Clatsop Community College
1651 Lexington Avenue * Astoria, Oregon 97103 * *www.clatsopcc.edu*

MINUTES OF THE JANUARY 10, 2023
BOARD OF EDUCATION
Regular Board Meeting

BOARD MEMBERS PRESENT: **Rosemary Baker-Monaghan, Karen Burke, Tim Lyman, Sara Meyer, Jody Stahancyk, Trudy Van Dusen Citovic, Nicole Williams**

OTHERS PRESENT: Desiree Noah, Camille Leavitt, Jessica Yurosko, Heather Douglas, Teena Toyas, Helen Keefe, Peter Williams, Kevin Leahy, Julie Kovatch, Grace Fadele, Pat Keefe, Angee Hunt, Margaret Frimoth, President Chris Breitmeyer and Recording Secretary Felicity Green

I) **The meeting was called to order at 6:30 pm.**

A. Board Roll Call

Roll was called.

B. Adoption of Agenda

The Chair asked to add the status of the President's Evaluation to the Agenda under 6D.

Sara Meyer **moved to adopt the agenda as amended**. Karen Burke seconded. **<u>The motion carried unanimously.</u>**

II) **PUBLIC FORUM**

A. **Introduction of Guests** Guests introduced themselves.

B. **Public Comment** There was no public comment.

III) **APPROVAL OF MINUTES**

A. December 13, 2022

Karen Burke **moved to approve the December 13, 2022 Minutes as presented**. Sara Meyer seconded. Rosemary Baker-Monaghan, Karen Burke, Tim Lyman, Sara Meyer and Trudy Van Dusen Citovic voted Aye. Jody Stahancyk and Nicole Williams abstained as they were not present at that meeting. **<u>The motion carried</u>**.

IV) **FACULTY PRESENTATION**: ***Teena Toyas and Helen Keefe on Patriot Hall***

Patriot Hall, an energy conserving smart building, is very popular with the College and the community. There were over 38,000 visits in 2021/22. It promotes community fitness with programs including open gym basketball, volleyball and pickleball and supports the greater community by hosting basketball games, tournaments and events. It brings in students as every tour of the Lexington campus includes a Patriot Hall visit. Upcoming Patriot Hall events include next weekend's Town Halls with Senator Jeff Merkley and Congresswoman Suzanne

Bonamici and the Chinook Nation Gathering on January 21. Patriot Hall also hosts many College events including Commencement, the Nursing Pinning Ceremony and more.

Patriot Hall is open 82 hours a week and is always staffed by a Patriot Hall monitor, most of whom are work-study students. Currently, there are 16 Patriot Hall monitors, 11 of whom are work study students. They introduced many current and former Patriot Hall monitors via their PowerPoint presentation.

There were questions about the rental rates for Patriot Hall and the rental reservation process. There is tremendous interest in rentals but they are difficult to schedule as the College community of faculty, students and staff must take priority. The rate to rent just the Gym floor with no other access is $875; the whole building would run around $3500 depending on access, staffing and other variables. There are additional costs for staffing. Nonprofits and other community partners receive discounted rates. There is a rental tab on the Patriot Hall portion of the website with information on how to contact Helen Keefe for specific rental information.

V) **CONSENT AGENDA:** None

VI) **REPORTS / DISCUSSION ITEMS**

A. Report of the ASG Representative

Camille Leavitt, ASG President, reported that ASG has been busy. The annual holiday giving tree was a big success; they sponsored 60 kids in conjunction with the Harbor and HeadStart. At least 50 students participated in the holiday ornament decorating contest.

She is going to Portland State this Friday with the President for the Suzanne Bonamici roundtable discussion on college hunger. ASG VP Adam Smith will be attending the Jeff Merkley townhall meeting in Patriot Hall on Saturday. ASG will also be attending the Chinook Gathering and are planning to host a welcome back donuts and hot chocolate drop in on Monday and Tuesday, January 24 and 25. They have also been tapped to give tours to the prospective Dean of Student Success candidates on their campus visits and have formed a policies and procedures committee.

B. Report of the Deputy Clerk

The President gave the report. Financial highlights include tuition and fee revenue going up about 6%. State appropriations are on schedule with what the College had anticipated as are property taxes.

C. Report of the Board Chair

Rosemary Baker-Monaghan is planning to attend the Chinook Gathering. She pointed out that in the room next door the Clatsop County Cultural Coalition was giving out grants in heritage, culture and performing arts. She will be attending the COLPAC meeting on Thursday morning and the NW Committee on Transportation in the afternoon.

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She spoke about discussing safety issues with her 16-year-old niece over the holidays. Her high school has a tiered lockdown system and two levels of alert for serious events. She thinks the College should consider that approach.

- **Budget Committee Update**

There are two vacancies on the Budget Committee. The College is going to send out a press release asking people to apply as well as advertising on the College website and on social media. The President asked Board members to reach out to community members who might be a good fit. Interested people should send a letter of interest and a brief resume to Felicity Green.

D. Report of the Board Representatives

- **OCCA**

The Oregon President's Council will be meeting with legislators in early February.

- **CEDR**

Kevin Leahy gave the CEDR report. There will be two student intern positions at WCT Marine as part of the Enterprise Zone. The Clatsop County Child Care Retention and Expansion Grants Program has an open position for a part time manager; the deadline is January 23. The Job Fair will take place at Patriot Hall on March 15; he is hoping for a lot of campus community engagement. They are hoping to have 75 employers onsite. The CEDR Awards will be on April 6 in Seaside. There are 31 employers registered with Clatsop Works for this summer. He urged Board members to sign up for the Monday 8 am business newsletter.

- **ECE Statewide Meeting**

Trudy Van Dusen Citovic is going to be attending a meeting of the Oregon Campus Early Care Coalition at the end of January. The meeting will include representatives from several colleges looking at creating a collaboration with campus childcare centers and is funded by the Ford Foundation. She will report back in February.

- **Foundation**

Tim Lyman gave the Foundation report. The date for Share the Magic has been changed from April 22 from April 29 so as not to compete with the Crab and Wine Fest. Eleven sponsors have already confirmed for Share the Magic. The committees are going to meet later this month and are looking forward to building on last years' success. Of the Magic Opportunity scholarship recipients, 94% ended term in good standing compared to 80% of those who did not receive those funds.

The next Joint Meeting with the Foundation Board will take place on Tuesday, February 7. The small groups need to meet and develop an action plan before that meeting; he asked Board members to please schedule the meeting with the people in your group.

Jody Stahancyk complimented Angee Hunt and Cliff Fick for getting Foundation news into the Astorian on a regular basis. She and Cliff Fick met with Steve Forester last week to discuss ways the College can be better integrated with the community through the newspaper.

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- **Board Policy Committee**

The Committee did not meet in December; they are scheduled to meet in January. Pat Schulte has created a new monthly staff Policies and Procedures meeting; the participants include all members of the President's Cabinet, College Council and the DEI Council. The purpose of the group is to review policies and procedures before they come to the Board. This streamlines the old process, in which all policies and procedures went to three separate meetings before approval. The group met in November and will meet again on January 30. All policies and procedures must be approved by this group as part of College shared governance. The Board can make changes after approval which then may or may not return to the group.

Policies which may come before the Board in February include institutional effectiveness, prohibition of harassment, Title IX, regulations on bids on contracts, recruitment and hiring and professional development.

- **President's Evaluation Committee**

The procedure set by the President's Evaluation Committee for this year's process was okayed at the last Board meeting. The President will get his goals to the committee by the end of the week. The timetable for the evaluation will be February and March.

- **Board Engagement**

Jody Stahancyk would like to see more events listed on the College website calendar.

E. Report of the President

The contract with Ellucian for the new ERP has been signed. The RFP for a project manager has been sent out. There are two promising candidates for Vice President of Finance and Operations who will be making campus visits soon. Invitations will be sent out to the Board as the dates are finalized. Headcount is down slightly from fall; the trend is that there are fewer students taking more credit hours.

A new program to build stronger staff relationships has been started: Bandit Buddies. These groups of 7 – 8 randomly selected staff and faculty will be getting together for informal meetings starting in January and February.

There was some discussion about College social media. Instagram follower counts are growing every month. The College has paid advertising on both Facebook and Instagram and uses their analytics to measure engagement.

- **Report of the VP Academic and Student Affairs**

Peter Williams thanked Teena Toyas and Helen Keefe for their presentation and said that he very much appreciated their spotlight on students. Winter Inservice was very successful. The statewide Transfer Council is doing good work on common course numbering to make it easier for students to transfer from two-year colleges to four-year colleges. Communication, Math, Stats and Writing are now all aligned across Oregon. There was a good pool of applicants for the Dean of Student Success position; three candidates will be coming to campus on the next three Thursdays for open all campus interviews. The Board will be invited to those events.

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VII) **OLD BUSINESS**

A. Rescind BP 7.035 Social Media as outdated

The OCCA recommendation is to rescind and not replace this policy. Jody Stahancyk **moved to rescind BP 7.035.** Nicole Williams seconded the motion. **The motion carried unanimously.**

VIII) **NEW BUSINESS**

A. New Hires

Tianna Tempe started as a new Academic Success Advisor, effective January 3, 2023

B. Separations

Kevin Staples, effective December 8, 2022

IX) **ANNOUNCEMENTS/COMMUNICATIONS**

A. Next Board Meeting: Tuesday, February 14, 2023
   6:30 pm: Regular Board Meeting
B. Upcoming Events
C. Committee Meetings
   - Board Policy Committee Meeting: Tuesday, January 19, 10:00 am, Zoom
   - February Board Meeting Agenda Prep: Tuesday, January 19, 1:30 pm, Zoom

X) **BOARD FORUM**

Tim Lyman asked that Board members please get in contact with the other people in their joint Foundation Board / Board of Education subcommittee.

Karen Burke thanked Tim Lyman for sending the list of assignments out.

Sara Meyer commented that last year in Budget Committee meetings there was a proposal to move the budget meetings a month ahead; she asked for a status update. The President and Board Chair responded that the College cannot legally hold a formal budget meeting until May but they could have preview/instructional meetings in April as was done last year. There are plans for earlier informational meetings to go over budget policies.

Jody Stahancyk asked what the College's position is on the HECC audit. The President said that not all the information that has been shared by the media is correct. Currently the College does not have an official position; he will share it as soon as there is one.

Nicole Williams congratulated staff on the audit results. She asked if there was an action plan on the IT security issues which were commented on in the audit. The President said that he would have an update on those at the next Board meeting.

Trudy Van Dusen Citovic thanked Helen Keefe and Teena Toyas for their great presentation and for showing the faces of the Patriot Hall students.

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XI) **The meeting was adjourned at 7:49 pm.**

Board / Staff Member	**Action Item**
Trudy Van Dusen Citovic	Will report on OR campus ECE meeting at the next Board meeting.
President Chris Breitmeyer	Will have an update on IT security issues raised by the audit at the next Board meeting.

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Chris Breitmeyer, President

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Rosemary Baker-Monaghan, Chair

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Felicity Green, Recording Secretary

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