

**MINUTES OF THE MARCH 8, 2022
CLATSOP COMMUNITY COLLEGE
BOARD OF DIRECTORS
REGULAR BOARD MEETING**

I. CALL TO ORDER

The meeting was called to order by Chair Rosemary Baker-Monaghan at 6:31 p.m.

Board members present: Rosemary Baker-Monaghan, Karen Burke, Sara Meyer, Tim Lyman, Trudy Van Dusen Citovic, Jody Stahancyk, and Nicole Williams.
Board members absent: None. Others present: Helen Keefe, Pat Keefe, Heather Douglas, Teena Toyas, Angee Hunt, Desiree Noah, Matt Miller, Julie Kovatch, Rinda Johansen, Kenny Schmoker, Jim Alegria, Jerad Sorber, Grace Fadele, Peter Williams, Margaret Frimoth, Lloyd Mueller, Doris Jepson, Kevin Leahy, Fernando Rojas, Tammy Lambert, Felicity Green, Jiang Fei Koch, Eileen Purcell, Laura Evans, President Chris Breitmeyer, and Recording Secretary Pat Schulte.

A. Nicole Williams took the Oath of Office.

B. Adoption of Agenda

Karen Burke **moved to adopt the March 8, 2022 agenda as presented.** Jody Stahancyk seconded. The motion carried unanimously with Tim Lyman absent.

II. PUBLIC FORUM

A. Introduction of Guests

B. Public Comment

There was no public comment.

III. APPROVAL OF MINUTES

Sara Meyer **moved to approve the January 5 Board Work Session and February 8, 2022 Regular Board Meeting Minutes as presented.** Karen Burke seconded. The motion carried unanimously with Tim Lyman absent.

IV. CONSENT AGENDA

A. Policies for Review

- BP 2718 Professionalism and Accountability – 2nd Reading and Adoption

Karen Burke **moved to put the consent agenda in 2nd reading by title only and adopt BP 2718 Professionalism and Accountability.** Jody Stahancyk seconded. The motion carried unanimously.

V. REPORTS/DISCUSSION ITEMS

A. Report of the ASG President

Matt Miller is the new ASG President as of February 23 and will be attending Board of Education meetings going forward. He is excited to work on forging a collaborative relationship between ASG and the Board of Education. ASG held a blanket drive and hygiene drive in the Bandit Burrow. There wasn't a huge turnout, but ASG plans to do it again. Future plans include a drive-in movie and a "Meet Your ASG."

B. Report of the Deputy Clerk

President Breitmeyer is currently serving as the Deputy Clerk and presented the Report of the Deputy Clerk and a summary of the Statements of Revenues and Expenditures FY2021-22 and FY2020-21 by fund source. The Financial Summary also included revenues and expenditures as of February 28, 2022 compared to revenues and expenditures as of February 28, 2021 and to the FY2021-22 Budget. Tuition and fees revenue recorded through February FY2020-21 is \$1.762 million or 53.73% of the adopted budget representing summer, fall, and winter term revenue. Tuition and fee revenue has increased 3.42% compared to February 2021. FY2020-21 actual tuition and fee revenue is \$2.930 million, including the \$513,000 in federal stimulus funding, and represents a 2% decrease from FY2019-20.

State appropriations recorded through February FY2021-22 are \$3.201 million representing three quarterly payments. Property taxes received through February FY2021-22 are \$4.955 million or 100.42% of the adopted budget. The actual FY 2020-21 property taxes received are \$5.132 million and represent 107.02% compared to budget. Other revenue recorded through February FY2021-22 is \$474,000. Timber revenue is budgeted at \$450,000. The FY2021-22 adopted budget beginning fund balance is \$2.2 million, and the actual beginning fund balance estimated at \$2.446 million.

The FY2019-20 actual budgetary basis ending fund balance is \$1.849 million. The FY2018-19 General Fund ending fund balance was \$1.453 million. Total actual General Fund expenditures through February 2022 are \$9.432 million, or 60.16% of budget, compared to \$7.708 million in February FY2020-21 representing a 22.37% increase. Total estimated actual General Fund expenditures in FY2020-21 are \$12.232 million or 86.18% of budget.

State appropriations are on target. Property taxes are up a bit from what was budgeted. Expenditures have increased from the prior year due to budgeted salary increases as well as a return to more normal spending than previously during the pandemic.

C. Report of the Board Chair

The first full week of March is Classified Employee Appreciation Week. Last year, the Board approved a proclamation designating the first week of March as Classified Employee Appreciation Week, so the proclamation does not need to be approved by the Board every year. The Chair read the Classified Employee Appreciation Week proclamation.

On behalf of the Board, the Chair presented a card and gift to Pat Schulte who is retiring at the end of March and thanked her for her service to the College and the Board.

D. Report of the Board Representatives

OCCA

The OCCA Board has not met since the last Board of Education meeting. The President will forward a legislative summary to the Board. OCCA was hoping that funding for cybersecurity for Oregon's community colleges would be approved but it was not. The biggest concern for community colleges right now is cyber security; community colleges want to get funding for cyber security added to the base. Increasingly, small institutions are getting attacked. There is some funding for the OCNE (Oregon Consortium for Nursing Education) schools to recruit a more diverse faculty.

CEDR/SBDC

The CEDR/SBDC report is included in the Board packet. Trudy Van Dusen Citovic highlighted the Job and Career Fair that will be held on May 11 and the CEDR award events that will be held in Patriot Hall on May 26. SBDC is delivering a Strengthening Childcare series in collaboration with the Northwest Childcare Resource and Referral organization. There will be a community livability forum on March 23 at the Liberty Theatre. There is a planning committee meeting tomorrow morning for the citizens of Astoria.

Foundation

Tim Lyman gave the Foundation report. The Foundation Board has not met since the last Board of Education meeting; it meets bimonthly. Scholarships for students are open for application. The closing date is April 30. Nearly \$13,000 in gifts and pledges for Maritime scholarships for CCC students has been raised to meet the Roundhouse Foundation challenge. Planning for *Be Part of the Magic* continues. Tickets are on sale now. Details on how to purchase tickets, become a sponsor, or participate as a community partner are on the website. Over 33 members have joined the 2022 Sponsorship Team. The deadline to guarantee inclusion in the day of event printed materials is April 1. Fort George, Fire Station Yoga, and Astoria Co+op have joined as community partners. March 18 is the deadline to confirm community partnership details for inclusion in the March 26 ad in the Astorian. Mailed invitations and RSVPs are scheduled to be sent the week of March 14-18. Mr. Lyman has asked Angee Hunt to come up with some possible dates for the joint Foundation Board/College Board meeting.

Board Policy Committee

Karen Burke presented the Board Policy Committee report. The Board Policy Committee met last week and discussed using generic titles in the policies and procedures so when CCC specific titles change, the policies and procedures don't have to be changed. A glossary of terms listing the titles would be provided. For example, the Chief Instructional Officer at CCC is the Vice President of Academic Affairs. However, there is some concern with using the word Chief because it may be offensive to Native Americans. The titles are still under discussion and no decisions have been made.

E. Report of the President

The final version of the ERP Replacement Plan is in the board packet. The next step is to issue the RFP. Data conversion for the new ERP implementation will take about five months. Conditional two-year positions will be added at the College to fill the roles of staff who will be working on the implementation of the new ERP. No additional positions were hired to support the implementation of the current ERP. The work with Anthology started during the President's second year at CCC. The additional support positions will be included in the new budget. Funding for the support positions will need to be financed. The new support positions will report to a Project Manager. CCC did not have a Project Manager for the current implementation. The Project Manager will have the authority to make decisions. The President will be the final decision-maker. Until a vendor is selected for a new ERP, the exact amount of time for the conversion can't be known. The timeline could change based on the vendor. The Board requested an online calendar/chart for the ERP implementation. The first planning phase has been completed. The second phase includes issuance of an RFP and selection of a vendor. The third phase is implementation. VIE (Virtual Information Executives) worked with the ERP Work Group on the ERP Replacement Plan.

Preparation for strategic planning is beginning. A first step is a campus-wide climate survey. Sara Meyer, Desiree Noah, and the DEI Committee are working on the questions for the climate survey which is going to be deployed during spring term as a baseline and annually thereafter during fall term to track progress.

The President will begin to include updates on the board liaison work in his report. Jody Stahancyk recommended that Nicole Williams replace her as board liaison to the budget advisory committee. Nicole Williams agreed to take on that role. Trudy Van Dusen Citovic **moved to appoint Nicole Williams as Board Liaison to the Budget Advisory Committee and Jody Stahancyk as Board Liaison for Board Engagement.** Jody Stahancyk seconded. The motion carried unanimously.

The indoor mask mandate will be lifted in Oregon as of March 11. CCC will continue its mask mandate one additional week through March 18, which is the end of finals week, in order to have continuity through winter term. Masks will be optional during spring term. The College will encourage safety and accommodate employees who would like others to wear masks around them. Other requests for accommodations will funnel through HR.

There will still be distance classes. During spring term, there will be 90% to 100% of employees on campus.

Last summer, the College offered one free class to rising juniors and graduated seniors in the high schools. That program will be expanded this summer up to five credits, including books and fees. It will hopefully boost enrollment for summer. For students new to the College, a “College 101” course will be required at no cost to the student.

On March 12, CCC art students will be at Old Town Framing as part of the Astoria Art Walk. The theme is “It’s Raining Cats and Dogs,” and proceeds will be donated to Clatsop County Animal Services. The President, VP of Academic Affairs, and others from the College are helping with the Wine and Crab Festival.

F. Report of the VP Academic Affairs

VP Peter Williams offered to answer any questions about his report which was included in the board packet. There is no faculty presentation this month. The Nursing Department will present in April, Maritime in May, and Auto and Welding in June. Only 56% of area high school seniors moved on to college. The College has signed on for five years of Canvas with no cost or obligation. Canvas is a Learning Management System (LMS) that provides a template for online classes. State funding is paying for Canvas. Brightspace is the LMS that CCC is currently using. Brightspace is not what it could be, and there will be a discussion with faculty about switching to Canvas.

G. Report of the Chief Enrollment Officer

The written report of the Chief Enrollment Officer is in the board packet. Head count numbers will be available first thing in the morning and will be forwarded to the Board. Spring quarter enrollment is down just under 2% from one year ago at this time. Compared to spring 2019, it is down approximately 14%. There are about three more weeks to go before spring term. Students who have not yet enrolled are receiving phone calls. There was an enrollment event in Patriot Hall last week with three dozen students. It takes 15 credits to equal one FTE. Post-secondary remedial is driven by placement – where students get placed when they enter CCC. The least prepared students during the pandemic were the ones who went and got jobs. Post-secondary remedial has been on the decline. The

introduction of the co-requisite math class moved some of those students out of post-secondary remedial. Students in co-requisite math have a 50% chance of taking college level math compared to 15% in post-secondary remedial. Students and colleagues across the state are reporting that higher wages in places like McDonald's are impacting enrollment. CTE enrollment is doing okay with its direct connection to higher wage jobs. Lower Division Transfer is taking a hit. Higher earnings over a lifetime is part of the discussion with students' high school counselors. For the 25-to-30-year-olds, the College is working with agencies and looking at a marketing campaign. The Chief Enrollment Officer is meeting monthly with individuals that are connected across social service agencies. Ben Palenske does outreach to faith-based organizations. That population is harder to reach. Currently, there is no direct reach out to fast food and retail establishments. Walmart has a partnership with Arizona State Online.

The historical data over the last five years shows there has been a steady downward trend that predates the pandemic. However, there is an issue with the dataset. A lot of those students are in non-degree seeking programs. There are updated numbers as of today. Some of the decline has been in the dual enrollment programs. Student registration doesn't come into CCC's system until they have successfully completed the course.

The Board asked that continuing education numbers be shown in a separate chart.

VI. ADDITIONS TO THE AGENDA

Tim Lyman requested additions to the agenda, including setting a date for the Board Retreat and a discussion of the timing of the President's Evaluation.

Jody Stahancyk **moved to add the Board Retreat and Timing of President's Evaluation to the agenda under New Business.** Trudy Van Dusen Citovic seconded. The motion carried unanimously.

VII. OLD BUSINESS

A. COVID-19 Response Plan

This item was addressed in the earlier discussion on the lifting of the mask mandate.

VIII. NEW BUSINESS

A. Timing of President's Evaluation and Board Retreat

The Board discussed changing the timing of the President's evaluation so that it can be presented to the President at the Board's retreat during the summer. That timing would provide the President with feedback and fresh ideas going into the academic year. A shorter three-month evaluation timeframe could be done this year and would include only Board members. A 360 evaluation was done the previous three years but does not need to be done every year. After further discussion, the Board agreed that the Board Policy Committee would update the procedure regarding the President's Evaluation with a new timeframe and bring it back to the April Board meeting.

The Board also discussed the timing of the Board Retreat. One suggestion was to have the Retreat in June so that any outgoing Board members could participate. However, there was concern that new Board members would not be able to participate. Portland Community College holds their retreat with both outgoing and incoming new board members. After further discussion, the Board Retreat was set for Tuesday, June 28, 2022 in the afternoon and evening with exact hours to be determined at a later date.

B. Policies and Corresponding Procedures for Review

- BP 5400 Associated Students Organization – 1st Reading
- BP 5410 Associated Students Selection Process – 1st Reading
- BP 5420 Associated Students Finance – 1st Reading

There is a typo on BP 5410. The word "elections" needs to be removed from the title.

Sara Meyer **moved to approve BP 5400 Associated Students Organization, BP 5410 Associated Students Selection Process, and BP 5420 Associated Students Finance for 1st reading.** Karen Burke seconded. The motion carried unanimously.

C. Appoint Budget Committee Member

Karen Burke **moved to appoint Jim Alegria to the Budget Committee for the term that ends June 30, 2024.** Sara Meyer seconded. The motion carried unanimously.

D. Consider Approval of the President's Contract

The proposed changes to the President's Contract were discussed during the Work Session prior to the Regular Board Meeting.

Jody Stahancyk **moved to accept the changes in items 1, 3, 5, and 13 and approve the President's Contract.** Karen Burke seconded. The motion carried unanimously.

E. New Hires

Margaret Antilla has been selected as the returning Director of Accounting Services effective February 18, 2022. Brina Burke has been selected as the new Enrollment Assistant effective March 1, 2022. Javier Ramirez has been selected as the new Custodial Maintenance Assistant on the night shift effective March 1, 2022. Daniel Clark has been selected as the new Director of Physical Plant effective August 1, 2022. Ben Palenske has been selected as the Director of Advising effective Monday, March 7, 2022.

IX. ANNOUNCEMENTS

Events are included in the packet. The Board Policy Committee is meeting Thursday, March 17 at 10:00 a.m. The next Regular Board Meeting is Tuesday, April 12 at 6:30 p.m.

X. BOARD FORUM

Tim Lyman apologized for throwing items on the agenda at the last minute.

Karen Burke had the chance to interact with two former nursing students from Clatsop Community College. One student now has her Doctorate of Nursing Science and is a hospitalist at Columbia Memorial Hospital. The other student is a hospice nurse.

Sara Meyer does an interview program, "Around our Schools." She was in the new middle school last week, and it's a beautiful school. The principal was a classmate of her oldest son. Welcome to Nicole and goodbye to Pat.

Nicole Williams thanked everyone for the warm welcome.

Trudy Van Dusen Citovic thanked Nicole Williams for joining the Board. She also thanked everyone who attended on Zoom.

Jody Stahancyk said she and Tim Lyman attended the birthday party for the food pantry. Tim donated toilet paper and paper towels. Jody donated toiletries. The Board should have a list of everything the food pantry could use. It made her heart feel warm.

XI. ADJOURNMENT

Without further business, the Regular Board meeting was adjourned at approximately 8:06 p.m.

Chris Breitmeyer, President

Rosemary Baker-Monaghan, Chair

Pat Schulte, Recording Secretary