

Attachment F.b
April 10, 2023
To: Board of Education
From: President Ryslinge
Re: Reports and Communications to the Board

Dear Board,

Monthly Board Meetings are the primary opportunity for communication between the President and Board, and between Board members. It is useful to periodically review and gain consensus on what types of informational updates the Board wishes to receive. This memo provides the opportunity to establish Board priorities for report types, modality, duration, and frequency. I've outlined below our current approach and offer **some modifications or clarifications going forward**. I also welcome your suggestions on any changes in approach. I look forward to your feedback during the April 19 Board meeting.

Communication opportunities within Board meetings include:

- Presidents Report (typically 10 to 15 minutes)
 - Recent events at OCCC impacting students and employees.
 - Community engagement
 - SBDC & Community Education
 - Media Report
 - Employee Recognitions
 - **Other?**
- College Reports: See below.
- Board Reports
 - **Foundation: any changes? quarterly, or a role for the Foundation Director to report?**
 - **OCCA: move to quarterly to correspond with OCCA meetings?**
 - **Other Board Reports, retain?**
- Information and Discussion Items: varies with BOE focus.
- Standing Informational Updates
 - Upcoming Events
 - Contracts & Purchases \$25,000 to \$100,000
 - College Staff Changes (new hires or movement of college employees)
 - Future Board Discussion
- Annual Retreat
- Joint Boards Meeting with LCSD

College Reports

Reports to the BOE from College Staff typically fall into one of three categories: compliance requirement, best practice, or Board preference. Some reports work best at certain times of year, and some are more flexible. Reports must be balanced with other workload of the Board, such as budget review and adoption.

- It is useful for the Board to provide a) the approximate target time per typical meeting spent receiving reports, and b) an expectation for the duration of a “typical college report” such as “15 minutes including time for questions.”
- Are there topics to remove or add to this list?

Compliance Reports	Best Practice Reports	Board Request Reports
<ol style="list-style-type: none"> 1. Title IX, ADA, Drug & Alcohol 2. Deferred Maintenance Risk/Clery/Cyber 3. Data/Dashboard & NWCCU Annual Update 4. Audit Report 	<ol style="list-style-type: none"> 1. Eq & Inc annual report 2. CSP (Strategic Plan) annual report 3. ASG, Financial Aid, Special admissions 4. Fiscal Reports: 4X year 5. College Workforce Snapshot 6. Introduction of new key personnel 	<ol style="list-style-type: none"> 1. SBDC 2. Engagement & Marketing & Com Ed 3. Academic Programs (even odd years?) <ul style="list-style-type: none"> • Allied Health • AQS, Maritime (welding) • Education, Business/CS, Transfer • Ac Affairs Services: Adult Basic Skills, Library, Corrections 4. LCSD Programs, now @ Joint Board
Reported as info on Agenda	Reported as info on Agenda	Reported as info on Agenda
Contracts over \$25k, below \$100k	Upcoming Events Staff Changes	Future BOE Discussion

BOE Workload Considerations

- Public Comment
- Tuition & Fees
- Board Policy Review
- Pres Evaluation
- BOE self-evaluation
- OCCA annual visit
- Organizing meeting: Code of Ethics, New Board member training, Swearing in new Board members
- Budget meetings
- Joint Boards with LCSD
- Executive sessions