

***Board of Trustees Special Meeting Minutes
October 21, 2019***

5:00 pm Special Board of Trustees Meeting, Olympic College Bremerton, Building 7, Room 132, 1600 Chester Avenue, Bremerton, WA 98337.

Trustee Bryant called the Board of Trustees Special Meeting to order at 5:11 p.m.

Board Members in Attendance:

Harriette Bryant Candelario Gonzalez Shannon Childs Cheryl Miller Tom Eckmann

Others in Attendance:

Dr. Marty Cavalluzzi, President

H. Bruce Marvin, Assistant Attorney General

Adam Morris, Executive Assistant to the President (minutes)

The Board read the Mission, Vision, and Values

A. Communication Items

1. Introduction of New Olympic College Employees

- Mary Garguile, Vice President for Instruction, introduced Amy Hesketh – Digital Filmmaking Faculty.
- Mary Garguile, Vice President for Instruction, introduced Emerald “Emma” Lessley – Music Faculty.
- Mary Garguile, Vice President for Instruction, introduced Maria Guarneri-White – Psychology Faculty.
- Mary Garguile, Vice President for Instruction, introduced David Pearl – Political Science Faculty.
- John Vaughan, Dean of Mathematics, Engineering, Science, & Health (MESH), introduced Ssu-Ying Chien – Engineering Faculty.
- John Vaughan, Dean of Mathematics, Engineering, Science, & Health (MESH), introduced Brandan Cook – Chemistry Faculty
- John Vaughan, Dean of Mathematics, Engineering, Science, & Health (MESH), introduced Craig McBride – Math Faculty.
- Alecia Nye, Associate Dean for Nursing, introduced Linda Green – Nursing Faculty.

- Alecia Nye, Associate Dean for Nursing, introduced Rachel Grimsley – Nursing Faculty.
- Alecia Nye, Associate Dean for Nursing, introduced Katy Trichler – Nursing Faculty.

2. Communication from the Public

- Deb Montez, Olympic College employee and WPEA Chief Shop Steward, addressed the Board of Trustees. Ms. Montez spoke about a hostile work environment investigation and the investigation summary report.
- Larry Blain, Olympic College faculty member, addressed the Board of Trustees. Mr. Blain introduced himself to the Board of Trustees, and provided them with his background and information on what he teaches.

3. Report of the Board of Trustees

- Trustee Childs reported on her attendance of the Association of Community College Trustee's (ACCT) Legislative Congress. Trustee Childs felt the conference was a tremendous investment in the development of the trustees both individually and collectively.
- Trustee Miller reported on her attendance of the ACCT Legislative Congress, as well as the 24th Annual Community Luncheon put on by the Olympic College Foundation.
- Trustee Bryant reported on her attendance of the ACCT Legislative Congress, as well as the 24th Annual Community Luncheon put on by the Olympic College Foundation.
- Trustee Gonzalez reported on his attendance of the ACCT conference. He provided his two biggest takeaways: 1) the amount of work that is done by a Board, and 2) the importance of a strong relationship between the Board and the president. Trustee Gonzalez expressed a desire to learn more about the efforts of Olympic College in the areas of Running Start and Re-Entry.

4. Student Government of Olympic College – Verbal Report (3 min.)

- No one present to provide a verbal report.

5. Association of Higher Education – Verbal Report (3 min.)

- No one present to provide a verbal report.

6. Washington Public Employees Association – Verbal Report (3 min.)

- No one present to provide a verbal report.

B. Reports to the Board

1. The President's Report to the Board was reviewed.
 - o No questions were asked.
 - o President Cavalluzzi welcomed the new faculty present in the audience, and provided updates on legislative outreach, the recent Achieving the Dream coaches visit, and the status of the Executive Search Committees for: the Vice President of Administrative Services, the Associate Vice President for Human Resource Services, the Executive Director of the Olympic College Foundation, and the Vice President for Student Services.
2. The Administrative Services Report to the Board was reviewed.
 - o No questions were asked.

3. The Equity & Inclusion Report to the Board was reviewed.
 - No questions were asked.
4. The Office of Institutional Effectiveness Report to the Board was reviewed.
 - Trustee Childs asked for clarification of items on the work plan. Several areas of the work plan, such as the QMS Build and others, are listed as being delayed/postponed/etc. due to the pending hiring of key positions. Keeping in mind the timeline of hiring the open executive positions, Trustee Childs asked Dr. Allison Phayre, Executive Director of the Office of Institutional Effectiveness, to forecast future movement on the areas listed as delayed/postponed/etc.
5. The Information Technology Report to the Board was reviewed.
 - No questions were asked.
6. The Human Resource Services Report to the Board was reviewed.
 - No questions were asked.
7. The Olympic College Foundation Report to the Board was reviewed.
 - No questions were asked.
8. The Instruction Report to the Board was reviewed.
 - No questions were asked.
9. The Student Services Report to the Board was reviewed.
 - No questions were asked.

C. Study Session

1. Tenure Presentation – John Boesenberg & Mary Garguile

- John Boesenberg, Deputy Director of Business Services for the State Board of Community and Technical Colleges, along with Mary Garguile, Vice President for Instruction, presented on the topic of Tenure.
- The presentation covered the purpose of tenure, definitions associated with tenure, the tenure review committees and the tenure process, Trustee decision making, the Open Public Meetings act, and Judicial Review.
- A question and answer period was held.
 - Trustee Eckmann asked for more information around the criteria the tenure committees use when evaluating a probationer, and whether or not there is a standardized rubric.
 - Trustee Childs asked for clarification on full-time faculty positions that are not tenure track.
 - Trustee Eckmann asked for clarification on the 87% of full-time threshold for adjunct faculty and how that relates to tenure.

D. Consent Items

1. Approval of the draft minutes for the September 17th, 2019 Regular Board of Trustee Meeting

- Trustee Eckmann made a motion to approve the minutes as presented. Trustee Miller seconded the motion. A vote was held, and was in favor of approving the September 17th, 2019 Regular Board of Trustees Meeting minutes as presented (5 – yes; 0 – no; 0 – abstaining).

2. **Approval of the draft minutes for the October 1st, 2019 Special Board of Trustee Meeting**
 - Trustee Eckmann made a motion to approve the minutes as presented. Trustee Miller seconded the motion. A vote was held, and was in favor of approving the October 1st, 2019 Special Board of Trustees Meeting minutes as presented (5 – yes; 0 – no; 0 – abstaining).

E. Information/Action Items

1. **Information Item: Yearly Events Calendar**

- Adam Morris presented the Yearly Events Calendar to the Board of Trustees. The Board accepted the Yearly Events Calendar Information Item

2. **Action Item: Board of Trustees' Policy on Participatory Governance**

- Harriette Bryant, Chair of the Olympic College Board of Trustees, presented the Board of Trustees' Policy on Participatory Governance Action Item to the Board of Trustees. Trustee Miller motioned for approval of the Board of Trustees' Policy on Participatory Governance. Trustee Childs seconded the motion. Trustee Eckmann confirmed that the version under review was the most current, updated version. The vote was in favor of approving the Board of Trustees' Policy on Participatory Governance Action Item (5 – yes; 0 – no; 0 – abstaining).

3. **Action Item: Revision of Commitment to Civility and Academic Freedom Policy**

- Harriette Bryant, Chair of the Olympic College Board of Trustees, presented the Revision of Commitment to Civility and Academic Freedom Policy Action Item to the Board of Trustees. Trustee Childs motioned for approval of the Revision of Commitment to Civility and Academic Freedom Policy. Trustee Eckmann seconded the motion. No discussion was held, nor questions asked. The vote was in favor of approving the Revision of Commitment to Civility and Academic Freedom Policy Action Item (5 – yes; 0 – no; 0 – abstaining).

4. **Action Item: Creation of a Special Committee – Finance Committee**

- Harriette Bryant, Chair of the Olympic College Board of Trustees, presented the Creation of a Special Committee – Finance Committee Action Item to the Board of Trustees. Trustee Childs motioned for approval of the Creation of a Special Committee – Finance Committee. Trustee Eckmann seconded the motion. Trustee Bryant proposed using the Chair and Vice-Chair as the members of the committee. Trustee Eckmann disagreed, as he thought that it would limit participation. Further discussion took place on how the Board of Trustees would we decide on committee membership if more than two trustees wanted to be part of the committee. Assistant Attorney General Marvin suggested that the trustees can take action on the proposed committee now and amend the by-laws to lay out the process by which the committee members are determined. Trustee Childs amended her motion to approve the creation of the Special Committee – Finance Committee, and that the two members of the committee will be appointed by the board chair. Trustee Eckmann seconded the amended motion. The vote was in favor of approving the Creation of a Special Committee – Finance Committee Action Item (5 – yes; 0 – no; 0 – abstaining).

5. Action Item: Election of the Chair and Vice-Chair of the Board of Trustees

- Harriette Bryant, Chair of the Olympic College Board of Trustees, presented the Election of the Chair and Vice-Chair of the Board of Trustees Action Item to the Board of Trustees. Trustee Miller motioned for approval of the Election of the Chair and Vice-Chair of the Board of Trustees Action Item. Trustee Eckmann seconded the motion. Trustee Eckmann asked if there were any who would like to be removed from consideration for the position of Board Chair, and Trustees Gonzalez, Eckmann, and Miller all signaled that they would like to be removed from consideration. Trustee Eckmann also asked if any of the Trustees would like to be removed from consideration for Vice-Chair. No Trustees signaled that they would like to be removed from consideration. No discussion was held, nor questions asked. The vote was in favor of approving the Election of the Chair and Vice-Chair of the Board of Trustees (5 – yes; 0 – no; 0 – abstaining).
- A vote was then held by ballot to determine the next Chair and Vice-Chair of the Olympic College Board of Trustees. With a majority vote, Shannon Childs was elected as Chair and Candelario Gonzalez was elected as Vice-Chair of the Olympic College Board of Trustees for the 2019-2020 academic year.

F. Executive Session

- None.

H. Adjournment

Trustee Bryant adjourned the meeting at 6:48 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.