COCC Board of Directors
Policy Review Committee
Meeting Agenda
November 3, 2026
3:00 – 4:00 p.m.
Remotely via Zoom

Committee Members: Laura Craska Cooper (Chair), Erica Skatvold, Erin Merz

COCC Staff: Greg Pereira (President), Kyle Matthews (Executive Assistant to the President)

1. Call to Order and Review of the Agenda
2. Review Minutes from October 29, 2026 – Items 2.1-4
3. Proposal to Establish Governance Process (GP) 10: Public Comment – Items 3.1-4
4. Proposed Revisions to GP 9: Board Operations – Items 4.1-3
5. Proposed Revisions to GP 8: Board Members' Code of Conduct – Items 5.1-2
6. Next Meeting: To Be Determined
7. Adjourn

COCC Board of Directors
Policy Review Committee
Meeting Minutes
October 29, 2026
12:00 – 1:00 p.m.
Remotely via Zoom

Committee Members: Laura Craska Cooper (Chair), Erica Skatvold, Erin Merz

COCC Staff: Greg Pereira (President), Angie Anderson-May (Director of Business Operations), Kyle Matthews (Executive Assistant to the President)

1. Meeting called to order at 12:04 p.m.
2. Review Minutes from August 13, 2026 – Items 2.1-2
    a. Merz motioned to approve the minutes as presented, seconded by Skatvold.
        i. In favor: Laura Craska Cooper, Erin Merz, Erica Skatvold
        ii. Opposed/abstained: none
3. Proposal to Establish Administrative Procedure (AP) 6: Institutional Investment Planning and Approval – Items 3.1-4
    a. Anderson-May explained that Michael LaLonde began establishing this new policy and procedure before he retired in mid-October, and he asked Anderson-May and Cindy Lenhart to finish the project. The proposal is still being developed and presented to various College committees for feedback. There will be a form to accompany the procedure, which is being developed to align with COCC's internal curriculum establishment process. Once the process is ready, a policy proposal will be presented to the Board. Anderson-May asked this Committee for their initial feedback.
    b. Merz asked if the administrative procedure portion of this proposal is meant to be internal and not part of the Board policy, and if these two policies are meant to complement each other. Anderson-May confirmed this.
    c. Pereira suggested revising the language to say "the President or their designee…" in order to allow the President to delegate responsibilities as appropriate. Anderson-May concurred.
    d. Craska Cooper asked Pereira for his thoughts on the proposal thus far.
        i. Pereira explained that the goal of this proposal is to enable a financial analysis to be presented alongside any proposals for new College programs to the Board. It has been observed that programs that grow can often lose the most funding over time. This proposed policy would formalize an expectation that, whenever someone presents a proposal to the Board, that they are presenting clear information.
        ii. Anderson-May added that most presenters for new programs only present from an academic perspective, and this new policy would help them present from a financial perspective as well.

e. Craska Cooper asked about a comment that said the language is "too vague" in point seven of the policy draft.
    i. Anderson-May explained that this comment is from Gabrielle Orsi, COCC's Assessment/Curriculum Administrator. She said that the language does not say who would be entering information into the CourseLeaf program and she recommend being more specific. Craska Cooper concurred.
    ii. Pereira suggested that this information would be more appropriate for the procedure, rather than the Board policy.
    iii. Anderson-May concurred and noted that this information is also addressed in the administrative procedure, so it could probably be removed from the Board policy.
f. Merz asked what the timeline for this proposal would be.
    i. Anderson-May said that COCC faculty would like to start using the form as soon as possible in order to request additional programs and certifications. A trial version is being proposed for the current term. Anderson-May suggested that the policy might be ready for the Board's approval in January 2027, and proposals for programs through this process could be ready in June or July.
g. Anderson-May will try to have an updated draft ready for this Committee's next monthly meeting in mid-/late November.

4. Proposal to Establish Governance Process (GP) 10: Public Comments
    a. Craska Cooper reminded the Committee that they had been drafting revisions for the public comments subsection of GP 9, but were then advised by legal counsel to not make those revisions during labor negotiations. Those negotiations have since concluded. She shared a proposal to establish GP 10.
    b. Craska Cooper asked how many slots for public comment should be offered in the policy, and how much time should each speaker be granted?
        i. Skatvold recalled that the Committee had a previous consensus of ten slots with two minutes each.
        ii. Merz added that the language could say, "first come, first served."
    c. Craska Cooper asked what COCC's mechanism has been for signing up in advance to give public comments.
        i. Pereira said that the proposal aligned with COCC's current practice, but suggested it could be revised to say, "anyone interested in addressing the Board…", rather than naming any other groups or individuals, and to submit any public comment emails prior to noon on the day of a Board meeting.
    d. Craska Cooper suggested that some language on room capacity could be added.
    e. For subsection four, Craska Cooper asked for the Committee's thoughts on whether public comments should be allowed to be read aloud by someone who did not write them, noting that it might be more efficient for people who are uncomfortable with public speaking to simply submit their comments in writing.

i. Merz said she did not mind people reading comments aloud and concurred with Craska Cooper's proposed language of "encouraged to submit those remarks…" rather than mandating it. She also suggested that language should be included to not allow commenters to read some-one else's comments allowed.
ii. Skatvold asked if comments submitted in writing can be made publicly available to read.
iii. Matthews noted that written public comments are currently not published in Board meeting packets.
iv. Craska Cooper suggested that there should be a means for members of the public to access public comments, even if they are not in a public meeting's packet.
v. Merz suggested that a subsection of COCC's website could be designated for publishing written public comments.
vi. Pereira asked Matthews to work with COCC's website staff to set-up a webpage to house written public comments.

f. For subsection five, Merz asked how the Board could enforce verbal comments not being repetitive.
i. Craska Cooper suggested that the Board might not be able to enforce that, but noted in the proposal that commentors are "encouraged to state their agreement and limit any additional remarks to new information or perspectives."

g. Merz suggested, once a new public comment policy is adopted, it could be printed and made available for commenters to read in the meeting room, and it could be verbally summarized before public comments are given.
i. Craska Cooper concurred and suggested that anyone who submits an online request to give public comments could receive an automatic email replay that would direct them to the policy. Merz and Pereira concurred.

h. Craska Cooper offered to made some revisions to this proposal, which the Committee would discuss next week. They could then plan on having it ready for a first reading at the next regular Board meeting on November 12.

5. Proposed Revisions to GP 9: Board Operations – Items 4.1-3
a. Craska Cooper suggested that subsection eight could be removed if GP 10 is adopted.
b. Pereira suggested that subsection one could be revised to say, "The Board will *generally* meet on the second Wednesday of each month…" in order to allow for flexibility when meeting on that date is not possible.
i. Merz noted that the subsection lists reasons that a Board meeting might be scheduled on a different date.
ii. Craska Cooper suggested not using the word "generally" in order for the regular meeting time to be part of public record, and that the existing langue allows for flexibility to schedule meetings on alterative dates. Pereira concurred.

   c. Merz noted the last sentence of subsection one, which obligates the Board to have one meeting per year in communities the College serves where there is no College campus. She asked if the Board would not be in compliance with this policy if the Chair and Vice-Chair decide not to schedule a meeting outside of COCC's campuses.
      i. Skatvold suggested that the language of "reasonable efforts" allows the Board to have flexibility to decide whether to schedule an off-campus meeting. Merz concurred.
   d. No revisions were suggested for subsection 9 beyond the proposed revisions in the current draft.
6. Review GP 8: Board Members' Code of Conduct – Items 5.1-2
   a. For subsection 2C, Craska Cooper suggested changing "s/he" to "they." Merz concurred.
   b. For subsection one, Pereira asked who "the stakeholders and constituents" might be referring to.
      i. Craska Cooper suggested revising the language to say "the College's stakeholders and constituents."
      ii. Skatvold asked whether "stakeholders" is still an appropriate term, noting the Carver model of governance that suggests using the term "owners" instead.
      iii. Craska Cooper concurred with not using "stakeholders," but noted that "constituents" does not always include students or faculty. She suggested revising the language to say, "to the interests of the College." Merz and Pereira concurred.
   c. Craska Cooper suggested that language about interactions with Board members could be added to this policy in order to encourage collegiality and give the Board some room to censure someone who has particularly egregious behavior. Merz concurred.
      i. Craska Cooper asked Merz to draft a new subsection with some language on this matter.
      ii. Merz asked if the term "censure" would be appropriate, noting that is not used anywhere else in the Board's existing policies.
      iii. Craska Cooper suggested that the Board's ability to censure is intrinsic to the Board's role.
   d. Matthews will send a draft of revisions discussed in them meeting to Merz, who will make additional revisions for the Committee to discuss at their next meeting. All Committee members were also encouraged to review the policy further and bring any additional suggestions to their next meeting.
7. Next Meeting: Tuesday, November 3 at 3:00 p.m. via Zoom
   a. The Committee will review proposed revisions for GP 8, 9 and 10, and were encouraged to consider any additional policies that might not have been reviewed in the past few years.
8. The meeting adjourned at 1:02 p.m.

NEW GP 10: PUBLIC COMMENT
Most recently reviewed/revised: [~~Month Day, Year~~November 2026]

The Board values public participation and encourages members of the community to address the Board on matters within its jurisdiction. Public comment is intended to assist the Board in carrying out its governance responsibilities while allowing the Board to conduct its meetings in an orderly, efficient, and transparent manner consistent with Oregon Public Meetings Law.

Accordingly, public comment shall be conducted as follows:

1. A public comment period shall ordinarily be scheduled near the beginning of each regular Board meeting and shall not exceed **20 minutes** in total. ~~[ADD THAT FOLKS CAN SIGN UP IN ADVANCE OR AT THE BEGINNING OF THE MEETING; PRIORITY WILL BE GIVEN TO THE FIRST 10 TO SIGN UP.]~~Anyone who wishes to address the Board must sign up. Unless the Board Chair determines that there are particular reasons for changing the order or priority at a specific meeting, priority will be given to the first (up to) 10 individuals who sign up for public comment, and they will be called upon in the order in which they signed up.

   ~~*If COCC employees, students, or members of the public would like to address the Board, please email feedback@cocc.edu prior to noon on the day of the meeting.*~~

   ~~Priority will be given to the (up to) 10 individuals who first sign up for public comment by emailing _____. Once 10~~To sign up, individuals are advised to email feedback@cocc.edu prior to noon on the date of the meeting. Slots permitting, individuals may sign up at the beginning of the meeting. In the event that all slots are filled ~~out,~~not later than two hours before the meeting, staff will use reasonable efforts to ~~notify additional parties that they~~email those individuals who are not within the first 10~~, but~~ to sign up, letting them know that and that written feedback is always ~~accepted. If spots left, folks can sign up at beginning of meeting]~~welcome.

2. Individual speakers shall be limited to **two (2) minutes** each. The Board Chair shall enforce this time limit and may conclude a speaker's comments when the allotted time has expired.

3. To maintain the orderly conduct of Board meetings and to balance efficiency, transparency, and respect for the time of the public, College employees, and the Board, the Board Chair is authorized to:

   a. Reduce the total time allotted for public comment when reasonably necessary to conduct the Board's business;

   b. Move all or a portion of the public comment period to a later point on the meeting agenda; ~~and~~

   c. Cut off speakers who violate No. 8 below;

   d. Adjourn the meeting if and when the Board Chair believes the room exceeds its occupancy limits, the situation in the room has become unsafe, or the situation in the room is no longer suitable or advisable for the Board to continue the meeting; and

   e. ~~c.~~ Administer the public comment period in a manner consistent with this policy and applicable law. ~~[ADD CONCEPT OF MAINTAIN ORDER AND CIVILITY AND COMPLY WITH FACILITY CAPACITY AND SAFETY REQUIREMENTS]~~

4. Individuals who have prepared written remarks are encouraged to submit those remarks to the Board in lieu of reading them verbatim. The Board Chair shall ensure that all written comments submitted for the meeting are provided to each Board member. ~~[WILL NOT ALLOW READING OF OTHERS' REMARKS; MUST BE SUBMITTED] BOARD MEMBERS ARE EXPECTED TO READ ALL WRITTEN COMMENTS~~Individuals will not be permitted to read remarks, letters or comments from other parties; if a person is unable to attend the meeting, they may submit written remarks. Board members are expected to read all written comments received.

5. Speakers are encouraged to avoid repeating comments or arguments previously presented. Individuals wishing to express agreement with an earlier speaker are encouraged to state their agreement and limit any additional remarks to new information or perspectives.

6. Public comment is an opportunity for the Board to receive information from the public. Following public comment, the Board is not obligated to respond to comments, answer questions, engage in dialogue with speakers, or take action on matters raised unless otherwise required by law or included elsewhere on the meeting agenda.

7. The Board Chair is authorized to administer this policy and apply reasonable procedures necessary to facilitate the orderly and efficient conduct of Board meetings. ~~[BUILD IN A LITTLE FLEXIBILITY – B/C MAY WANT TO WAIVE]~~When the Board Chair believes a good reason to do so exists, the Board Chair will have the right to waiver or modify the public comment guidelines in this policy to in individual situations

8. Speakers shall address the Board as a whole and conduct themselves in a respectful manner. ~~[AVOID PERSONAL ATTACKS OR ABUSIVE LANGUAGE] The Board Chair HAS AUTHORITY TO WARN OR~~Speakers will not be permitted to use profane or abusive language, to engage in personal attacks, or to seek to disrupt the normal conduct of the meeting. The Board Chair has the authority to warn, rule out of order comments or conduct ~~[THAT IS ABUSIVE OR INCLUDES PERSONAL ATTACKS WILL FORFEIT ABILITY TO SPEAK FURTHER]~~, and may cut short a speaker who violates this policy.

NEW GP 10: PUBLIC COMMENT
Most recently reviewed/revised: [November 2026]

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Accordingly, public comment shall be conducted as follows:

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   To sign up, individuals are advised to email feedback@cocc.edu prior to noon on the date of the meeting. Slots permitting, individuals may sign up at the beginning of the meeting. In the event that all slots are filled not later than two hours before the meeting, staff will use reasonable efforts to email those individuals who are not within the first 10 to sign up, letting them know that and that written feedback is always welcome.

2. Individual speakers shall be limited to **two (2) minutes** each. The Board Chair shall enforce this time limit and may conclude a speaker's comments when the allotted time has expired.

3. To maintain the orderly conduct of Board meetings and to balance efficiency, transparency, and respect for the time of the public, College employees, and the Board, the Board Chair is authorized to:

   a. Reduce the total time allotted for public comment when reasonably necessary to conduct the Board's business;

   b. Move all or a portion of the public comment period to a later point on the meeting agenda;

   c. Cut off speakers who violate No. 8 below;

   d. Adjourn the meeting if and when the Board Chair believes the room exceeds its occupancy limits, the situation in the room has become unsafe, or the situation in the room is no longer suitable or advisable for the Board to continue the meeting; and

   e. Administer the public comment period in a manner consistent with this policy and applicable law.

4. Individuals who have prepared written remarks are encouraged to submit those remarks to the Board in lieu of reading them verbatim. The Board Chair shall ensure that all written comments submitted for the meeting are provided to each Board member. Individuals will not be permitted to read remarks, letters or comments from other parties; if a person is unable to attend the meeting, they may submit written remarks. Board members are expected to read all written comments received.

5. Speakers are encouraged to avoid repeating comments or arguments previously presented. Individuals wishing to express agreement with an earlier speaker are encouraged to state their agreement and limit any additional remarks to new information or perspectives.

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7. The Board Chair is authorized to administer this policy and apply reasonable procedures necessary to facilitate the orderly and efficient conduct of Board meetings. When the Board Chair believes a good reason to do so exists, the Board Chair will have the right to waiver or modify the public comment guidelines in this policy to in individual situations

8. Speakers shall address the Board as a whole and conduct themselves in a respectful manner. Speakers will not be permitted to use profane or abusive language, to engage in personal attacks, or to seek to disrupt the normal conduct of the meeting. The Board Chair has the authority to warn, rule out of order comments or conduct, and may cut short a speaker who violates this policy.

GP 9: BOARD OPERATIONS
Approved: 6/9/1993; Revised: 3/13/1996; 11/14/2001; 12/9/2016; 9/8/2021; 9/11/2024

The Board will operate in a consistent manner, following the policies detailed herein, and, unless otherwise noted and/or subject to applicable law, adhere to these operational proceedings:

1. The Board will meet on the second Wednesday of each month, normally at 5:45 p.m. in the Christiansen Board Room of the Boyle Education Center on the Bend campus. When the Chair deems it necessary or advisable to reschedule the time or date of a regular meeting, the Chair may do so, in consultation with the President and the remainder of the Board. Reasons for rescheduling may include, but are not limited to, assuring quorum, accommodating other College needs for the Board Room, and avoiding conflicts with holidays or community/College events. The Chair may upon their own motion, or at the request of three members of the Board, by giving notice to all members of the Board and the public call for an emergency meeting or special meeting of the Board; provided, however, special meetings must be called and noticed at least 24 hours prior to the holding of the special meeting. All meetings of the Board will be called, noticed, and held in accordance with the rules of the Board, ORS Chapter 341, and Oregon's Public Meetings Law. The Board will use reasonable efforts to hold at least one meeting on each campus annually and one meeting a year in other communities within the College's district.
2. To foster equitable participation by all Board members and to facilitate efficient and effective meetings, the Board shall generally follow Robert's Rules of Order in the conduct of meetings.
3. At the annual organization meeting, to be held as part of the regular July Board meeting, the Board shall elect a Chair and a Vice-Chair. The Vice-Chair will serve as Chair-elect, with the expectation, but not the obligation, of becoming Chair. No Vice-Chair is required to subsequently serve as Chair, and the Board has no obligation to elect a former Vice-Chair as Chair. The Vice-Chair shall fulfill the duties of the Chair in the absence of the Chair.
4. When a vacancy as specified under ORS 341.335(1)(a)-(d) occurs on the Board, the remaining Board members shall cause the College to publicly advertise the vacancy and seek applications from members of the public who reside within the zone represented by the vacancy. The Board shall prescribe the format in which applications to fill the vacancy

are to be submitted. Time permitting, the Board may choose to convene a subcommittee of Board members to screen applications, and/or interview applicants, and make a recommendation to the Board. At a regular or special meeting, the Board shall then fill the vacancy with a qualified individual. The member so selected shall serve until the next Board election at which time the current Board member (or a successor) shall be formally elected to fill the remainder of the unexpired term, if applicable.

5. During the budget review process, the Board will convene the District Budget Committee, in accordance with ORS Chapter 294.
6. The Board Chair, in consultation with the Vice-Chair and with input from Board members and the President, will set the Board's meeting agendas. The Chair will seek to base agendas upon then-current issues for the College as well as upon the goals and issues agreed upon by the full Board at a retreat.
7. To the extent permitted by Oregon law and College technology, Board members may participate in meetings via telephonic conference call or other electronic means of conferring and be considered present, provided all members of the Board and the public attending the meeting can reasonably hear the voice of the Board member, and the Board member can reasonably hear the voices of the other members of the Board and the public attending the meeting. In accordance with applicable law, the College will provide electronic access or other means for the public to attend meetings of the Board.
8. ~~The Board places a will give high priority onto participation by members of the public and of the College community, and will provide opportunities for public comment in a fair, orderly, and efficient manner. The Board will provide a reserves the right to establish time limits for public comment period at the beginning of regular meetings and, when feasible, an additional opportunity at the end of the meeting. Public comment periods will generally be limited to 20 minutes, with three-minute time limits for individual speakers. Individuals are required to sign up in advance or at the meeting. The Board reserves the right to establish procedures take partial testimony, to limit debate, or to take whatever actions are necessary to ensureoffer a fair hearing, maintain order and civility, comply with facility capacity and safety requirements, and to an individual within the time necessary to complete the published agenda. This includes the ability to limit testimony that is repetitive, irrelevant, or disruptive. The Board may choose not to respond to comments during the meeting, refer items to staff, or defer response to a later time.~~

Commented [KM1]: Deleting this section and replacing it with GP 10.

Commented [KM1]: Revision added from May 12, 2026 Policy Review Committee meeting.

Commented [KM2]: Revision added from May 12, 2026 Policy Review Committee meeting.

Commented [KM3]: Revision added from May 12, 2026 Policy Review Committee meeting.

~~9.~~8. The naming of any campus, building, or significant spaces within Central Oregon Community College shall be at the discretion of the Board of Directors.

A. The Board may choose to name a building after a major geographical feature, facility function or after persons involved with the College or state of Oregon. The Board may use a naming committee to recommend names for particular campuses, buildings or significant spaces.

B. The Board may choose to name smaller areas of the College, such as rooms or spaces, after persons living or deceased, or organizations which have given a major service or made major contributions to the College, College Foundation, or College ~~districtdistrict~~.

C. The Board will consult with, and consider requests from, the President and the executive director of the COCC Foundation in exercising naming opportunities.

D. The Board may, as it deems appropriate, change the name of any campus, building, room, space, or area of the College.

~~D.~~E. This policy shall not apply to directional, numeric or alphabetical designations designed to assist with wayfinding. Such designations shall be within the discretion of the president or their designee(s).

~~10.~~9. When the Board finds it to be in the best interest of the College, the Board may disregard any of its policies and take action contrary to such policy(ies). Such action will first require a resolution approving a deviation from policy or the clear consensus of a majority of the Board.

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Commented [KM5]: Revision added from May 12, 2026 Policy Review Committee meeting.

GP 8: BOARD MEMBERS' CODE OF CONDUCT
Approved: June 9, 1993; Most recently reviewed/revised: September 11, 2024

Given the role that a Board member plays, and the fact that they are often seen as the "face" of the institution, the Board expects at all times that its members will exhibit ethical and professional conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior at all times.

1. Board members must represent unconflicted loyalty to the interests of the College ~~stakeholders and constituents~~. This accountability supersedes any conflicting loyalty such as that to advocacy of interest groups and membership on other Boards or staffs. This accountability supersedes the personal interest of any Board member acting as an individual consumer of the organization's services.

2. Board members must avoid any conflict of interest with respect to their fiduciary responsibility.
    A. There must be no self-dealing or any conduct of private business or personal services between any Board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to information.
    B. Board members must not use their positions to obtain employment in the organization for themselves, family members or close associates.
    C. Should a Board member be considered for employment, they~~s/he~~ must temporarily withdraw from Board deliberation, voting and access to applicable Board information.
3. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.
    A. Board members' interaction with the President or with staff must recognize the lack of authority in any individual Board member or group of Board members except as noted above.
    B. Board members' interaction with the public, press or other entities must recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board.
    C. Board members will refrain from making any public remarks or disparaging comments about the President or staff that could damage the College's reputation.

4. Board members will treat one another with courtesy, respect, and professionalism, in and outside of meetings.

A. Board members will work with one another in a spirit of cooperation and good faith, and will engage in debate on issues without personal attacks.
B. Board members will not engage in conduct toward fellow Board members that is harassing, intimidating, or demeaning.
C. Once the Board has acted, members will accurately represent the Board's decision to the public and will not present their individual views as those of the Board.
D. A Board member with a concern about a colleague's conduct is encouraged to raise it first directly and privately with that member. If unresolved, the concern may be raised with the Board Chair (or Vice Chair if it involves the Chair), who may address it informally as described in Item 5. Any formal action is reserved to the full Board under Item 5.

5. Consistent with GP 2.2, the Board is responsible for enforcing this Code of Conduct on itself. The Board Chair (or Vice Chair, if the concern involves the Chair) may address a concern informally, through measures that include, but are not limited to, a private conversation or an informal reprimand. Formal action by the Board, including censure or removal from a committee assignment or Board office, requires written notice to the member, an opportunity to respond, and majority approval at a public meeting. Censure is a formal expression of the Board's disapproval and does not remove a member from office or limit a member's lawful rights and duties. All proceedings will comply with Oregon public meetings and public records law. Nothing in this policy shall be interpreted to restrict speech or association protected by the First Amendment or Article I, Section 8 of the Oregon Constitution.

Commented [EM1]: Not sure we need a "but are not limited to" here? Are there any other formal measures that could be taken?

~~4.~~ 6. Board members will be reimbursed for all Board/College-related travel; however, the College does not pay meals, lodging or other costs for family member(s) who may accompany the Board member unless circumstances are pre-approved by the Board Chair.

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