

***Board of Trustees Special Meeting: Board Retreat Minutes
December 14, 2019***

9:00 am Special Board of Trustees Meeting: Legislative Breakfast and Board Retreat, Kitsap Conference Center, 100 Washington Ave, Bremerton, WA 98337.

Trustee Bryant called the Board of Trustees Special Meeting to order at 9:00 am.

Board Members in Attendance:

Harriette Bryant Shannon Childs Cheryl Miller Tom Eckmann

Others in Attendance:

Marty Cavalluzzi, President

Adam Morris, Executive Assistant to the President (minutes)

A. Legislative Breakfast

1. Breakfast was served at 9:00 AM for the attendees. During breakfast, a discussion was held that included the topics: Welcome and Introductions, “Thank You” to the Legislators, Capital Project Updates, the Student Impact of Legislative Decisions, Student Success Efforts at Olympic College (Achieving the Dream and Guided Pathways), WPEA Legislative Priorities, Student Government Legislative Priorities, and messages from the local legislators in Olympic College’s service district.
2. Breakfast attendees were: Sen. Christine Rolfes, Rep. Michelle Caldier, Sarah Meyers – Legislative Assistant to Emily Randall, Katy Crabtree – Legislative Assistant to Rep. Derek Kilmer, Deb Montez – WPEA Chief Shop Steward, Melody Collingsworth – Vice President of the Student Government of Olympic College, Andre Henderson – OC Student, Mychal Walz – Advisor to the Student Government of Olympic College, Shannon Childs, Trustee – Chair, Tom Eckmann – Trustee, Cheryl Miller – Trustee, Harriette Bryant – Trustee, Marty Cavalluzzi – President, and Adam Morris – Executive Assistant to the President.

B. Break

1. A break was scheduled for 10:00 AM – 10:15 AM, however the breakfast ran long and the break was held at 10:30 AM.

C. Communication Items

1. Communication from the Public

- No members of the public signed up to address the Board.

D. Bylaws and Policies

1. Prioritize Bylaws and Policy Review Calendar

- The Board of Trustees reviewed their list of policies and determined the order of policy reviews (by month) for the rest of the academic year. The following policy review schedule was determined:
 - o January 2020
 - 100-04: Legislative Matters and the Board of Trustees
 - 100-5: Olympic College Seal Design and Use
 - o February 2020
 - None
 - o March 2020
 - 100-07: Award of Tenure
 - o April 2020
 - 100-11: Board of Trustees Code of Ethics
 - 100-12: Board of Trustees Self Evaluation Commitment
 - o May 2020
 - 100-06: Acceptance of Certain Classes of Gifts
 - 100-08: Naming of Olympic College Facilities
 - 100-09: Naming of Olympic College Facilities with regard to the Olympic College Foundation and Fund Solicitation
 - o June 2020
 - 100-01: Bylaws of the Olympic College Board of Trustees
 - 100-02: Standing Orders of the Board of Trustees
- Board Policy 100-13: Support or Student Achievement will be deferred to September 2020.
- Board Policy 100-14: Commitment to Civility and Academic Freedom was reviewed and revised in October of 2019.

E. Goal Review

1. Mid-Year Goal Review

- The Board of Trustees briefly discussed the progress made on their goals for the 2019-2020 academic year.

F. Succession Planning Discussion

1. Board Member Succession Planning

- The term ending dates for each trustee was reviewed. Olympic College will have one trustee ending their term in each year for 2020, 2021, 2022, 2023, and 2024.

G. Future Retreat Planning Discussion

1. Set Dates and Agenda's/Topics for Quarterly Retreats

- Potential Dates and Topics for the proposed quarterly retreats of the Board of Trustees were discussed. The retreat in Winter Quarter will occur in early March, and the Spring Quarter retreat will occur in May.

H. Achieving the Dream

1. Achieving the Dream Presentation – Marty Cavalluzzi

- Due to time constraints, this topic was tabled for a future meeting.

I. Executive Session

The Board adjourned at 12:42 p.m. for a 0 minute recess before going in to Executive Session.

The purpose of the Executive Session was to discuss the performance of a public employee.

At 12:42 p.m. the Board met in Executive Session for 30 minutes.

At 1:15 p.m. it was extended for 30 minutes.

At 1:45 p.m. it was extended for 15 minutes.

The meeting reconvened at 1:58 p.m. out of Executive Session.

J. Adjournment

Trustee Childs adjourned the meeting at 2:00 p.m.

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