussion, multi-year student data analysis, clarify equity gaps and establishing goals, among others.
- A further breakdown of the ICAT results occurred. 220+ employees took the ICAT assessment this year, which rated the 7 institutional capacities necessary for student success. The top rated categories, as self-reported by Olympic College employees, were: Leadership & Vision, Equity, Teaching & Learning, and Policies & Practices. The lowest rated areas were: Data and Technology, Strategy & Planning, and Engagement & Communication.
- The Board of Trustees were apprised of how their work connects to Achieving the Dream, and how they can contribute to student success. Topics covered include: providing strategic direction focused on student success and equity; regularly examining data on student success and equity; setting a policy environment conducive to student success; having both a sense of urgency and patience in this project (change takes time); having a deep commitment to student success; a willingness to challenge assumptions with data; and having passion for equity.
- A question and answer period was held. Trustee Warner inquired whether access was a component of the equity aspect of the initiative. Dr. Troyer explained that while access is critical, what matters most is whether students leave the college having achieved what they set out to. Trustee Childs asked for, and received, a history of Achieving the Dream’s evolution as an organization, as well as questioned the coaches on whether or not organizations leave the Achieving the Dream network after their initial commitment or continue to stay with the network. After the initial 3 year commitment, organizations get to decide if they are getting the results they desired, and can customize their level of involvement based on their needs. They can also leave the network, or even completely re-launch the work.

## **B. Communication Items**

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

- Mr. Ted Baldwin addressed the Board of Trustees. Mr. Baldwin expressed his concerns about employee morale on campus and what he sees as a “gulf” between administrators and other employees.

### **2. Introduction of New Olympic College Employees**

- No introductions of new employees were made this month.

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

- Trustee Warner reported on his upcoming retirement from the Board of Trustees, effective June 30<sup>th</sup>, 2019, or earlier if the on-boarding of his replacement occurs sooner. His second, and final, term as Trustee ended last year, however, he agreed to continue to serve to provide stability during the concurrent on-boarding of a new President and two new Trustees. Trustee Warner introduced Mr. Candelario Gonzalez as his identified replacement. Mr. Gonzalez provided a brief statement outlining his background, and expressed his excitement and gratitude for the opportunity to serve Olympic College.
- Trustee Childs provided a status report of her and Trustee Page’s efforts to identify a consultant/facilitator to work with the Board to review and implement updated board policies and governance practices. Trustee Childs recommended a special meeting in the next few weeks to formally review the results of their research and vote on a consultant/facilitator.
- Trustee Bryant reported on her attendance of the reception for newly tenured faculty members, as well as the recent presentations to the Budget Committee.

## **C. Reports to the Board**

1. The SGOE Report to the Board was reviewed. No questions were asked. Trustee Warner commented on the thoroughness of the budget work done by the Student Government, and the fact that no appeals were made during the process.
2. The President’s Report to the Board was reviewed. No questions were asked.
3. The AHE Report to the Board was reviewed. No questions were asked. Joan Hanten, Associate Vice President of Human Resource Services, asked to address the Board. Ms. Hanten expressed her concerns over the factual accuracy of the report, and will be following up with the WPEA directly.
4. The WPEA Report to the Board was reviewed. No questions were asked.
5. The Human Resource Services Report to the Board was reviewed. No questions were asked.
6. The Olympic College Foundation Report to the Board was reviewed. No questions were asked.
7. The Instruction Report to the Board was reviewed. Trustee Warner inquired about the status of the renewal of the CTE Dual Credit Program Articulation Agreements with the area school districts, particularly the Shelton School District. President Cavalluzzi informed him that he has already signed the agreement(s), and they are being routed to the other entities involved for the remaining signatures.
8. The Administrative Services Report to the Board was reviewed. No questions were asked.
9. The Equity & Inclusion Report to the Board was reviewed. No questions were asked.

10. The Office of Institutional Effectiveness Report to the Board was reviewed. No questions were asked. Trustee Warner commended the efforts regarding defining student success and setting student success goals, as described in the report.
11. The Information Technology Report to the Board was reviewed. No questions were asked.

#### **D. Consent Items**

1. **Approval of the draft minutes for the March 19, 2019 Regular Board of Trustees Meeting**
  - Trustee Page made a motion to approve the minutes. Trustee Warner seconded the motion. A vote was held, and was unanimously in favor of approving the March 19, 2019 Regular Board of Trustees Meeting as presented (4 – yes; 0 – no; 1 – absent).

#### **E. Action/Information Items**

1. **Information Item: Upcoming Events Calendar**

Adam Morris presented the Upcoming Events Calendar to the Board of Trustees; the Board accepted the Upcoming Events Calendar as an Information Item.
2. **Information Item: Amendment of the Student Government of Olympic College Constitution**

Harrison Greenlee, President of the Student Government of Olympic College, presented on the proposed amendments to the Student Government of Olympic College Constitution; the Board accepted the Upcoming Events Calendar as an Information Item.
3. **Information Item: 2019-2020 Services and Activities Fee Committee Budget Allocation**

Harrison Greenlee, President of the Student Government of Olympic College, presented the proposed 2019-2020 Services and Activities Fee Committee Budget Allocation; the Board accepted the 2019-2020 Services and Activities Fee Committee Budget Allocation as an Information Item.
4. **Action Item: 2018-2019 Athletic Program Budget**

Trustee Warner motioned for approval of the 2018-2019 Athletic Program Budget. Trustee Childs seconded the motion. A discussion was held, but neither of the sponsors of the action item were in attendance to participate. Trustee Page questioned the absence of a corrective plan addressing the budget deficit. As a result of the discussion, Trustee Warner withdrew his motion. No vote was held. The item was tabled until the May 2019 regular Board of Trustees meeting.
5. **Action Item: Leave of Absence Request – Amelia Garripoli**

Trustee Warner motioned for approval of the Leave of Absence Request for Amelia Garripoli. Trustee Page seconded the motion. No discussion was held, nor questions asked. The vote was unanimously in favor of approving the Leave of Absence Request for Amelia Garripoli (4 – yes; 0 – no; 1 – absent).

## **F. Innovation Session**

### **1. Shelton Campus Renovation – Janell Whiteley/Brad Songhurst/Rosa Buss/Teresa Fox**

- Janell Whiteley, Vice President for Administrative Services, introduced Brad Songhurst, Director of Facilities Services, to present on recent departmental updates that impact the Shelton Campus and to provide the Board of Trustees with a comprehensive overview of the work done by the Facilities Services department this year.
- Mr. Songhurst informed the Board that a new maintenance position has been filled, which will be dedicated to the Shelton campus. This is an 80% FT position (4 days per week), that will also help with custodial duties as needed. Other topics covered in the presentation include: a new invoicing process; the hiring of an electrician and a custodial manager; more efficient scheduling of custodians; motor pool upgrades; a service interruption/shutdown notification process (engineered by Anne Wallace); the ongoing development of a heritage tree plan (working with the SGOC and Sustainability Advisory Council); and, current recruitment efforts.
- Mr. Songhurst introduced Rosa Buss, Administrative Operations Coordinator, who provided a breakdown of the Facilities Services office staff changes and listed various projects and process improvements that are underway or have been recently completed.
- Mr. Songhurst also introduced Teresa Fox, Environmental Health & Safety Manager, who provided an updated to the Board of Trustees on the various compliance related work done since her on-boarding in January 2019, and her anticipated areas of focus for the remainder of the year.

## **G. Executive Session**

The Board adjourned at 8:14 p.m. for a 6 minute recess before going in to Executive Session.

The purpose of the Executive Session was to discuss labor relations.

At 8:20 p.m. the Board met in Executive Session for 15 minutes.

At 8:35 p.m. it was extended for 15 minutes.

The meeting reconvened at 8:49 p.m. out of Executive Session.

The meeting was adjourned at 8:49 p.m.

## **H. Adjournment**

Trustee Bryant adjourned the meeting at 8:49 p.m.

*This regular board meeting site is barrier free. Information for people with hearing or visual impairments may be provided by calling Access Services at 360-475-7540.*