

**C OCC Board of Directors
New Board Member Orientation Committee
Meeting Agenda
June 4, 2024
9:00 - 10:00 a.m.
BEC Boardroom/Zoom**

Committee Members: Erica Skatvold (Chair), Jim Porter, Erin Foote Morgan

COCC Staff: Laurie Chesley (President), Kyle Matthews (Executive Assistant)

- 1. Call to Order and Review of the Agenda – Erica Skatvold**
- 2. Committee Charge – Erica Skatvold**
- 3. Orientation Guidelines – Erica Skatvold**
- 4. Next Meeting: To Be Determined**
- 5. Adjourn – Erica Skatvold**

Central Oregon Community College Board of Directors

New Board Member Orientation Committee

Charge

The charge of this committee of the COCC Board of Directors is to develop and maintain a welcoming and informative experience for incoming board members to ensure their success in understanding enough about the board and the college to successfully engage and contribute as a Board member within the first year of their service. This committee is to meet initially to create and refine content, then will meet at least once yearly to review and update information to keep the content current and relevant.

History and Context

[TBD]

Timeline

[TBD]

Membership

- Voting members – 3 Board members, one serving as Chair
- Non-voting members – College President

Reporting

The Committee Chair reports on the work of the Committee at regular monthly meetings of the full Board as needed.

COCC Board of Directors

Outline of New Board Member Orientation

1. Overview of the college, history, strategic plan, etc. with the President.
2. Through the President, new Board member(s) will arrange meetings with all Senior Leadership Team (SLT) members to learn about their areas of oversight at the college. Each SLT member should be ready to speak to what they oversee, pertinent history of the areas, current strategy related work, and anything they would like for the Board to know. This can be done in tandem with other Board members or long-standing Board members.
3. Board policies: <https://www.cocc.edu/about/board-of-directors/board-policies.aspx>
4. The Committees list and summaries of charges.
5. Board agendas and minutes: <https://www.cocc.edu/about/board-of-directors/board-meeting-agendas.aspx>
6. Board goals for the President from past five years.
7. COCC's Strategic Plan (updated annually).
8. Link to the Office of Institutional Effectiveness' data: <https://www.cocc.edu/departments/institutional-effectiveness/>
9. OCCA information, which the Committee will need to compile. This includes content related to how boards function, conduct of elected officials, comparison to other Oregon colleges, etc.
10. ACCT information, which the Committee will need to compile.