

**MINUTES OF:
LINN-BENTON COMMUNITY COLLEGE
THE BOARD OF EDUCATION RETREAT
ON AUGUST 22, 2014**

Board of Education members present:

R. Keith Frome, Shelly Garrett, Ron Mason, Jim Merryman, Lyn Riverstone, Dick Running, Barry Broadbent

Also in attendance: Greg Hamann, Vickie Staffelbach

Presenter: David Styers with BoardSource

Meeting was called to order at 8:08 am

Chair Frome started the meeting by stating that he wanted to accomplish the setting of Board goals, President's goals and committee assignments by the end of the meeting.

Mr. Styers began his presentation by asking the Board members what important to them as Board members. There was a common theme of education and community.

Mr. Styers explained a model for Board Governance. The model he used grouped the roles and responsibilities of a nonprofit board into three modes.

- Strategy: Determine mission and ensure effective planning.
- Fiduciary Oversight: Protect assets, support and evaluate the President, monitor and strengthen programs and services and ensure legal and ethical integrity.
- Resource Development: Ensure adequate financial resources, select the President, enhance the organizations public standing and build a competent Board.

The Board reviewed the BoardSource self-assessment reports. Overall the ratings were good. There was discussion about how there were many "no responses". It was believed that some of the scoring was due to the fact that some of the people completing the surveys were not familiar with current Board Policies. David also suggested a more intensive orientation for new Board members. There was also concern that respondents were not given any standards to use when completing the survey.

Based upon the assessment it was suggested that the Board create:

- 1) A whistleblower policy. (Note: LBCC Already has such a policy)
- 2) A signed conflict of interest and annual disclosure statement (completed by Board and Senior Staff).

3) Written charter and job descriptions for the Board members.

There was a discussion of Board members making financial contributions to the college. The Board decided to review existing policies and add language to this effect.

The Board was encouraged to think and work using the three different modes. And to develop a new covenant between the Board and Senior Management.

- Less micromanagement and more macro-governance – “staying out of the weeds”.
- Partial control of complete perspectives versus total control of partial perspectives – being in sync.

There was a discussion regarding the format of future Board Meeting Agendas. Thoughts included several possible changes:

- Having written reports rather than visitors reporting orally.
- Use one or two regular Board meetings to review and make changes of Board Policies
- Greg could report college progress in three or four regular Board meetings
- Add mission, goals, values and strategies on each Agenda
- Display mission, goals, values and strategies on a poster for each meeting (in addition to what is already on the back of business cards and the laminated card each member has)
- A suggestion of having an Ad Hoc committee for strategy development
- Use the new three-mode model to organize each regular Board meeting
- Move more things to the consent agenda – to free up time for Generative thinking

Taking from the book: *Governance as Leadership*, Mr. Styers presented three modes to use in developing a constructive partnership and thought process.

- I. Fiduciary Mode: Compliance and stewardship, move from “Oversight” to “Inquiry”. Looking at quantitative issues.
- II. Strategic Mode: Review and modify plans, monitor performance, scan environments. Move from “Planning” to “Thinking”. How does this “impact” the College.
- III. Generative Mode: Perceive and frame “better” problems and opportunities. A culture of Inquiry. What is the big picture, what is the key?

December or January Retreat the Board might want to set additional year’s goals.

Keith handed out the Board Committee Assignments. Group discussed assignments and added an Ad Hoc Committee to the list.

Meeting adjourned at 3:45 pm

Board Goals for 2013-2014

1. Board Effectiveness – Meetings

Action (WHAT)	Responsible Person (WHO)	Timeline (WHEN)
Put time on Annual Calendar/Schedule for focused discussion on strategy planning	Executive Committee	By September 18th
6-month mini-retreat in January	Keith	In January
Move financials to consent agenda	Executive Committee	September 8th
Keep reminding members to stay at macro level (no weeds)	Keith and other members	ongoing
Ask faculty/classified/student groups to only submit written reports for board meetings	Board explains to groups	At next meeting – September 18th
Organize agenda by modes	Executive Committee	September 18 th
Information – is what you need being received from staff?	Board speaks directly to Greg	ongoing
More informational sessions/presentations at Board meetings	Executive Committee	Quarterly
Separate Foundation information (Dick) from the operational information Dale gives on his other areas of responsibility	Dick and Dale	By October meeting
Create categories on training reports – have attendees of conferences give reports	Keith	By next meeting OCCA- in September ACCT – in November

2. Bond Goals

Action (WHAT)	Responsible Person (WHO)	Timeline (WHEN)
Letter of support to appear in newspaper and on bond measure	Dick	done
Bond as prominent report at all upcoming Board meetings (opportunity for Board to discuss)	Executive Committee and Dick	Until November election
Educate all Board on what to do and what is done	Board – Executive Committee	All meetings
Attend Bond presentations	All Board	By November
Send list and post locations of upcoming Bond meetings	Shelly	Until November
Let Board know where/when someone is speaking	All Board	Until November
Phone calls, signs, talk to your jurisdictions	All Board	Until November
Solicit donations for the PAC	All Board	Until November
Receive letter to send out	Shelly	Until November
All Board mass mailing list	Shelly	Until November
Contact Press to attend meetings	Admin (Greg and Dale)	Until November
Messaging for post-election	Admin	Post November Election
Analyze election results	Board and Admin	After Election
Have PAC leader come to Board meetings, write letters and speak	All Board	Until November

3. Mission Strategy Plan

Action (WHAT)	Responsible Person (WHO)	Timeline (WHEN)
Use December Board meeting to talk about this goal (as a work session)	Executive Committee	December
Create Ad Hoc committee (task force)	Jim? , Keith and Greg	Fall
Discussion of current goals, mission and strategy for mid-course corrections	Board & Admin	Work session in December (use both AACC reports for planning)
Use AACC reports for education	Board	ongoing
Every policy should have a purpose statement and delete unnecessary policies	Board	Ongoing
Agenda – add mission statement, values, and goals	Executive Committee – Vickie	Ongoing
Discuss Facilities and Technologies master plans	Admin, Committee, Project Manager, Dave and Keith	Fall
Discuss future need in master plan	Board and Admin	December