

**C OCC Board of Directors
New Board Member Orientation Committee
Meeting Agenda
July 30, 2024
9:00 - 10:00 a.m.
Remotely via 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. Approve Meeting Minutes from June 18 and July 9 – Erica Skatvold – Items 2a.1-2b.3**
- 3. Committee Framework and Timeline – Laurie Chesley – Item 3a.1-5**
- 4. Recommendations for the Board – Erica Skatvold**
- 5. Next Meeting: To be determined**
- 6. Adjourn – Erica Skatvold**

**COCC Board of Directors
New Board Member Orientation Committee
Meeting Minutes
June 18, 2024
9:00 - 10:00 a.m.
Remotely via 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. Approve Meeting Minutes from June 4 – Erica Skatvold
 - a. Motion to approve the minutes.
 - i. 1st: Jim Porter
 - ii. 2nd: Erin Foote Morgan
 - iii. Motion approved unanimously.
3. Board of Directors' Calendar – Laurie Chesley
 - a. Chesley had emailed proposed updates to the Board of Directors' calendar prior to this meeting. The calendar is based around COCC's academic and fiscal calendars, beginning in July and ending the following June. The New Board Member Orientation Committee (NBMOC) opted to review it together in this meeting.
 - b. July
 - i. The Board's chair and vice chair plans the Fall Retreat for October or November and decides on locations for monthly meetings for the coming year.
 - ii. During their regular meeting, the Board swears in any new members, elects a Chair and Vice Chair, shares Board committee appointments, and decides whether to have a regular meeting in August.
 - iii. The Audit & Finance Committee and Real Estate Committee meets during this month.
 - iv. Foote Morgan noted that in the July 2023 meeting, new Board members were appointed to committees without much understanding of the purposes or functions of the committees. Would it be appropriate for committee appointments to take place in June prior to new members being sworn in?
 1. Skatvold said that the outline for this calendar included new Board members being elected in May and reviewing policies in June. Committee overviews could be added to June.

- v. Skatvold suggested an additional column could be added for monthly goals for tasks to be completed.
- c. August
 - i. Traditionally, the Board opts to cancel this meeting as many people are on vacation at this time. Impromptu meetings have happened during August in the past.
- d. September
 - i. The new academic year begins during this month.
- e. October
 - i. The Chair and Vice Chair reviews the Budget Committee roster and posts any openings if needed.
 - ii. The Association of Community College Trustees (ACCT) Congress takes place during this month and Board members may choose to attend. The Real Estate Committee has a quarterly meeting during this month. The COCC Foundation's Feast at the Old Mill fundraiser takes place during this month and Board members are invited.
 - iii. Foote Morgan noted that the Real Estate Committee has standing dates on this calendar and asked why the same was not true for other committees.
 1. Chesley explained that certain committees have always had set schedules. The Real Estate Committee has always met quarterly and the Audit and Finance Committee has always met before and after COCC's annual audit. If other committees want to commit to a regular schedule, that could be helpful for everyone.
 2. Skatvold noted that the Student Success Committee had wanted to meet annually. Once the reporting schedule for Strategic Plan metrics is established, they could determine an appropriate date for the calendar. In the Policy Review Committee, they had discussed introducing and revisiting policies on a regular basis, so it might be helpful for them to annually meet and review the Board's policies and submit any proposed revisions to the Board for approval.
- f. November
 - i. The Oregon Community College Association's (OCCA's) annual conference takes place during this month and Board members may choose to attend.
- g. December
 - i. The Board of Directors votes on the room and board contract for Wickiup Hall for the coming year.
 - ii. Foote Morgan asked Chesley if there were any annual decisions that the Board makes that were missing from this calendar.

1. Chesley said she had included all of the standing items that had taken place during her time as COCC's President. She was surprised that there were not more regular items that she could find in her review of recent years' agendas.

h. January

- i. The Audit and Finance Committee meets for an in-depth review of the results of COCC's annual audit. A brief overview of the findings is also presented during this month's regular Board meeting.
- ii. The Real Estate Committee has a quarterly meeting.

i. February

- i. Nothing of note was listed for this month.
 1. Skatvold suggested that this could be a good place to schedule additional items that should be annually addressed. Committees could be asked whether they would like to meet on a regular basis and when.
 2. Foote Morgan suggested this could be discussed during the Board's Fall retreat in November. She recalled frustration from this past year in not knowing what needs to be done and when. It might be helpful for the Board to set goals that are reflected in their annual calendar.
 3. Skatvold said that such tasks had been completed annually based on past practices, but a timeline had never been put into official practice. She concurred that it would make things easier for the Board to have a single document to reference for such things, but suggested that much of this work could be done before the retreat where it would only need to be briefly discussed.
 4. Foote Morgan suggested this could be a living document or dashboard that anyone could access and could give greater insights into the Board's work.
 5. Skatvold concurred that a clear timeline could be helpful for Board members to know what to expect when asking COCC's staff to complete tasks.
 6. Chesley added that, once the Board has seen and provided feedback on a draft for strategic planning reporting, it could be overlaid into this calendar as well. This could remind the Board when they should expect indicator reports.

j. March

- i. The Chair and Vice Chair finalizes the President's evaluation process with the President and discusses potential contract changes if any are needed.

k. April

- i. The President's evaluation is conducted by the Chair and Vice Chair.

- ii. The Board votes on tuition and fees for the coming academic year.
 - iii. The Budget Committee meets before the regular Board meeting.
 - iv. The Real Estate Committee has a quarterly meeting.
 - v. The Keyes Committee usually has its annual meeting during this month.
 - 1. Porter asked about this committee. Chesley explained that this is a Foundation committee that a Board member serves on as a liaison. The Keyes family bequeathed funds to COCC to be used for academic purposes, so this committee meets to determine how these funds should be spent. The amount of money spent each year normally ranges between \$70,000 and \$150,000.
 - vi. The COCC Foundation's Meal of the Year fundraiser takes place and Board members are invited.
- I. May
- i. The Chair and Vice Chair continue the President's evaluation process.
 - ii. The Board votes to approve initial budgets; faculty promotions, tenure and sabbaticals; and emeritus status for retired faculty and staff.
 - iii. The Budget Committee meets before this month's regular Board meeting.
- m. June
- i. The Chair and Vice Chair establish committees for the coming fiscal year. They also seek candidates for the Chair and Vice Chair positions for the coming fiscal year.
 - ii. The Board votes on approval for the overall budget for the coming fiscal year, renewals of faculty and staff appointments, and administrator salary adjustments (if any). The results of the President's evaluation and compensation decision are shared during the regular Board meeting.
- n. Foote Morgan suggested adding the Board's self-evaluation to May or June. She also recalled that the NBMOC had discussed meeting in March during an election year in order to prepare for a new Board member orientation if necessary.
- i. Skatvold suggested the NBMOC meet annually in March in order to update their materials accordingly.
- o. Porter asked if a team building event should be added to the schedule.
- i. Skatvold said that Board retreats are team building events. There is normally a two- or three-month window to work with, depending on everyone's schedules. This could be added to the calendar with a qualifier.
- p. Foote Morgan asked whether it would be helpful for an annual retreat to take place in June so newly elected members could attend and have a head start in their work.
- i. Skatvold said the Board had a Summer retreat (either in June or July) when Oliver Tatom and Jim Clinton were elected in 2019. The timing

allowed for current and incoming members to review things together, so it could be helpful to continue this practice.

- q. Foote Morgan said that this calendar would be a helpful tool and suggested presenting it to the full Board.
 - i. Skatvold suggested it should first be reviewed by the various committees, or at least the committee chairs, to provide feedback.
 - ii. Porter suggested it could function as a living document that could be edited as needed. What the NBMOC would be presenting is a foundation for their vision of what would take place.
- r. Chesley asked whether the NBMOC would prefer that she and Matthews send the document to the newly appointed committee chairs.
 - i. Skatvold said it would be helpful for Chesley and Matthews to send the document to the committee chairs. They could ask the chairs to include this calendar as a discussion item in their upcoming meetings.
 - ii. Foote Morgan asked whether it would be more appropriate for the Board's Chair and Vice Chair to oversee this process, even if Matthews is administering the messages.
 - iii. Skatvold explained that every Board member is an elected official and therefore a leader. The Chair and Vice Chair will serve to represent the full Board in certain situations, but every member shares the majority of the Board's work.
- s. Foote Morgan asked, if this were to be a living document, would it be helpful if there were two separate calendars: one with items and dates that would never change, and one for items with more flexible timing? For example, could the Real Estate Committee meet in May instead of April? Could the flexible calendar be something that the Board discusses together?
 - i. Skatvold reiterated that flexible items could be included in the same calendar as the more consistent items, and the flexible items could be listed with a qualifier to show that their dates are flexible. This calendar could serve more as a guide for the Board to follow.
 - ii. Porter asked Foote Morgan if she was trying to find a balance between a living document and a more flexible document. He suggested including an asterisk at the bottom, stating that there may be more meetings scheduled as deemed necessary, and that this is just a general overview of what a year on the Board looks like.
- t. Chesley offered to make the adjustments suggested in this meeting and send a draft of the calendar out to the committee chairs to include in their upcoming meetings. She offered to include qualifiers that explain that retreat dates are aspirational. She also asked when they would prefer stating when the Board discusses their goals for the coming year.

- i. Foote Morgan suggested it would be appropriate to discuss at the Fall retreat.
 - ii. Porter asked what they envisioned such a discussion to look like.
 - iii. Foote Morgan suggested it could vary by year. For example, this year's discussion could include a note regarding the Madras campus expansion as it had been a major component of the Board's work this past year. It could be a framework of what they would aspire to accomplish in the coming year. Some years would include discussing and approving a new Strategic Plan. Approving the budget would be an annual goal. Forming an advocacy committee could have been a goal for this year. A goal for next year could be developing an outreach approach for the Board through the advocacy committee, as well as taking a greater role in advocacy in state legislation. Setting such goals could help the Board stay focused on what they hope to achieve in the coming year.
 - iv. Porter concurred and added that the Board's goals should align with the President's goals.
 - v. Skatvold wondered if setting goals for elected officials would be different from how organizations set goals for employees. Board members have basic requirements and expectations to fulfil, but if they set goals, how are they held accountable? Should the language be broader? Also, setting goals could emphasize a certain type of work, which could take focus or effort away from other obligations. Some things can be measured by quality and others by quantity. This could be part of a larger conversation with the rest of the Board about their responsibilities as elected officials from various communities working together to serve the larger region.
 - vi. Foote Morgan concurred, adding that setting goals can spark such discussions.
 - vii. Porter added his concern for the impact of the Board's goals on COCC's staff. Are these goals fiscally sound and does the staff have the capacity to complete them?
 - viii. Chesley suggested that the Board may want to consider setting goals that would align both with the strategic plan and the President's goals. She also suggested the Board consider whether their goals are operational in nature or unique to the Board. They could be both, of course.
 - ix. Skatvold noted that the Board has set goals in past years, but setting them has never been formally documented a part of their procedures.
4. Orientation Guidelines – Erica Skatvold
 - a. Tabled for next meeting.
 5. Next Meeting: Tuesday, July 9 at 9:00 a.m. via Zoom
 6. Adjourned at 10:04 a.m. – Erica Skatvold

**COCC Board of Directors
New Board Member Orientation Committee
Meeting Minutes
July 9, 2024
9:00 - 10:00 a.m.
Remotely via Zoom**

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

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

1. Meeting called to order at 9:06 a.m. – Erica Skatvold
2. Continued Discussion of Orientation Guidelines – Erica Skatvold
 - a. Chesley noted that the past few sessions were focused on brainstorming. It was unclear what their next steps were. Are the elements they've discussed enough to make any decisions?
 - b. Skatvold recalled that Foote Morgan had made some suggestions in their previous meeting. Some were already embedded in the proposed policy and some needed to be discussed. She asked Foote Morgan if she wanted to discuss her ideas further.
 - c. Foote Morgan concurred, sharing a list of suggestions she had previously emailed to everyone.
 - i. She recalled everyone agreeing that a campus tour was a good idea.
 - ii. She felt that DEI work was foundational for the Board. She expected that there were differences of opinion on that but suggested that it would be important for new Board members to understand COCC's approaches to the subject. It may be appropriate to discuss decision making through a DEI lens.
 - iii. She suggested that there was some confusion about the differences between credit and non-credit work. It may be helpful for new Board members to understand the differences.
 - iv. She found the Campus Village overview with William Smith Properties to be helpful.
 - v. She acknowledged that there shouldn't be too many discussion items in the orientation. It could be done over the course of six months to a year, and their first meeting could be as short as 30 minutes.
 - d. Skatvold gave her thoughts on each item.
 - i. She concurred that a planned campus tour was a good idea.
 - ii. She suggested the Senior Leadership Team (SLT) could form a checklist of all the DEI work that is conducted at COCC. Maybe the Vice President of

Student Affairs could speak more to it as the direct supervisor to the Dean of Equity and Well-Being? In terms of using a DEI lens, the Board has not yet written any policies on the subject, so it could be discussed further.

1. Foote Morgan suggested that it would be appropriate for the Dean of Equity and Well-Being to meet with new Board members early on to give an overview of DEI work at COCC.
 2. Chesley concurred, adding that while SLT members would be the primary speakers at these early meetings for new Board members, it would be appropriate for some of their direct reports to be involved as well.
 3. Skatvold concurred and said she saw as a natural progression for new Board members to first meet with the President, followed by the SLT, then direct reports to the SLT.
 4. Chesley clarified that including every one of the SLT's direct reports would be extremely time consuming and that they should specify who would have the most direct connection to their desired outcomes.
- iii. For the student success overview, there was an emphasis on institutional effectiveness data related to key indicators. Skatvold suggested that this could be listed in its own category or as part of COCC's accreditation requirements, as well as part of the college's strategic plan.
1. Foote Morgan recalled the New Board Member Orientation Committee's (NBMOC's) suggestion to include an overview of the strategic plan as part of the orientation, so this item could be in that category. Maybe focus on key data points?
 2. Skatvold concurred that it would be useful to call out specific information that they wanted new Board members to know.
 3. Chesley reminded the NBMOC that, during the following day's Board meeting, they would receive an update on the progress of COCC's current strategic plan.
 4. Foote Morgan suggested that it might be helpful if, instead of one presentation for all of the strategic plan indicators, each SLT member could present on the projects that they oversee.
- iv. Skatvold concurred that an overview of workforce development programs would be useful. For example, the CNA program could be considered credit or non-credit, depending on which version of the program a student applies for. Students might come to COCC seeking self-improvement, career skills, a certification, etc. Academics and Career and Technical Education (CTE) are often viewed as two separate things, but there are overlaps in their structures. Some credits are transferable

while others might not be. Skatvold asked for Chesley's opinion on framing this as credit/non-credit or academic/CTE.

1. Chesley suggested that credit and non-credit would be best as they are more commonly used terms. She suggested coordinating separate meetings with the Vice President of Academic Affairs to discuss credit programs and the Executive Director of the Center for Business, Industry, and Professional Development (CBIPD) to discuss non-credit programs. She concurred that there is overlap in the two areas. Transfer students want to eventually join the workforce and CTE students might be interested in transferring to four-year institutions.
- v. Foote Morgan suggested not asking each SLT member to have a list of items they plan to cover during their specific meetings with new Board members, but agreed that they should follow-up with new Board members after their initial orientation.
 1. Skatvold felt that checklists can be helpful for orientations to ensure that specific topics are brought to light. SLT members could then decide what they would like to share. Board members could also give prompting questions to SLT members and new Board members.
3. Next Meeting: Tuesday, July 30 at 9:00 a.m. via Zoom
 - a. Chesley offered to summarize a framework and timeline for new Board member orientations and present it during the NBMOC's next meeting for their feedback. Skatvold and Foote Morgan concurred.
 - i. Noting the upcoming committee appointments, Skatvold suggested it would be a good idea to discuss committee appointments with new Board members as well.
 - b. Skatvold suggested that the NBMOC could be prepared to compile their recommendations for the Board's September meeting.
4. Meeting adjourned at 9:40 a.m. – Erica Skatvold

DRAFT NEW BOARD MEMBER ORIENTATION CALENDAR and TOPCS

Annually in March

- Committee convenes to review New Board Member Orientation (NBMO) materials and process

In years when there are New Board Members

Late May / Early June

- NBMO cmte members and President create calendar of orientation events and meetings, and schedule them

June – September

- New Board members meet with New Board Orientation Committee Members and President
 - Topics / materials to be discussed
 - Schedule for New Board Member Orientation events/meetings
 - Draft Board schedule for coming year
 - Upcoming external trainings – OCCA, ACCT
 - Articles / resources on Board governance
 - Introduction to Board committees
- Bend Campus Tour and Lunch with President, VPAA, and VPFO (tours of branch campuses to occur prior to Board meetings held there – Campus Director and President)
- New Board members meet with Board Chair, Vice Chair, and President
 - Topics / materials to be discussed
 - Policy governance
 - Board policies – with emphasis on Board-President Relationship and President’s Evaluation
- New Board members meet informally with other Board members (proactive introductions from veteran Board members)
- New Board members meet individually with President
 - Topics
 - COCC Strategic Plan – Goals, Action Projects, Indicators
 - Institutional Dashboard created by Institutional Effectiveness

- President's Priorities from past five years
 - Introduction to Major Divisions of the College and Direct Reports
 - Shared Governance
 - Current issues of importance
- New Board members meet individually with each SLT member
 - Topics
 - Overview of their areas of oversight
 - Overview of their current major projects
 - Current issues of importance
- New Board members have lunch meeting with President, VPFO and Peter McCaffrey at WSPI offices for overview of partnership
- New Board members have meeting with Christy Walker, Dean of Equity and Well-Being, for an overview of our DEIB and student basic needs programming

DRAFT BOARD CALENDAR

MONTH	CHAIR / VICE CHAIR – TO DO’S	KNOWN BOARD AGENDA TOPICS	KNOWN BOARD COMMITTEE MEETINGS / IMPORTANT EVENTS
July	<ul style="list-style-type: none"> Plan Fall Retreat for October or November Decide monthly locations for Board meetings in coming year 	<ul style="list-style-type: none"> Swear in new Board members, if any Elect new Chair and Vice Chair Share Board Committee appointments Make decision about holding August meeting 	Audit and Finance Cmte Mtg Real Estate Cmte Mtg
August	<ul style="list-style-type: none"> Usually no meeting due to vacation schedules 		
September			New Academic Year Begins
October	<ul style="list-style-type: none"> Budget Cmte Membership Review – Post Openings, if needed 	<ul style="list-style-type: none"> Strategic Plan Goal Report – Student-Ready College 	ACCT Conference Real Estate Cmte Mtg Anthony’s at the Old Mill Board Fall Retreat (or November)
November			OCCA Conference
December		<ul style="list-style-type: none"> Vote on Room and Board for coming year Strategic Plan Goal Report – Access 	

January		<ul style="list-style-type: none"> Annual Audit Presentation 	<p>Audit and Finance Cmte Mtg Real Estate Cmte Mtg</p>
February	<ul style="list-style-type: none"> Plan Summer Retreat for June or July 	<ul style="list-style-type: none"> Strategic Plan Goal Report – Community Engagement 	
March	<ul style="list-style-type: none"> Finalize President’s Evaluation process with President and discuss potential Contract changes, if any 		Board Orientation Cmte Mtg
April	<ul style="list-style-type: none"> Conduct President’s Evaluation 	<ul style="list-style-type: none"> Vote on Tuition and Fees for coming year Strategic Plan Goal Report – Workforce Development 	<p>Budget Cmte Mtg (held before Board Mtg) Real Estate Mtg Keyes Cmte Mtg Meal of the Year</p>
May	<ul style="list-style-type: none"> Conduct President’s Evaluation Begin Board Self-Evaluation 	<ul style="list-style-type: none"> Initial Budget Approvals Promotions, Tenure, Sabbaticals, and Emeritus 	Budget Cmte Mtg (held before Board Mtg)
June	<ul style="list-style-type: none"> Establish next year’s committees Seek candidates for next Chair and Vice Chair 	<ul style="list-style-type: none"> Numerous End-of-Year Budget/Administrative Approvals Renewal of Faculty and Staff Appointments Administrator Salary Adjustment, if any Share President’s Eval, Compensation, and Contract Changes (if any) at Board meeting 	<p>Commencement President’s Scholarship Celebration Board Summer Retreat (or July) – set Board Goals for coming year</p>

		<ul style="list-style-type: none">• Strategic Plan Goal Report – College Sustainability	
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Notes: Create a separate New Board Member Orientation Cmte calendar

Add Board cmte mtgs