

***Board of Trustees Special Meeting Minutes
August 30, 2021***

9:00 am Special Board of Trustees Meeting

Zoom Link: <https://olympic.zoom.us/j/99667280066?pwd=U0pKM21zYWtOV1VGKzI5YW9hSG5QUT09>

Meeting ID: 996 6728 0066

Meeting Password: OCBOT0830

Trustee Bryant called the Board of Trustees Special Meeting to order at 9:01 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
Adam Morris, Chief of Staff (minutes)

The Board read the Mission, Vision and Values.

A. Communication Items

1. Communication from the Public

- Larry Blain, Adjunct Faculty member, addressed the Board of Trustees. Mr. Blain spoke about funding increases for faculty who were not included in the High Demand MOU.
- Craig Goodman, English Faculty member, addressed the Board of Trustees. Mr. Goodman discussed conditions at the college.
 - o Not representing AHE, just a faculty member
 - Unique risk by teaching in person this fall (COVID)
 - Regular and substantive feedback is important to faculty and want to have that opportunity to evaluate leadership (including board).

- Debra Montez, WPEA Representative, addressed the Board of Trustees. Ms. Montez spoke about vaccine mandates at Olympic Collage and the impacts on employees/workplace, WPEA meetings with Dr. Cavalluzzi, and issues in the current Board of Trustees meeting format.

B. Presentation

1. Executive Team Introductions and 3-Year Look Back

- President Cavalluzzi and the Executive Team presented to the Board of Trustees, providing introductions to themselves, descriptions of their roles, and the proceeded to provide a 3-year look back in their areas.
- President Cavalluzzi presented on the Board Goals and Institutional Goals, providing context with the 3-year look back which included a review of the College's Accreditation cycle.
- Dr. Allison Phayre, Executive Director of the Office of Institutional Effectiveness, provided a history of her office, which was founded in 2017 as a result of the Olympic College Adaptation Project (OCAP), and outlined the 3-year roadmap of work that was created in 2019.
 - o A question-and-answer period was held:
 - Trustee Eckmann inquired about how the college can better understand and align with community workforce needs and where that work might "live," or where it has lived in the past. Dr. Phayre informed the Board that she sees that particular work falling under the purview of the new Learning Council, where it previously was part of the Instructional Program Planning & Review committee (IPPR), and discussed the tools the college has at its disposal to gather workforce data (such as EMSI).
 - Trustee Eckmann commented on the need to be responsive to changing community needs. President Cavalluzzi discussed the need to work closely with the Learning Council to ensure they are reviewing up-to-date information and make recommendations on how to move forward quickly. Dr. Phayre mentioned that responsiveness comes once we have clearly defined processes and procedures in place, along with dedicated resources to developing them.
- Evelyn Hernandez, Chief Information Officer, provided an overview of Information Technology at Olympic College by reviewing their Strategic Plan. This review included a look at their goals, as well as a review of their efforts from 2018 to date, as well as a look at their planned activities for through 2022.
- Adam Morris, Chief of Staff, presented a 3-year look back to the Board of Trustee based on his perspective. Mr. Morris covered the numerous transitions in executive leadership, turnover with the Board of Trustees, Accreditation, ctLink preparation and transition, and the impacts of COVID-19 on Olympic College.
- A break was taken from 10:34 am to 10:45 am, at which time the meeting resumed.
- Trevor Ross, Executive Director of the Olympic College Foundation, presented a summary of Foundation Activities since he assumed the position back in 2020.
 - o A question-and-answer period was held:

- Trustee Eckmann inquired as to whether the OC Foundation was still doing the Robinson Grants. Mr. Ross informed the Board that those grants are indeed continuing.
- Dr. Brendon Taga, Vice President for Student Services, presented to the Board of Trustees on changes to Student Services since he assumed the position back in 2020. Dr. Taga discussed the various ways Student Services has increased access for students and built institutional capacity.
- Josh Masters, Interim Executive Director of Human Resources, presented to the Board of Trustees. Mr. Masters, who recently was installed as interim Executive Director, provided a look forward as to where Human Resources was heading and how they are managing the issues surrounding ctcLink.
 - Trustee Eckmann commented on the work Chair Bryant, and he have been doing to put pressure on the State Board for Community and Technical Colleges (SBCTC) to resolve the ctcLink issues.
- Ron Ellison, Vice President for Administrative Services, presented to the Board of Trustees. Mr. Ellison, who assumed his role less than 2-weeks ago, updated the Board of Trustees on progress made by Administrative Services since the last Accreditation visit.
- Martin Cockroft, Interim Vice President for Instruction, presented to the Board of Trustees. Mr. Cockroft is assuming the position as of September 2nd and provided a look at what Instruction is doing for fall quarter.
 - A question-and-answer period was held:
 - Trustee Eckmann asked how the College is looking to blend what worked well pre-pandemic with what we are doing currently. Mr. Cockroft informed the Board that the college is looking to keep the virtual services going as we bring back in-person services. Additionally, Instruction anticipates keeping a higher number of hybrid and online classes than we had prior to the pandemic.
- Cheryl Nunez, Vice President for Equity and Inclusion provided a look back on her area and the college-wide work related to Equity & Inclusion. Ms. Nunez discussed the efforts being made to ground that work in data.
- A break was taken from 12:20 pm to 1:00 pm, at which time the meeting resumed.

C. Discussions

1. Institutional Priorities Identified for Upcoming Academic Year

- President Cavalluzzi introduced the proposed institutional priorities for the upcoming year to the Board of Trustees. The institutional priorities were presented as:
 1. **Culture Change**
 - Culture Plan implementation, Talent Management, Leadership Dev.
 2. **Budget**
 - ctcLink (finance pillar & HR data), Enrollment, Retention
 3. **Governance**
 - Implementation & Training, Communication, Collegewide Support
 4. **Equity Gaps**
 - Guided Pathways, Equity Scorecard, Strategy Development
 5. **Strategic Planning**
 - 5 Year plan, Accreditation, Assessment

- A question-and-answer period was held:
 - o Trustee Eckmann inquired about the order of the sub-bullets to the priorities, specifically why enrollment would be under “Budget” and not elsewhere. President Cavalluzzi informed the Board that it was placed under that priority as enrollment has a strong impact to our budget, however it also has impacts in the other priorities as well. Dr. Phayre commented that we also need to have continued conversations around capacity building and develop a shared sense of enrollment responsibilities. Mr. Cockroft informed the Board that enrollment is a proactive goal in Instruction, and Dr. Taga added that our efforts around retention and providing relevant programs will be the biggest drivers of maintain and growing our enrollments.
 - o Trustee Bryant inquired about the role of enrollment in the Equity Gaps priority. After discussion, it was suggested that the priority of “Budget” be swapped with “Enrollment” and including “retention” as a sub-bullet of that new priority.
 - o Trustee Eckmann inquired about the status of the college’s 5-year strategic planning process. Dr. Phayre informed the Board that a draft plan is ready, with the next step being to hand it over to the new Governance Coordinating Council for review and to carry that process forward as it will be under their purview.
 - o Trustees Eckmann, Coleman, and Miller commented their desire to see plans for the branch campuses and student housing included in the strategic planning document.
- After the discussion, there was general agreement on the priorities, which will be cleaned up and presented to the Board of Trustees at a future meeting to take action on adopting them.

2. Board Self-Evaluation Template Discussion

- Adam Morris, Chief of Staff, led a discussion on the Board Self-Evaluation Tool. Mr. Morris presented the Board with several options of Self-Evaluation Tools in use throughout the system, including the one currently used by the Olympic College Board of Trustees.
- After discussion of the various models, the Board indicated that they would like to further review the tools and provide feedback electronically to Mr. Morris so he can present them with an updated, draft Self-Evaluation Tool at their September meeting. Feedback is to be sent to Mr. Morris no later than September 7th, 2021.

3. Other Topics of Discussion

- Trustee Eckmann inquired as to the composition of Fall Quarter courses (online versus in-person). The Board was informed that roughly 33% of our courses for fall will have some form of in-person component. The enrollment dashboards available on Tableau were reviewed with the Trustees by Dr. Phayre.

D. Adjournment

- Trustee Bryant adjourned the meeting at 2:23 p.m.

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