

***Board of Trustees Retreat Meeting Minutes  
September 5, 2014***

Retreat Board of Trustees Meeting, Selah Inn – NE 130 Dulalip Landing, Belfair, WA 98528

Trustee Warner called the Board of Trustees Retreat Meeting to order at 8:30 a.m.

**Board Members in Attendance:**

Bev Cheney            Jim Page            Darlene Peters            Alice Tawresey            Steve Warner

**Others in Attendance:**

David Mitchell, President  
Shawna Bliss, Executive Assistant to President  
Damon Bell, Vice President for Student Services and Achievement  
Mary Garguile, Vice President for Instruction  
Joan Hanten, Vice President for College Relations  
Bruce Riveland, Vice President for Administration  
Chris Stokke, President AHE

**Welcome and Opening Remarks**

The Board congratulated Dr. Mitchell for Olympic College being named a finalist for the Aspen Prize. Dr. Mitchell talked to the Board about the Prize. He noted that the Aspen site review committee will visit Olympic College on October 28-29. Members of the Board will participate; they will be scheduled for a group interview lasting 30 minutes.

**Morning Session – Board members and Cabinet**

**1. Collaborative Strategic Plan**

Bruce Riveland reported on the collaborative strategic planning process. He reviewed what was done last year and what will be done this year. He shared the action plans that have been determined for the six goals. Two task forces – one for academic programs and one for support programs – are being formed and will be trained this fall. Their tasks will be to identify the academic and support programs, the decision-making criteria to determine program importance, and to develop the rubric that each program will complete. Next spring, the task forces will review the rubrics completed by the programs and make recommendations regarding program enhancement or reduction. This approach will allow for objective decision-making in developing the 2015-2016 resource allocations. The process is systematic and transparent. It will be tied to

the goals identified from the collaborative strategic planning process. The Board will be updated at Board meetings and will be asked, again, to endorse this process.

## **2. Creating equity and inclusion at Olympic College**

Cabinet members shared and discussed relevant data addressing Board interest in

- racial/ethnic student recruitment efforts;
- racial/ethnic student enrollment and completion rates;
- racial/ethnic recruitment efforts and hiring of diverse staff and faculty;
- opportunities for students, staff, and faculty to get advising and training in multicultural issues;
- and racial/ethnic representation in curriculum materials.

Mary Garguile will prepare a summary of the information presented.

## **3. Policy changes**

The Board has been asked to review the weapons policy. In an effort to create consistency in the way the Board reviews policy, Joan Hanten presented and discussed a *draft* process for policy review. Once approved, all requests for policy review brought to the Board for consideration would follow the agreed upon process.

Joan will prepare a policy review rubric for the September Board meeting.

### **Afternoon Session – Board members only – items on the agenda were**

- 1. Board succession**
- 2. Management succession**
- 3. Review of progress made on the 2013-2014 Board work plan <attached>**
- 4. Draft the 2014-2015 Board work plan <attached>**
- 5. Action Item:**

Jim Page was elected Board Chair for 2014-2015. Bev Cheney was elected Board Vice Chair for 2014-2015. Both terms begin in October, 2014.

### **Adjournment**

Trustee Warner adjourned the meeting at 3:45 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*

## OLYMPIC COLLEGE BOARD OF TRUSTEES'

### 2013-14 WORK PLAN

Revised\* and Adopted 10-15-13

#### Board Self-Assessment comments in blue done at BOT retreat Sept 5 2014

- **Develop Board policies supportive of systems and a culture that value innovation, risk-taking and collaboration.**
  - o Strategy/Action:
    - Include regular updates on the Collaborative Strategic Planning process at Board meetings and seek recommendations from the process for policies to support the Collaborative Strategic Planning process and outcomes.  
*Accomplished and will carryover to 2014/15*
    - Develop a Board civility policy.  
*Not done but will carryover to 2014/15 in the form of a Civility statement or principle*
    - Continue to support the development of Baccalaureate opportunities for OC students  
*Accomplished*
    - Continue to connect and collaborate with the community with a focus on local school boards  
*Accomplished*
  
- **Develop Board policies supportive of systems and a culture that focuses on success for EVERY Olympic College student.**
  - o Strategy/Action
    - Include regular updates on the Diversity and Equity initiatives at Board meetings and seek recommendations for policies to support diversity and equity at the college.  
*Accomplished – will carryover to 2014/15*
    - Review opportunity gap data at Board meetings  
*Accomplished – will evolve and carryover to 2014/15*
    - Support the college in the development of a compliance program.  
*Accomplished*
  
- **Provide the tools and support faculty, staff and administration need to be the best that they can be.**
  - o Strategy/Action
    - Support application of the LEAN process where appropriate and develop Board policies in support of LEAN philosophy and processes where appropriate.  
*Not done – BOT will get an update on Lean at a future board meeting and re-assess*
    - Support professional development and initiatives that focus on student engagement, success, and retention.  
*Accomplished*
    - Develop Board policies as appropriate to support systems and a culture of professional development focused on student success and engagement  
*Accomplished*
  
- **Develop Board policies supportive of systems and a culture of accountability for measuring and evaluating our success.**
  - o Strategy/Action
    - Review success data at Board meetings  
*Accomplished*

- Review opportunity gap data at Board meetings  
[Accomplished](#)
- Review data as to the impact of student success and opportunity gap initiatives at Board meetings.  
[Accomplished](#)

**Overall the BOT is satisfied with progress made on the 2013/14 BOT work plan**

\*At the 10-15-13 Board meeting revised the work plan by adding the third strategy/action under “Develop Board policies supportive of systems and a culture that focuses on success for EVERY Olympic College student.”

**OLYMPIC COLLEGE BOARD OF TRUSTEES'**  
**2014-15 WORK PLAN**  
**Revised\* and Adopted TBD (Sept or Oct BOT mtg?)**  
**(Specific review should occur at the January and April BOT meetings)**

***Need to add dates to some of the items below***

- 1. Develop Board policies (as appropriate) and/or actions supportive of systems and a culture that value innovation, risk-taking and collaboration.**  
Strategy/Action:
  - a. Continue regular updates on the Collaborative Strategic Planning (CSP) process at Board meetings and work on defining the role of the Board in CSP.
  - b. Develop a Board civility statement or guiding principle.
  - c. Continue to support the development of Baccalaureate opportunities for OC students
  - d. Develop a multi-year schedule for meeting with local K-12 school boards
  
- 2. Develop Diversity and Success Board policies and/or actions that are supportive of systems and a culture that focuses on success for EVERY Olympic College student.**  
Strategy/Action:
  - a. Be more strategic in our outreach efforts to underserved and underrepresented communities
  - b. Continue regular updates on the Diversity and Equity initiatives at Board meetings and seek recommendations for policies to support diversity and equity at the college.
  - c. Understand and act on opportunity gap data at Board meetings
  - d. Support the college in the development and maintenance of a robust and visible compliance program.
  
- 3. Develop Board policies and/or actions that enable a robust culture of professional development**  
Strategy/Action:
  - a. Define what a culture of professional development looks like.
  - b. Support professional development and initiatives that focus on student engagement, success, and retention.
  
- 4. Define the data needed at the Board level that will form the basis for a Board dashboard that assesses student success and all the Board and College goals**  
Strategy/Action:
  - a. Review success data at Board meetings
  - b. Understand and act on opportunity gap data at Board meetings