

***Board of Trustees Special Meeting Minutes
November 10, 2020***

5:00 pm Special Board of Trustees Meeting

Zoom Link: <https://olympic.zoom.us/j/99022182168?pwd=enFGTk1EZGtNZWE4OUlwemliZHZ6dz09>

Meeting ID: 990 2218 2168

Meeting Password: OCBot-1110

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

Board Members in Attendance:

Tom Eckmann Cheryl Miller Harriette Bryant Candelario Gonzalez Frankie Coleman

Others in Attendance:

Marty Cavalluzzi, President

H. Bruce Marvin, Assistant Attorney General

Adam Morris, Chief of Staff (minutes)

The Board read the Mission, Vision and Values.

A. Communication Items

1. Communication from the Public

- Deb Montez, Chief Shop Steward for the WPEA, addressed the Board. Ms. Montez discussed her concerns regarding the communication around the budget process and layoffs, and the Governance Task Force implementation process.
- Jessica Gonzalez Nissen, Shop Steward for the WPEA, addressed the Board. Ms. Gonzalez Nissen provided a brief introduction to her background and explained her desire to have more access to the Board of Trustees. Ms. Gonzalez Nissen feels there is a lack of transparency in the budget process and encouraged the Board to encourage administrators to have more transparent conversations around the budget.

B. Study Session

1. Public Records Training – H. Bruce Marvin, AAG

- H. Bruce Marvin, AAG, presented a training to the Board of Trustees on Public Records. The training included the following topics:
 - o What a Public Record is;
 - o Types of Public Records;
 - o Electronic Records (such as Email, Texts, and Social Media);
 - o Common Exemptions;
 - o Record Retention Requirements;
- A Q&A session was held.
 - o Trustee Eckmann asked for, and received, further clarification on drafts and how to ensure personal compliance with the Public Records Act. AAG Marvin informed the Board the best way to ensure compliance is to only use college provided devices for college work and to follow the record retention schedules.

2. Trustee Responsibilities – Kim Tanaka

- Kim Tanaka, ACT Trustees Association Director, discussed the responsibilities of a college Trustee. Ms. Tanaka's presentation covered:
 - o The terms of each Olympic College Trustee;
 - o The uniqueness of this Board, in terms of the relative newness of the Trustees;
 - o Challenges in operating in a virtual environment;
 - o Policy Governance and the "Green Line";
 - o Subcommittees of Governing Boards;
 - o Elections of Chairs and Vice-Chairs;
 - o Upcoming education and events provided by ACT;
- A Q&A period was held. Topics covered in the Q&A include:
 - o Importance of the Board to act in one voice;
 - o Operational Guidance for Boards as they conduct their work;
 - o Importance of the Chair position;
 - o Further discussion of the "Green Line" and how Trustees can respond to requests that would take them below the "Green Line" into procedure.

C. Work Session

1. Board Goal #1: Establish schedule for Board policy review and revision (as needed)

- Dr. Allison Phayre, Executive Director of the Office of Institutional Effectiveness, presented information on the current Board Policies, to include dates of last review and her comments regarding specific policies. Dr. Phayre led a discussion of key questions to answer when reviewing the policies, such as:
 - o How do we organize Board policies & College operational policies?
 - o How do we split policies & procedures?
 - o What needs to be student or public facing, and what does not?
 - o What is the difference between Board level policy and College operational policy?
- Dr. Phayre proposed creating distinct policies and procedures and leveraging the new Shared Governance system to help with the policy review and revision process.

- Additionally, Dr. Phayre suggested a set of policies to review first and the setting of a 5-year regular review schedule for all of the policies.
- A Q&A period was held:
 - o Trustee Eckmann asked for clarification on the review process. The college, through the Shared Governance System, would bring recommendations to the Board for their consideration.
 - o Trustee Eckmann inquired as to whether any Board level policies are needed in relation to the COVID-19 pandemic. While it is possible, there are none coming forward for consideration at this time.

2. Board Goal #3: Review, edit/add to, and implement revised ACT procedure for onboarding new Trustees

- The Trustees were provided a copy of the onboarding materials developed by ACT for new Trustees in their first 30 days, 90 days, and first year as a Trustee. The Board will review for further discussion at their next retreat/work session.
- Kim Tanaka, ACT Trustees Association Director, discussed onboarding and succession planning with the Trustees.

3. Board Goal #4: Review Evaluation procedure for Board of Trustees and President (revise if needed)

- Tabled.

D. Discussion

1. Future Retreats/Work Sessions and Legislative Reception/Lunch

- A brief discussion was held on future retreats/work sessions and setting up a Legislative Reception or lunch with the elected officials in Olympic College's service district.

E. Adjournment

Trustee Bryant adjourned the meeting at 7:02 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.