

**MINUTES OF THE OCTOBER 9, 2018  
CLATSOP COMMUNITY COLLEGE  
BOARD OF DIRECTORS  
BOARD WORKSHOP**

At President Breitmeyer's request, Valerie Martinez of the Northwest Commission on Colleges and Universities (NWCCU) joined the meeting by phone at 5:30 p.m. to discuss the Board's role in the accreditation process. She and the Board discussed tasks that have been completed to date with respect to updating Board policies and that a process has been established for regularly reviewing existing Board policies as well as vetting any new policies requiring Board approval.

It was recommended that a calendar be created to determine when all policies will be reviewed and brought before the Board. Ms. Martinez stated that the NWCCU will want to understand how policy review and adoption is being approached and how the Board Policy Committee was selected. Earmarking actions taken by the Board (as documented in the Board meeting minutes) now for inclusion in the self-study report will save time in the long run. Including a "crosswalk" of the old policies and the new will also serve as evidence of how the Board is systematically approaching this review.

The narrative should provide examples that show the policy review is being taken very seriously, such as how the policies are being thoroughly vetted throughout the institution. This would serve to address Standard 2 where it is expected, for example, that all matters affecting faculty would have faculty's input. Ms. Martinez stated that it is also incumbent on the governing Board to work with the President to obtain appropriate updates on how the accreditation process as a whole is being fulfilled.

With respect to the financial relationship with auxiliary enterprises, Ms. Martinez requested that Deputy Clerk Zahn check what progress has been made since 2014 and address that in the self-study report. Specifically, "with the emphasis and attention that has been put on this, XYZ has been the outcome." This request is in harmony with the evaluation committee's recommendation that CCC take action to define the financial relationship between its general operations and its auxiliary enterprises (Standard 2.F.6).

Returning to the policies, Ms. Martinez suggested that a chronological summary be included in the narrative, along with evidence supporting that summary, referencing how the Board had been reviewing policies on a regular basis, how the reviews were put on "pause" when OCCA released its policy and procedure templates, how the Board Policy Committee met with OCCA to discuss the process of merging those templates with CCC's current policies, and so on.

In conclusion, Ms. Martinez stated that the U.S. Department of Education's scrutiny has gone to a very granular level in terms of several metrics, particularly graduation rates, financial aid cohort default rates, and retention rates. She stated that she had emailed some information in this regard to Naomi Garbutt for distribution to the Board.

The Workshop ended with discussion regarding the calendar discussed above. Chair Burke stated that it will need to be a relatively aggressive calendar to show CCC's progress on the review and revision of its policies.

The Workshop was adjourned at 6:00 p.m.

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Chris Breitmeyer, President

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Karen Burke, Chair

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Naomi Garbutt, Recording Secretary