SOUTHWESTERN OREGON COMMUNITY COLLEGE  
Board of Education  
Retreat Meeting Minutes  
September 5, 2014

ATTENDANCE

Board of Education (quorum present)
Marcia Jensen (Chair)
Harry Abel
Susan Anderson
Tim Bishop
David Bridgham
Judy May-Lopez
Ken Messerle

Deb Nicholls (Recording Secretary)

Staff
Patty Scott (President)
Jan Baxter
Tim Dailey
Kathy Dixon
Elise Hamner

Linda Kridelbaugh
Rocky Lavoie
Janet Pretti

Guest
Vicki Willis

CALL TO ORDER

Board of Education Chair Marcia Jensen called the meeting to order at 1:05 p.m. Members of the Board met in Empire Hall, Lakeview E. Due and proper public meeting notice was provided.

INTRODUCTIONS

Facilitator Vicki Willis was introduced and she provided an overview of the Retreat outcomes.

- Clarify roles and responsibilities
- Develop a set of guiding principles
- Evaluate goals and set new ones
- Assess current plan for monitoring goal progress
- Strengthen working relationships

ICE BREAKER

Copies of a document titled “Conversations” were distributed at the meeting that focused on the power of listening generously. A group exercise followed.

ROLES AND RESPONSIBILITIES

Copies of Board Policies # 2011 (Board Powers and Duties) and 2060 (Board Members’ Standards of Conduct) were distributed at the meeting.

It was noted that the 1000 and a portion of the 2000 sections of Board policies were scheduled for review in 2014/15.

Group items discussed:

- Expectations of myself and others as board members (Board Members)
- Expectations of board chair and vice chair (Leadership)
- Expectations of president and executive staff
  - Board’s expectations of president and executive staff
  - Administration’s expectations (what they believe that the board expects of them)

IDEAS FOR GUIDING PRINCIPLES

In preparation for finalizing a set of guiding principles, board members offered suggestions.

EVALUATION OF 2013-14 GOALS

Copies of the Board’s 13-14 self-evaluation materials were distributed at the meeting. Discussion occurred. It was noted that the overall score had improved over the previous year’s.
Copies of the 13-14 Board Goals and progress were distributed and the following observations made:

- #1 – Achieved – the Board will revisit to determine if they continue with the meeting structure
- #2 – In-Process
- #3 - In-Process - but on schedule
- #4 – In-Process – ongoing, but could change from year to year
- #5 – In-Process – ongoing (Timm Slater and possibly Tim Bishop to team up)
- #6 – In-Process – ongoing review

Chair Jensen suggested modifications to next year’s Board’s self-evaluation, adding a section on Board Goals/Progress.

It was noted that “In-Process” items may actually be objectives – not goals and that maybe they should be accepted as Board objectives and then specific goals that can be accomplished during the year could be adopted.

President Patty Scott distributed copies of her 2014-15 tentative goals for review and discussion. She added that the next capital construction ask would be in 2017 and that the College’s project would be determined at a later date.

Possible work session/presentation ideas for Board development:
- Achieving the Dream
- Grants/scholarships
- Bargaining process (union agreements)
- Facilities tour and assessment
- HECC, OEIB, CCWD, SBE, SBHE
- Third Floor remodel (tour)

Copies of the Board’s previously adopted (09/16/13) 2014-15 Board Goals were distributed at the meeting and discussion occurred. Work will continue at tomorrow’s session.

The Board recessed for the evening at 4:50 p.m.

**SOUTHWESTERN OREGON COMMUNITY COLLEGE**

**Board of Education**

**Retreat Meeting Minutes**

**September 6, 2014**

**ATTENDANCE**

<table>
<thead>
<tr>
<th>Board of Education (quorum present)</th>
<th>Absent: Tim Bishop</th>
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<tr>
<td>Marcia Jensen (Chair)</td>
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**CALL TO ORDER/RECONVENE**

The Board reconvened the Retreat session and Board Chair Marcia Jensen called the meeting to order at 8:35 a.m. Members of the Board met in Empire Hall, Lakeview E. Due and proper public meeting notice was provided.

**FINALIZING GUIDING PRINCIPLES**

Copies of the ‘draft’ guiding principles developed during yesterday’s Retreat session were distributed and slight modifications were made.
GUIDING PRINCIPLES
We agree to hold ourselves accountable to the following guiding principles:

• We will…
  ➢ Regularly prepare for and attend board meetings
  ➢ Respectfully listen to all points of view
  ➢ Advocate for community colleges at all levels (local, state and federal)
  ➢ Participate actively in board development opportunities
  ➢ Handle disagreements openly and directly with those involved
  ➢ Keep all board members informed about issues under discussion

BOARD GOALS FOR 2014-15
Copies of the Board’s previously adopted 2014-15 Board goals were distributed at the meeting. Discussion occurred and modifications were made.

PROPOSED BOARD GOALS - revised 2014-15

<table>
<thead>
<tr>
<th>1. Evaluate current status of deferred maintenance by completing a facilities tour and updating the status of existing buildings by December 1.</th>
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<tr>
<td>2. So that we can respond effectively, become knowledgeable about key issues including…</td>
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<tr>
<td>➢ OEIB, HECC, CCWD, Boards of Education and Higher Education, and their relationships and impact</td>
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<td>➢ Cash flow in district and how it relates to state funding</td>
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<td>➢ Achieving the Dream</td>
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<td>➢ Vision for Community Enhancement Plan funding</td>
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<td>3. Use the opportunity of the Curry County meeting to connect to the community there.</td>
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<td>4. Manage the transition to new leadership of the legislative teleforums and be a visible presence at the forums.</td>
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<td>5. Support the development of a plan for a matching funds campaign.</td>
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<td>6. Review and revise board policy sections 1000 to 5000.</td>
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<td>7. Work with Foundation Board to implement the college vision and goals.</td>
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PLAN FOR MONITORING GOALS
Quarterly – Topic will be placed on Board agendas to allow for review and discussion.

NEXT STEPS
Throughout the Retreat the following Next Steps were developed:

• Review and rethink board policies
  o Powers and duties (# 2011)
  o Separate standards of conduct from conflict of interest (# 2060)
  o Clarify where # 4 and # 9 belong (# 2060)

• Appoint a subcommittee to assess needs for knowledge and information among board members and how that should be delivered.

ADJOURNMENT
The Board adjourned the retreat session at 10:00 a.m.

Respectfully submitted,

Marcia Jensen, Board Chair
Patty Scott, Clerk
Deb Nicholls, Recording Secretary