

**C OCC Board of Directors
New Board Member Orientation Committee
Meeting Agenda
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**
- 3. Board of Directors' Calendar – Laurie Chesley**
- 4. Orientation Guidelines – Erica Skatvold**
- 5. Next Meeting: Tuesday, July 9 at 9:00 a.m. via Zoom**
- 6. Adjourn – Erica Skatvold**

**COCC Board of Directors
New Board Member Orientation Committee
Meeting Minutes
June 4, 2024
9:00 - 10:00 a.m.
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. Committee Charge – Erica Skatvold
 - a. Skatvold drafted a committee charge, which was included in the meeting packet.
 - b. Chesley suggested adding under “History and Context” a single sentence explaining that Board member orientations had been inconsistent in years past.
 - i. Foote Morgan concurred, adding that orientations should be consistent for new Board members.
 - ii. Chesley clarified that she was trying to keep the language simple.
 - iii. Foote Morgan suggested using the last sentence from the charge as the History and Context explanation. Chesley and Skatvold concurred.
 - c. For the Timeline, Skatvold suggested that a good time for an orientation would be in the summer after Commencement. Should it be in June each year, or should it be in July after new members are sworn in and assigned to committees? Or should it be in the spring when new members are elected?
 - i. Foote Morgan pointed out that Board members are normally elected at the end of May, so an initial orientation could happen as early as June. She suggested that could give new members enough time to learn about the Board’s committees and which might be a best fit for them before they are assigned in July. The New Board Member Orientation Committee (NBMOC) may need to reconvene or be ready to support new Board members by June.
 - ii. Based on that assumption, Skatvold suggested the NBMOC could conduct annual updates in the spring to review its policies and documents and apply updates as deemed necessary.
 - iii. Foote Morgan went on to suggest that it would be helpful if Senior Leadership Team (SLT) members could meet with newly elected Board members to help them learn about COCC.
 - iv. Skatvold suggested the NBMOC conduct an annual meeting in March or April, but they could always adjust as they see fit.

- v. Chesley pointed out that the Budget Committee meets in April and May, which can take up a lot of time, so March might be more sensible.
 - vi. Foote Morgan suggested the NBMOC meet annually in March to review their procurements and conduct an initial orientation in June for any new members. Could the Board coordinate a social gathering within the first few months of the new Board members' terms in order to allow them to ask any new questions they may have? When would be an appropriate time for new members to meet with SLT members?
 - vii. Skatvold explained that there are certain times when it is appropriate for the Board to gather outside of regular meetings, such as retreats and conferences.
- d. No questions or comments on Committee membership.
 - e. Reporting
 - i. Foote Morgan suggested adding language to say that the NBMOC could meet "as needed." Skatvold and Porter concurred.
 - ii. Skatvold clarified that they would need to meet a few times in the coming months and report back to the Board, but then they could meet as needed.
3. Orientation Guidelines/Outline – Erica Skatvold
- a. Skatvold drafted an Orientation Outline/Guidelines, which was included in the packet.
 - b. Foote Morgan asked whether their intended strategy was to put together a digital or printed resource to share with new Board members.
 - i. Skatvold suggested it could be either option or both. They should probably provide links to resources from the Association of Community College Trustees (ACCT) and the Oregon Community Colleges Association (OCCA). She recalled her time as a new Board member when specific presentations were more helpful to have in a physical format, but they could simultaneously be made available digitally.
 - ii. Foote Morgan suggested a digital document could easily be updated on an annual basis.
 - iii. Porter added that digital documents may have some accessibility and efficiency advantages if they can be accessed from any device in any location.
 - c. Porter suggested that some new Board members might not be as familiar with the culture of higher education, asking large organizations to shift in priorities, the importance of union contracts, and the history of COCC. These could be important things for new Board members to know.
 - d. Foote Morgan suggested that topics that could be added to the initial briefing with the President are action projects, key community partnerships, community issues, developments projects, union contracts, and COCC's culture.

- i. Porter asked if it would make more sense if some of these things were explained by an experienced Board member as it could take some pressure off of the President and provide better optics.
 - ii. Skatvold concurred, citing her own onboarding had included meeting with Chesley and experienced Board members over coffee. They all gave useful information about COCC's history and contexts. She suggested adding to the outline meetings with experienced Board and SLT members in a mixed format, but not in quorum.
 - iii. Porter added that this could be an effective way to build trust between new and experienced Board members and senior COCC staff.
 - iv. Skatvold said that, when there is more than one newly elected Board member, it would be important for them to be able to attend orientation meetings together as they might have different questions to ask.
- e. Foote Morgan asked the NBMOC about their opinion on a mentorship arrangement. Could an experienced Board member serve as a temporary mentor to a new Board member?
 - i. Porter cited having such a relationship with former Board members Bruce Abernethy and Jim Clinton, having met with them several times to get an idea of what to expect as a Board member. He concurred that a mentorship could prove beneficial for new Board members.
 - ii. Skatvold asked how such an arrangement could work and what the expectations should be. This could be something that the Board tries and revises as necessary.
 - iii. Chesley said she often finds articles about community college culture, unions, etc. She offered to keep a file of useful articles that could be shared with new Board members. She also suggested that experienced Board members could share what surprised them during their first terms.
 - iv. Skatvold asked whether the NBMOC felt a mentorship arrangement would be a good idea for new Board members.
 - 1. Porter suggested that not every new Board member might feel they need a mentor during their first year of service.
 - 2. Foote Morgan said it would be important to make sure a mentor and mentee are a good fit.
 - 3. Porter went on to suggest that experienced Board members could be asked whether they would be willing to mentor a new Board member and new Board members could be asked if they would like to be mentored. New Board members may be more interested if they were allowed to choose their mentor. He cited that he would specifically go to Skatvold for policy questions and Abernethy for community relations questions because he knew they were knowledgeable in those areas.

- v. Porter suggested a basic checklist of discussion items might be useful for mentors to follow in explaining Board procedures with their mentees.
- vi. Skatvold suggested this be discussed by the full Board as every person has unique experiences.
 - 1. Foote Morgan added that this could be an informal discussion at an upcoming Board retreat.
- f. Skatvold said that Board policies should have their contexts explained to new Board members. Policies could otherwise be easy to forget after reading them for the first time. She asked for the NBMOC's suggestions.
 - i. Skatvold asked whether having new Board members on the Policy Review Committee (PRC) would be helpful.
 - 1. Foote Morgan said it has been helpful for her to personally understand the policies better.
 - 2. Porter said it would depend on each person's learning style as some are more interested in policies than others.
 - 3. Skatvold said it may be helpful for a PRC member to be available to answer any policy questions for new Board members.
 - ii. Foote Morgan asked if it would be possible to cite policies within the orientation materials and if the NBMOC could select some especially important policies to discuss during orientation.
 - 1. Skatvold suggested that policies regarding the Board's relationship to the President and the President's evaluation would be good policies to explain during orientation.
 - iii. Foote Morgan said it would be helpful to explain how the Board's annual timeline relates to their policies. Perhaps certain items in the Board's calendar should be linked to policies that apply to them?
 - 1. Chesley said that she had begun working on an outline for a Board calendar by request from Board Chair Joe Krenowicz and Vice Chair Laura Craska Cooper. She also said that ACCT and OCCA might have useful examples in their resources.
 - 2. Foote Morgan suggested the new Board members could have a June orientation meeting to discuss the timeline, key policies and committee functions. She expressed interest in helping develop the Board's annual timeline.
 - 3. Chesley offered to share a draft of the timeline with Foote Morgan for her to review and make suggestions for.
- g. Foote Morgan suggested the committees list and summary of charges should be among the first items discussed with new Board members.
 - i. Porter concurred, adding that learning about the committees early on would help new Board members determine which committees they might be interested in serving on.

- h. Skatvold asked whether the NBMOC whether there should be certain expectations on how Board agendas and minutes are explained, or would a simple link suffice?
 - i. Porter suggested that a simple link could allow new Board members to educate themselves on the subject.
 - ii. Foote Morgan suggested that it might be helpful during an orientation meeting for a brief run through of a typical Board meeting and how the agenda is formed.
 - 1. Chesley explained that she regularly meets with the Chair and Vice Chair every other Friday via Zoom in order to discuss upcoming agendas. She also maintains a list of topics that SLT members would like to discuss with the Board or ask for their approval. Future agenda items can also come up in conversations during Board meetings. The process is very collaborative, but it could be adapted as deemed necessary.
 - 2. Foote Morgan said Chesley's explanation would make sense for new Board members.
 - i. Foote Morgan said that the campus tour that was part of her orientation was very helpful and should be a regular part of orientations moving forward.
 - i. Chesley concurred, explaining that Foote Morgan, Porter and Erin Merz were shown a newer building and an older building in order for Michael LaLonde, Vice President of Finance and Operations, to explain deferred maintenance challenges that COCC faces. She acknowledged that the tour could be more extensive and suggested it could include visits to the branch campuses with tours led by their directors.
 - ii. Skatvold concurred, adding that the branch campus directors have a lot of knowledge that would be useful for new Board members.
 - iii. Foote Morgan suggested that, when the Board has a meeting at one of COCC's branch campuses, they could arrive early for a tour with the branch director.
4. Next Meeting: Tuesday, June 18, 9:00 a.m. via Zoom
5. Adjourn – Erica Skatvold