

***Board of Trustees Special Meeting Minutes
April 13, 2017***

5:00 pm Special Board of Trustees Meeting, Olympic College Bremerton, College Service Center, Room 521, 1600 Chester Avenue, Bremerton, WA

Trustee Warner called the Board of Trustees Special Meeting to order at 5:00 p.m.

Board Members in Attendance:

Harriette Bryant Bev Cheney Jim Page Darlene Peters Steve Warner

Others in Attendance:

David Mitchell, President
Shawna Bliss, Executive Assistant to President
Bruce Marvin, Assistant Attorney General (phone)
Damon Bell, Vice President for Student Services and Achievement
Mary Garguile, Vice President for Instruction
Cheryl Nunez, Vice President for Equity and Inclusion
Ted Baldwin, AHE President
Deb Montez, WPEA President
Nic Shakley, SGOC Executive Vice President

Cindy Hough, Consultant

A. Communication Items

1. Communication from the Public

There was none.

B. Study Session

1. Study Session - Presidential Search Process

Consultant Cindy Hough thanked the Board for the consultant position. She and Ed Brewster are looking forward to working on this project. Cindy shared her background and her associate Ed Brewster's background that prepared them for their work as the consultants for Olympic College's presidential search.

Trustee Page reported that, after serious consideration, he would not apply for the President's position. He will work actively to hire the next President for the College.

Cindy conducted a study session regarding the presidential search process.

Timeline –

The Board expressed an interest in completing the search by the end of the year. Cindy discussed a schedule for the presidential search. Cindy will develop a draft schedule that considers Olympic College's academic calendar. It will avoid significant decision-making points when students, faculty, and staff are not on campus. The Board will review and discuss the draft schedule at the April 18 regular board meeting.

BOT Meeting Schedule –

The Board will determine a meeting schedule at the April 18 regular board meeting.

Presidential Search Advisory Committee Composition –

The Presidential Search Advisory Committee members must be confidential and committed to preparing for and attending all scheduled meetings. In addition to Trustees Warner and Bryant, the Presidential Search Advisory Committee will be composed of members of the Olympic College community – Students (3), Faculty (3), Classified (3), and Exempt staff (2). Members will be selected by their unions/colleagues. The Presidential Search Advisory Committee will also include select members of the key constituency groups from the communities the College serves (9). Cindy will assist the board in developing a charter/job description outlining expectations for the members serving on the committee. Committee members will sign a confidentially agreement.

Community Forums –

There will be forums scheduled at the Olympic College Bremerton, Poulsbo, and Shelton campuses and a site in Port Orchard (SKHS?). The dates and times will be determined at the April 18 regular board meeting.

Staff Responsibilities during the Search –

The selection or appointment of a staff person to lead the search is an important Board decision. The person needs to be very organized and detail-oriented. Someone who is trustworthy, demonstrates ethical behavior, and respects the need for confidentiality while under pressure to 'share' information is critical to the success of the search. Cindy reviewed the staff person's responsibilities. The President's Cabinet will make a recommendation to the Board.

Immediate Tasks for the Board – to be discussed and determined at the April 18 regular board meeting:

- the TOP THREE PERSONALITY TRAITS the board is looking for in a new college president (Cindy recommended taking comments from the attendees at the meeting)
- the FORUMS (5) – dates (Cindy recommended the second and third weeks in May), times, locations (OCB, OCS, OCP, OCB-public, SKHS-public), board attendance (2 board members at each forum), moderator(s) of, invited constituents to, taping of (BKAT?), and agenda for the campus and community forums.

- the RETREAT – date and three-hour time block for the half-day board retreat following the forums
 - the CHARTER for the Presidential Search Advisory Committee
- The board’s goal is to have the job announcement completed before graduation, June 16, 2017.

C. Adjournment

Trustee Warner adjourned the meeting at 7:00 p.m.

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