

***Board of Trustees Special Meeting Minutes
June 18, 2020***

8:00 a.m. Special Board of Trustees Meeting

Zoom Link:

<https://zoom.us/j/91441560310?pwd=bEZOdE84M1hYQUltdGkvVke5T1RUdz09>

Meeting ID: 914 4156 0310

Meeting Password: 533192

Trustee Bryant called the Board of Trustees Special Meeting to order at 8:06 a.m.

Board Members in Attendance:

Tom Eckmann Cheryl Miller Harriette Bryant Candelario Gonzalez

Others in Attendance:

Marty Cavalluzzi, President

Adam Morris, Chief of Staff (minutes)

The Board read the Mission, Vision and Values.

A. Communication Items

1. Communication from the Public

- None.

B. Study Sessions

1. College Governance – Dr. Mary Spilde

- Dr. Mary Spilde presented to the Board of Trustees on the work done to date by the Governance Task Force. Dr. Spilde was contracted by the college to facilitate the work of the Governance Task Force, which stemmed from the recent Board of Trustees Policy on College Governance. Dr. Spilde's presentation included:
 - o Origins of the Governance Task Force;
 - o Scope of the given to the Governance Task Force;

- Timeline of the work conducted to date;
 - The process used by the Governance Task Force;
 - Guiding Principles developed by the Governance Task Force;
 - An “Overarching Governance Model” developed by the Governance Task Force, which was derived from the Board Policy and how it has been interpreted;
 - Discussion of the various stakeholder groups and their roles in the process;
 - A review of the draft proposed structures, processes, and membership of a college governance group;
- A question and answer session was held. Trustee Eckmann, who attended some of the sessions open to all college employees, reported being impressed with the level of interaction he witness by the participants, and inquired whether the College Council group has been set yet. In response, the Board was informed that the group has not been set and will not be until Fall 2020. Additionally, Trustee Eckmann inquired on the next steps and timeline to complete this work. Due to COVID-19, the timeline has been delayed from its originally anticipated completion date of the end of June 2020. The Governance Task Force consulted with President Cavalluzzi, through Dr. Mary Spilde, and determined that the final product should be reviewed during Fall 2020, when all faculty members are back on contract, for one last opportunity for the college community to provide feedback prior to the Governance Task Force finalizing their recommendation(s) to the President for consideration and implementation.

2. Equity Update & Data Review – Cheryl Nunez & Allison Phayre

- Cheryl Nunez, Vice President for Equity & Inclusion, provided the Board of Trustees and overview of the equity work being done on campus. Ms. Nunez discussed the recent Racial Justice Demonstrations taking place across the country, as well as issues encountered at Olympic College, such as a recent campus-wide email thread concerning race, communications to the campus community regrading current race-related events, and curriculum efforts centering on an equity requirement for graduation.
- Allison Phayre, Executive Director of the Office of Institutional Effectiveness, presented data to the Board of Trustees relating to equity measures. Dr. Phayre presented raw data and offered her analysis of that data and how it pertains to the equity work underway. The data covered included:
 - Student demographic data;
 - Student Intent Coding data;
 - Student Planned Length of Attendance data;
 - Quarterly Student Start data;
 - First Year Student Attendance data;
 - Student Transfer data by Intent Coding;
 - Student Success Data (award information and credits earned vs. credits attempted);
 - Equity Gaps;

C. Goal Review and Setting

1. 2019-2020 Goals Review – Allison Phayre

- Dr. Allison Phayre, Executive Director of the Office of Institutional Effectiveness, led a discussion on the progress made on the 2019-2020 goals set by the Board of Trustees. Progress on each goal was evaluated and the impact of COVID-19 disruptions were discussed.

2. 2020-2021 Goals Setting – Allison Phayre

- Dr. Allison Phayre, Executive Director of the Office of Institutional Effectiveness, led a discussion on the setting of the 2020-2021 goals of the Board of Trustees. Due to the disruptions created by COVID-19 and the resignation of Trustee Childs, it was recommended that the Board carry-over their 2019-2020 goals to the 2020-2021 academic year. At the request of the Board, Dr. Phayre will continue to work with the Board to set their 2020-2021 goals which will take place at a later date.

D. Break

- The Board of Trustees broke for lunch at 11:28 a.m., to reconvene at 12:00 pm.

E. Board Self-Evaluation

1. Board Self-Evaluation

- The Board of Trustees spent time individually filling out the Board Self-Evaluation form for the 2019-2020 academic year. The Trustees then discussed each question on the form, and compared their responses which assessed their individual performance as well as that of the Board as a whole in regards to each evaluation metric.
- The Trustees will send their completed self-evaluation forms to Adam Morris, Chief of Staff, for aggregate scoring on each area and record keeping.

F. Executive Session

1. Communication from the Public

- The Board adjourned at 12:03 p.m. for a 2-minute recess before going into Executive Session at 12:05 p.m.
- The purpose of the Executive Session was to review the performance of a public employee. The Board met in Executive Session for 45 minutes, to end at 12:50 p.m.
- At 12:50 p.m. the Executive Session was extended 10 minutes, to end at 1:00 p.m.
- At 1:02 p.m. the Executive Session was extended for 5 minutes, to end at 1:07 p.m.
- The meeting reconvened at 1:07 p.m. out of Executive Session.

G. Action Item: President's Contract

1. Action on President's Contract

- Trustee Eckmann expressed the Board of Trustees' continued support of President Cavalluzzi and the work he is doing at Olympic College. Trustee Eckmann made a motion to

amend the President's Contract to include an extension to the contract term by two additional years, through June 30, 2023, and to include language regarding the authorization of Cost of Living Allowances (COLA's), should COLA's be authorized by the Legislature, during fiscal years 2020-2021 or 2021-2022. All other provisions, except those amended, remain in full force and effect. The motion was seconded by Trustee Miller. No further discussion was held nor questions asked. A vote was held, and was unanimously in favor of approving the motion. (4 – yes; 0 – no; 0 – abstaining)

H. Adjournment

Trustee Bryant adjourned the meeting at 1:49 p.m.

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