

***Board of Trustees Special Meeting/Retreat Minutes  
August 13, 2013***

**8:30 am** Special Board of Trustees Retreat, Bloedel Reserve, Education Center, 7571 NE Dolphin Drive, Bainbridge Island, WA

Chair Peters called the Board of Trustees Special Meeting to order at 9:02 a.m.

**Board Members in Attendance:**

Steve Warner          Alice Tawresey          Darlene Peters          Bev Cheney          Jim Page

**Others in Attendance:**

David Mitchell, President  
Allison Smith, Executive Assistant to the President  
Bruce Riveland, Vice President for Administrative Services  
Damon Bell, Vice President for Student Services  
Mary Garguile, Vice President for Instruction  
Joan Hanten, Vice President of College Relations  
Lynnette De Shaw, Executive Director for Human Resource Services  
Ian Sherman, English Faculty  
Val Torrens, Political Science Adjunct Faculty  
Michelle Chandrasekhar, Director Research, Planning, Assessment

**Welcome & Introductions**

Attendees introduced themselves to the Board of Trustees. Damon Bell and Lynnette Shaw talked about their education and experiences that led them to Olympic College.

**Planning Task Force Leadership Team Presentation**

President Mitchell introduced the Planning Task Force Leadership team. He explained the Board's role in this planning process and explained that this process truly empowers the members of Olympic College to guide the planning. Ian Sherman and Val Torrens presented information on the Collaborative Strategic Plan (CSP) explaining the process of interviewing all members of the OC community, which will supply diverse answers and guide the planning process. He explained that this long-term plan establishing the goals, strategies and strategic plan is scheduled to take two years.

## **Open Discussion with Cabinet Members – Vision, Trends, Goals in Higher Ed**

Cabinet members spoke to the Board of Trustees about their goals for the 2013-2014 college year.

- Mary Garguile talked about the new applied baccalaureate programs, assessment and team building.
- Bruce Riveland explained the need for expansion of IT infrastructure and its capabilities, the establishment of CTC Link and the facilities master plan and the College Instructional Center.
- Joan Hanten talked about starting a campaign for the Foundation, an imaging campaign for the College through the Communications Office, new procedures for HR, faculty negotiations, exempt employee salary schedule and federal compliance issues.
- Michelle Chandrasekhar explained that she wants to establish guidelines around the best way to be able to respond to external and internal data requests. She explained how she plans to carry this out in order to provide meaningful data.
- Lynnette De Shaw told the Board that although she has only been working here a week, she knows that she wants to streamline HR processes and provide service training.
- Damon Bell, who has only recently begun at OC, stated that his goals include meeting with each Student Services staff member one on one, to improve services for students, and to work to establish the function of the new residence hall.

Trustee Tawressey and Peters commented on their desire to provide professional development to teach innovative teaching styles.

### **Feli Presentation**

Darlene Peters introduced information about the Faculty Experiential Learning Institute (Feli) training. Mary Ann Kelso presented information about Feli to the trustees.

### **Board's Role – Vision, Trends, Goals in Higher Ed 2013-2014 Board of Trustees Work Plan**

The Board of Trustees worked to establish their work plan for the 2013-2014 college year.

### **E. Executive Session**

There was no Executive Session.

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