

**C OCC Board of Directors
New Board Member Orientation Committee
Meeting Agenda
April 14, 2025
4:00 - 5:00 p.m.
Remotely via Zoom**

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

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

- 1. Call to Order and Review of the Agenda – Erica Skatvold**
- 2. Approve Meeting Minutes from July 9 and 30 – Erica Skatvold – Items 2a.1-3 and 2b.1**
- 3. Committee Framework and Timeline – Erica Skatvold – Items 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
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

**C OCC Board of Directors
New Board Member Orientation Committee
Meeting Minutes
July 30, 2024
9:00 - 10:00 a.m.
Remotely via Zoom**

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

C OCC Staff: Laurie Chesley (President), Kyle Matthews (Executive Assistant to the President)

- 1. Call to Order and Review of the Agenda – Erica Skatvold**
 - a. Meeting called to order at 9:05 a.m.
- 2. Approve Meeting Minutes from June 18 and July 9 – Erica Skatvold – Items 2a.1-2b.3**
 - a. The Committee chose not to approve the minutes in Porter’s absence.
- 3. Committee Framework and Timeline – Laurie Chesley – Item 3a.1-5**
- 4. Recommendations for the Board – Erica Skatvold**
 - a. Skatvold suggested the Committee’s proposals were ready to be presented to the Board for feedback, but they could also be emailed to Porter first.
 - i. Foote Morgan concurred that the proposals were ready for feedback from the Board.
 - ii. Chesley said it would be added to the agenda for the Board’s regular meeting in September.
- 5. Next Meeting: To be determined**
- 6. Adjourn – Erica Skatvold**
 - a. Meeting adjourned at 9:15 a.m.

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
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- 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
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- New Board members have lunch meeting with President, VPFO and Peter McCaffrey at WSPI offices for overview of partnership
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- 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