

***Board of Trustees Special Meeting – Board Retreat Minutes
July 11, 2021***

9:00 am Special Board of Trustees Meeting - Retreat, The Resort at Port Ludlow, One Heron Road, Port Ludlow, WA 98365

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

Board Members in Attendance:

Harriette Bryant (Chair)	Candelario Gonzalez
Cheryl Miller (Vice Chair)	Frankie Coleman
Tom Eckmann	

Others in Attendance:

Marty Cavalluzzi, President

The Board read the Mission, Vision and Values.

A. Communication Items

1. Communication from the Public

- None.

B. Opening Comments

1. Introductions and Agenda Review

- Chair Bryant and President Cavalluzzi provided an introduction and reviewed the agenda.

C. Discussions

1. Board Goals: 2020-2021 & 2021-2022

- The institutional goals for 2020-2021 and 2021-2022 were reviewed. Further discussion will take place at another retreat in August or September.

2. Communication

- The Board of Trustees reviewed information and received communication on the following topics:
 - COVID-19 update and response
 - Issues with ctcLink and registration
 - ctcLink is the top item for the Board this year
 - Discussed heading toward a college requiring vaccination
 - Enrollment
 - Reviewed enrollment data from the Office of Institutional Research.
 - Reviewed student feedback regarding online instruction and services
 - Discussed current enrollment compared to the previous year
 - OC Poulsbo campus
 - The Board read and discussed a written update from Dr. Mary Garguile, Vice President for Instruction regarding the OC Poulsbo campus
 - Student Service's work in the areas of Recruitment, Enrollment, and Retention for 2021-2022
 - The Board read and discussed a written update from Dr. Brendon Taga regarding work in the Student Service's area
 - Instruction's work in the areas of reducing barriers for students and decreasing the time to degree/certificate completion for 2021-2022 (aside from the other formal Guided Pathways work)
 - The Board read and discussed a written update from Dr. Mary Garguile regarding reducing barriers to students and decreasing time to degree completion
 - ctcLink update
 - The Board read a written update from Rich Lunden, OC Program Manager of ctcLink
 - The Board discussed ways to help staff members in Budgeting
 - The Board does not want to see workarounds which can cause more problems down the road
 - The Board is concerned about inaccurate financial reporting as a result of malfunctioning ctcLink Financial pillar
 - The Board wants a follow-up meeting with the SBCTC, as well as standing meetings with the SBCTC
 - We discussed memorializing the frustrations with ctcLink in a joint letter from presidents to the SBCTC
 - Board to contact the SBCTC Board to discuss Finance pillar
 - Tom will take the lead on this; Harriette wants to be included
 - Wage increases and funding
 - The Board reviewed a written update provided by Angela Hamilton, Interim Director of Business Services regarding a legislative partially funded salary increase for faculty and exempt staff. The exempt staff increase was supposed to happen previously but was postponed by the legislature.

- Plan to work with Shawn Devine, Director of Communications and Web Services
 - Board would like to meet with Shawn to discuss ways to increase communication.

3. Criteria for Board and Presidential Evaluations

- The current evaluation process for both the Board of Trustees and the President were reviewed to see if they still meet the needs of the Board.

4. Open Discussion

- The Board requested an update on the status of the Bullying Policy at their regular board meeting in August.

5. Future Retreat Planning

- The Board would like to schedule their retreats for the rest of the academic year by this fall. In person if possible.

D. Adjournment

- Trustee Bryant adjourned the meeting at 3:00 p.m.

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