

**MINUTES OF THE MAY 10, 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 6:30 p.m.

Board members present: Jody Stahancyk, Trudy Van Dusen Citovic, Rosemary Baker-Monaghan, Tim Lyman, Karen Burke, Sara Meyer, Nicole Williams

Board members absent: none

Others present: Heather Douglas, Kevin Leahy, Pat Schulte, Angee Hunt, Tammy Lambert, Marian Derlet, Carla Moha, Kirsten Davis, Desiree Noah, Eldon Russell, Peter Williams, Fernando Rojas, Matt Miller, Margaret Frimoth, Tamara Blackford, Julie Kovatch, Grace Fadele, Hazel Martinez, Eileen Purcell, Nancy Cook

II. ADOPTION OF AGENDA

Karen Burke **moved to adopt the May 10, 2022 agenda as presented.** Jody Stahancyk seconded. The motion carried unanimously.

III. PUBLIC FORUM

A. Introduction of Guests

B. Public Comment

Heather Douglas spoke about the North Coast Inclusion Seminar at Camp Kiwanilong on April 23, 2022. There were 85 people in attendance, including many educators. She feels that people have a hunger for equity training in our community. She thanked the Board for reaching out to business leaders about the seminar. At Margaret Frimoth's suggestion, Heather will present a longer slide show about the seminar at the next board meeting.

There was no further public comment.

IV. APPROVAL OF MINUTES

Sara Meyer **moved to approve the April 12, 2022 Regular Board Meeting Minutes as presented.** Trudy Van Dusen Citovic seconded. The motion carried unanimously.

V. REPORTS / DISCUSSION ITEMS

A. Report of the ASG Representative

Matt Miller reported that ASG hid 150 eggs all over campus for the spring egg hunt. They got very favorable feedback from this event. ASG has now filled vacancies for the clubs coordinator and student ambassador positions. ASG also coordinated with the DEI Council and filled student positions there as well as participating in the Be Part of the Magic event and the AAUW candidates forum. The new ASG advisors are Angee Hunt and Helen Keefe.

B. Report of the Deputy Clerk

The College is currently at about \$2.358 million in tuition and fee revenue, a slight decrease from \$2.93 million last year. State appropriations have been received at \$4.19 million and property taxes from Clatsop County have been received at \$5.079 million, which is a little over what was budgeted. \$450,000 of that revenue will be moved to the General Fund while the remainder will go to debt service.

C. Report of the Board Chair

The Board Chair combined her report with the OCCA report.

D. Report of the Board Representatives

- **OCCA**

Rosemary Baker-Monaghan is trying to get slides from presentations at OCCA for Board training. She reminded the Board of the need to schedule a mandatory reporting workshop or training.

- **CEDR**

Trudy Van Dusen Citovic asked Kevin Leahy to give the latest update on the career fair at the Clatsop County fairgrounds tomorrow, Wednesday, May 11. The career fair is in good shape and no longer needs volunteers. Over 600 high school students are scheduled to attend between 9:30 – 12:30. College tables will be front and center. The fair is open from 1:00 – 3:00 pm for CCC students and the general public. Over 80 employers will be represented and they feel very good about the event. There will be pizza from Fultanos at 12:30 for employers; Kevin thanked Trudy for the donated beverages.

- **FOUNDATION “BE PART OF THE MAGIC” EVENT**

Tim Lyman reported that the event was a big success and \$203,000 gross was raised. This is a new record; the previous record was \$127,000. Hampton Lumber gave \$50,000 which is dedicated to CTE and will be used for scholarships in the same way the World of Speed funds were used. There were 245 people in attendance and great partnerships and community participation. Feedback has been extremely positive. The Foundation is hoping to use the \$103,000 from the special appeal to really help students in the next year. The entire Board donated at the event. The Board applauded Angee Hunt for her work on this event.

- **BOARD POLICY COMMITTEE**

There is one revised policy and one revised procedure under new business. The first reading is the time when the Board can revise policies and procedures. There are multiple new and revised policies currently going through the pipeline of College Council and Cabinet. The Board will see them after they go through that process, which may not be until next fall, as College governance structures take a hiatus during the summer. The Policy Committee therefore would like to remind the College that summer is a great time to work on policies and procedures and have them ready to go to College governance in the fall.

- **BOARD ENGAGEMENT**

No report.

E. Report of the President

The President reported that the RFP for the new ERP has been published and the College is on its way to selecting a new vendor. They hope to have that process wrapped up by the end of the summer. The campus climate survey deploys this week and the results will be available to the Board at the next meeting. The College is also working on renovation of the maritime science building. There is an RFP out for architectural services & deferred maintenance.

Only a small amount of money is currently budgeted for the MERTS renovation projects. It was asked if the College would need to return to the legislature and ask them to reallocate the money that was allocated before and where the College was in terms of progress for that in the next legislative session? The President has had one meeting with the maritime faculty and Kristen Wilkin and will have another one in a couple weeks that will produce the information, including estimated costs, to take to the legislature. The grant is set up so that the state will match whatever amount is spent with a cap of \$8 million. The money must be used for a capital expense and for maritime services. This

prohibits its use for deferred maintenance, buying property or for a new ERP. The original plan was to use money that was instead used to purchase the property at South Tongue Point; the President is unsure if that money is still available.

F. Report of the VP Academic Affairs

Eldon Russell, Maritime Science Instructor

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*Faculty Presentation: The Future of Maritime Training, Eldon W. Russell,
Maritime Science Instructor*

Eldon Russell has started working on the Maritime Building renovation. He has moved Toni Middleton into a new office, fixed some leaks and has air purifiers running. There is a lot of remediation yet to do and one leak that so far has not been found. He is hoping to fix that this summer and thinks he is half way through identifying the major issues that will have to be addressed. He has found the plans from when the building was built, 23 or 24 years ago, and believes he can now draw up some plans on how to reconfigure the building with the simulator included.

He does not do grant writing nor does he have experience or skills in researching foundations or corporations who might want to partner with the College in completing the renovation or buying the simulator.

The Kongsberg maritime simulator the College is considering is state of the art and expandable: it starts with the core and can be added to later. The simulator can help bar pilots to bring in a ship and can be programmed to simulate any conditions, including channels, tides and more. This simulator was used in Alaska to figure out the effects of putting in breakwaters; it has a wide array of uses. Bar pilots, tug pilots, river pilots and more can use it. The closest one to us is in Seattle; the only other one on the west coast is in southern California. Therefore, this is a huge draw.

There was a question if the last one was sponsored by a company? It seems that this will be very attractive to maritime employers and perhaps they would consider sponsoring it. Bob Dorn is a big supporter of CCC and has been connecting the College with multiple people including American cruise lines as an advocate and ally.

There was a question about how many of these systems are up and running and what support is offered if it breaks. Worldwide, there are maybe five of these simulators total. Kongsberg is the gold standard.

The packet includes a list of the 28 maritime courses the College now offers. They are all USCG approved. Eldon teaches half of them, often at the same time and in the same classroom.

There is a question about enrollment numbers and income projections. Regulations have changed and there are now 21 courses that students must have in order to progress. They will not be able to step up to a mate's position without taking all these classes. Officer in charge of navigational watch is the next step that mariners need to make to go from master to mate; there are eight classes required for that step. Eldon estimates that at least half of our current students will want to go into the 500 ton program and guesses that the simulator and new classes could bring in 100 FTE a year or even twice that. The College just lost a student because of the lack of a simulator.

In order to offer these courses, the College must fix the building and install a simulator. They will also need to write the courses and send them to the Coast Guard National Maritime Center in West Virginia for approval. After this is accomplished, instructors would have to be hired. The entire process will take a minimum of two years. There is always a lag with Coast Guard approval; it can take up to a year. There were questions about moving the process faster; there is no known way to speed things up. Some members of the Board feel that reaching out to elected officials might help.

There is a question about who pays for maritime classes, certifications and recertifications? The mariners themselves ordinarily pay for it. The College tries to stay competitive with pricing. The students also have to travel and find housing.

VI. OLD BUSINESS

There was no old business.

VII. NEW BUSINESS

A. Approval of Associate of Science Degree in Business (AST-Business)

Kristen Wilkin and Carla Moha were on the statewide committee for the new statewide AST-Business degree. The committee included representatives from both community colleges and 4-year universities. The first step towards standardizing the degree was to align the business classes; the College was already in alignment except for two classes. Full alignment was finished in 2021. The College degree aligns with Tillamook Bay Community College, so any student can take their degree up and down the coast.

Carla Moha said that one of the biggest benefits to the new degree path is that it clearly maps out the math classes necessary. Previously, if a student was planning for an ASOT (Associate of Science Oregon Transfer) the math classes they took might not match up

with requirements at the college they transferred to. This degree path is much more consistent and consists fully of classes we currently offer. It gives students a clearer direction and path no matter where they are planning to transfer. It also allows for more business elective classes which is nice for the students as well.

It is very exciting that we can offer this. Sara Meyer complimented the faculty on their outstanding effort, work and teamwork. The Board very much appreciates all their hard work. There is a question about how this will be advertised. It will be in the new catalog and added to all College brochures.

Jody Stahancyk **moved to approve the new AST-Business degree.** Trudy Van Dusen Citovic seconded. The motion carried unanimously.

B. Policies and Corresponding Procedures for Review

i. AP 2435 Evaluation of the President - 1st Reading

There was a question about how the current president feels about this policy. He thinks it is fine. The policy amendment is intended to clarify the timelines and process; it is now laid out on a calendar. Current administrative procedure emphasizes the 360 evaluation but that was not originally intended to be annual. In the past a 360 has only been done every 3 years with the annual evaluation being much briefer and related more to the goals of the College.

The President gets goals in August and works on them through the year. The data collection is in January / February. There is concern that this is not a long enough time for work on goals. The process needs to be in line with the fiscal year, which in itself lines up with the academic year. It is agreed that the policy needs time for the President to meet the goals the Board will set. The Board retreat this year will be on June 28. If the goals are set at this meeting, then the President would have the whole summer to work on the goals.

The Board policy says the evaluation has to line up with the budget process. If this changes then the Board must change the policy itself. The suggestion was made to instead change the language around the timeline to broader terms such as January through March and no later than the April board meeting, with the final evaluation no later than June.

Karen Burke will make the following changes: identifying the evaluation committee, setting goals and approval of the process will stay the same. The data collection and

analysis will happen in January through March. The draft summary will occur no later than April, and the final recommendation will happen no later than May.

Jody Stahancyk **moved to put AP 2435 Evaluation of the President in 1st reading as amended by title only.** Tim Lyman seconded. The motion carried unanimously.

ii. BP 2355 Decorum - 1st Reading

This policy was revised due to an OCCA update. Karen Burke **moved to put BP 2355 Decorum in 1st reading by title only.** Jody Stahancyk seconded. The motion carried unanimously.

C. MERTS Housing Possibilities

There was a visit from the Roundhouse Foundation to the MERTS campus. The College is challenged for housing, particularly for maritime students who only come in for a week or two. There is a real need for short term housing for these students. The Crest Motel often houses them but Roundhouse says they have a board member who funded RV type pads for temporary housing. This possibility is what the Board will investigate. There might be potential for funding it via Roundhouse.

There may be a zoning issue. Half that land is zoned for a trailer park and not zoned for RVs. They are very different. There is infrastructure that needs to be there for a trailer park. However, now would be a good time to try for a zoning change because the city is looking for housing solutions. The Astoria short-term housing ordinance should not affect this property because it is already zoned for commercial use. There would not be any permanent housing or long-term camping; the RV pads would only be used by out of town maritime or other workforce students on a very short-term basis.

There was some discussion of partnering with Emerald Heights to provide more permanent student housing. The current trend in dormitories is for institutions to partner with others rather than build themselves.

The Board chair asked the Board to explore the short-term RV idea more and bring their finding back to the Board.

D. Grant Writing

Jody Stahancyk opened the discussion of grant writers. The College should be more proactive about new funding sources such as grants. Kerry Tymchuk, the Executive Director of the Oregon Historical Society suggested that the College could contract with a professional grant writer to help raise the \$8 million needed for the full MERTS

renovation and updates. It is very timely, as many new jobs are opening up in the maritime industry due to a wave of coming retirements. The President was asked to come back with a plan and budget for a contract grant writer to be hired next year. Their initial focus will be maritime and they should have some expertise in this area. Nancy Cook, CCC Writing Instructor, asked that current staff be involved with this process as they are familiar with what is available in their discipline and/or area.

E. College Visibility

Some members of the Board feel that the College needs to work on greater visibility. There was a suggestion that the President write an op-ed for the Astorian on a regular basis. There was concern that the College's social media pages were not updated often enough. There was a question as to whether the College pays for advertising on social media, as it is the only place many students see ads. There was a suggestion that the College consider a social media intern via Clatsop Works or hiring a work study student. The President is meeting with Ethan Myers, a reporter at The Astorian next week and will connect about coverage.

F. Community Attendance at Board Meetings

There is concern that the community at large do not attend Board meetings and thus may not feel as if they are involved in the College community. There were several suggestions of ways to reach out to people to suggest that they attend, including radio advertisements and a new tagline.

G. New Hires

Katherine Johnson has been selected as the new Program Assistant III – TRIO Pre-College Programs, effective April 18, 2022.

Martina Dick has been selected as our new Academic Success Advisor, effective May 16, 2022.

VIII. ANNOUNCEMENTS/COMMUNICATIONS

The next Board Meeting will be Tuesday, June 14, 2022 at MERTS.

There was some discussion about mandatory reporting training and whether to do it alone or as a workshop. There was also discussion about having a work session about the OCCA conference. The Chair would like the Board to discuss both the keynote, which discussed future forecasting for community colleges in depth and a one hour video interviewing students. She would like to see CCC do a similar video with current students.

The President suggested that if the free training video link offered by Jody Stahancyk meets Oregon state requirements for mandatory reporting training then it would be simplest for Board members to do it individually and then discuss it at a meeting.

As the next meeting is at MERTS and features two faculty presentations, the Board decided that they want to do a walkaround and begin the meeting at 5:30 with that and the faculty presentations.

The Board retreat is on June 28.

IX. BOARD FORUM

Tim Lyman said that he is thrilled with progress the Board is making.

Sara Meyer said Mitra Vazeen will be attending the next budget meeting.

Trudy Van Dusen Citovic thanked everyone for attending the meeting via zoom and in person.

X. ADJOURNMENT

Without further business, the Regular Board meeting was adjourned at approximately 8:27 p.m.

Chris Breitmeyer, President

Rosemary Baker-Monaghan, Chair

Felicity Green, Recording Secretary