

**MINUTES OF THE AUGUST 2, 2007
CLATSOP COMMUNITY COLLEGE
BOARD OF DIRECTORS RETREAT**

The Board of Directors met for a retreat on Thursday, August 2, 2007, at Marilyn Lane's residence, Gearhart, Oregon.

Board members present: Rosemary Baker-Monaghan, Marilyn Lane, Frank Satterwhite, Dirk Rohne, and Paul Gillum. Board members absent: Larry Sparks, Karen Mellin. Others Present: President Greg Hamann.

The retreat began at approximately 8:30 a.m. The following topics were discussed:

- Book Discussion
The Board and President discussed the book "Handbook on CEO-Board Relations and Responsibilities" and agreed that it was a helpful guide to us in further developing our respective roles in providing leadership to Clatsop Community College
- Open Forum for Discussion of Board-identified Issues
 - Board meeting/work-session schedule
 - Combining work-sessions and business meetings into a single, monthly meeting
 - Having the Board share a meal together as part of the monthly meeting

The Board decided to continue to have monthly Regular Board Meetings according to the adopted Regular Meeting Calendar for 2007-08 and leave the format "as is," with the following notes:

- ✓ *We will continue to provide opportunity for Public Comment as we have in the past. For items on the agenda, the public will be given opportunity to provide comment after the Board has completed its discussion and immediately before the Board votes on the matter (if an Action item). For items not on the agenda, opportunity for Public Comment will be provided at the beginning of the meeting, immediately after Introduction of Guests.*
- ✓ *For 2007-08 we will NOT have regularly scheduled work sessions. Instead, the proposed sub-committees will stand in place of these.*
- ✓ *We will incorporate a shared meal in our Regular Board Meetings on a quarterly basis, and NOT to coincide with meetings scheduled for locations other than the College's Jerome Avenue campus. (Suggestion: Oct, Jan, April, July, starting with Oct 2007. Dinner meeting would start at 6 PM with the Regular Board Meeting beginning at 7 PM)*
 - Developing "questions that matter" for Board-Community dialogue in this year's Community Conversations

The President proposed and the Board agreed to focus this year's "Board-Community" dialogues schedule for Nov, Feb, May, and July ('09) on the college's Institutional Student Learning Outcomes (ISLOs) – Developing

definitions and strategies for their attainment. President and staff will work to develop “questions that matter” and strategies for effective involvement by and interaction with community.

- Using outside personnel/firms to conduct Board / President Evaluations

The Board agreed that, at this time, it did not seem necessary to employ (or incur the cost of) an outside firm for the administration of Board self-evaluations. The Board may revisit this as more definitive processes are developed for both Board and President evaluations in the future.

- Other....

PAC/Theatre Discussions

The Board encouraged the President to continue discussion with Astoria theatre groups about the possibility of partnering around the PAC as a “home stage” and the college’s role in providing instruction for local performing arts.

SBDC/Economic Development

The Board encouraged the President to continue conversations with TBCC and area economic development groups toward the development of a regional SBDC program that focuses of job creation and regional economic development.

Forerunner Repairs

The Board asked the President to begin timely repairs for the Forerunner so that it can be ready for the start of the Fall term. The President will submit a request for approval (should the expense be great enough to require Board approval) at the September Board meeting.

- Strategic Plan for FY08
 - Review, identify priorities, and establish Board and CEO responsibilities for attainment

The Board and President reviewed the Strategic Plan for FY 08 and established the following priorities / areas for focused attention:

For Board:

- ✓ *Actively participate in Board-Community Conversations re: ISLOs*
- ✓ *Help support the “Portals” project work (Marilyn agreed to serve as part of the college’s Portals Committee)*
- ✓ *In order to gain greater visibility in the community and especially with future (and potential) students, the Board would like to be present at and help with giving out at scholarship awards at area high school ceremonies where awards are handed out.*

For President:

- ✓ *Continue to develop Educational Partnerships that create greater educational opportunities for Clatsop County students*
- ✓ *Continue to work on enhancing/improving campus morale*
 1. *Refine Campus Climate Survey to better equip us in understanding and addressing issues that affect job satisfaction*

- Board Goals
 - FY07 Goals Attainment and Self Evaluation
 - FY08 Goals Establishment

The Board completed a self-evaluation for FY07 and developed goals for FY08. Board Chair Rosemary Baker-Monaghan will write up a summary of this self-evaluation and goals for review and formal adoption at September Board meeting.
- President's Goals for FY08

The President submitted and the Board reviewed and agreed to his proposed goals for FY08. The President submit these goals to the Board at their September Board meeting for formal adoption.
- Setting Direction for the Year
 - Review Board Chair/President coordination/communication function for 2007-08

The Board agreed to continue with current "model" for Board Chair/President coordination and communication.
 - Adoption of "After Retreat" Sub-Committees

The Board agreed to establish the sub-committees as suggested by the President. The President will include this recommendation in the September Board meeting for formal adoption and assignment of Board members. Tentative/proposed Board member sub-committee assignments:

 - ✓ *Jerome Campus Redevelopment Project Sub-Committee*
 - 1. *Frank, Karen, Rosemary*
 - ✓ *Enrollment Sub-Committee*
 - 1. *Marilyn + 1 or 2*
 - ✓ *Board Policy/Governance Sub-Committee*
 - 1. *Rosemary + 1 or 2*

There being no further business, the retreat adjourned at approximately 4:30 p.m.

Rosemary Baker-Monaghan, Chair

Greg Hamann, President and Acting
Recording Secretary