

***Board of Trustees Special Meeting Minutes
December 14, 2020***

5:00 pm Special Board of Trustees Meeting

Zoom Link: <https://olympic.zoom.us/j/99751131009?pwd=MVpCV1JFaGpqNmxDdGNVaStGOFhRQT09>

Meeting ID: 997 5113 1009

Meeting Password: OCBOT-1214

Trustee Bryant called the Board of Trustees Special Meeting to order at 5:31 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

- None.

B. Opening Comments

1. Comments from the Board Chair

- Board Chair Harriette Bryant welcomed the participants and expressed her excitement for the work to be done, both on the agenda and going forward.

2. Comments from the President

- President Cavalluzzi welcomed the participants and outlined the work to be done over the course of the agenda. Specifically, the Board is poised to address two of their stated goals

during this meeting (goals #4 and #5). President Cavalluzzi introduced Dr. Mary Spilde, who will be continuing her work with the Board of Trustees on Best Practices in Board Governance.

C. Continuation of Board Training on Best Practices

1. Best Practices in Board Governance

- Dr. Mary Spilde presented a slide show to the Board of Trustees on Best Practices in Board Governance. The topics covered include:
 - Characteristics of High Performing Boards;
 - Characteristics of Good Governance;
 - The Role of Trustees;
 - Responsibilities
 - In Governance
 - Governing Through Policy;
 - The President's Role;
 - The Board – President (CEO) Relationship;
 - Governance vs. Administration;
 - Role of the Board Chair;
 - Communication;
- Dr. Spilde also led the Trustees in the examination of a few case studies pertaining to situations Board members might find themselves in.
- A question-and-answer period was held:
 - Trustee Gonzalez asked Dr. Spilde about her experience with Trustee onboarding, specifically how long it typically takes a new trustee to feel comfortable in their role. Dr. Spilde informed the Board that, in her experience, it takes between 2-3 years at least.
 - Trustee Bryant commented on the importance of being clear, as Trustees, when they are speaking on behalf of the Board or as individual trustees. Dr. Spilde added that it is always very important for each individual to clarify what their voice is when working with other organizations – are they a representative of the Board as whole or as an individual Trustee.
 - Trustee Eckmann inquired about other ways the Board can work better together, specifically how they can hold more conversations about the college. Dr. Spilde informed the Board that Study Sessions are a great way to foster those discussions, as it allows for deeper dives into important topics.

D. Review Process for Board and Presidential Evaluation

1. Review of Process for Board Evaluation

- President Cavalluzzi reviewed a slideshow with the Board of Trustees titled *Conducting an Effective CEO Evaluation and Board Self-Assessment*. The slide show was part of an ACCT training on the topic, presented by Pamela Fisher, Ed.D. at the ACCT Annual Leadership Congress on 10/24/2018.
 - Topics covered in the presentation include:

- The benefits of the CEO Evaluation;
- Questions to answer when determining the process;
- The process of the CEO Evaluation;
- Understanding a President's Contract;
- Different approaches to evaluation;
- Assessment categories;
- The benefits of the Board Self-Assessment;
- Assessment categories and criteria to consider;
- Various process and tools to consider for completing the self-assessment;
- President Cavalluzzi presented the Board with a copy of the current Self-Evaluation tool for discussion. After discussion, the Board determined that the evaluation tool is no longer sufficient for their needs and will commit to revising the tool. Each Trustee has been tasked with reviewing the tool and making suggestions for improvement at a future retreat. The Board also discussed creating a sub-committee to lead this work.

2. Review of Process for Presidential Evaluation

- President Cavalluzzi presented his self-evaluation process to the Board for discussion. Further conversation will take place on the topic of Board and President Evaluations at a future retreat.

E. Adjournment

Trustee Bryant adjourned the meeting at 7:32 p.m.

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