

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

MINUTES OF THE SEPTEMBER 13, 2022
BOARD OF EDUCATION
WORK SESSION TO REVIEW DRAFT BOARD OF EDUCATION
GOALS AND MEASURES OF SUCCESS FOR THE COLLEGE 2022-23

Board Members Present: Rosemary Baker-Monaghan, Karen Burke, Trudy Van Dusen Citovic, Tim Lyman, Jody Stahancyk, Nicole Williams

Board Members Absent: Sara Meyer

Others Present: President Chris Breitmeyer, Recording Secretary Felicity Green

The work session began at 5:30 pm.

The Board went through the goals one by one.

Support the President in Achieving the Goals of the College

There was a comment that the Board should include goals from the survey in order to add new goals to the list later. There was also a comment that these goals need to be measurable and that will help ensure that more of them are achieved next year.

Strategic Planning Process

Rosemary Baker-Monaghan, Trudy Van Dusen Citovic and Peter Williams are meeting with Deborah Howe on September 14 to talk about the strategic planning process. She is a local consultant and the retired president of the Oregon College of Oriental Medicine who is volunteering her time to help the College through this process. There will be multiple opportunities during the year for the Board, faculty, staff and the community to be involved in the strategic planning process.

The strategic plan is a five-year plan. The accreditation process is a major part of the timing around the strategic plan. The goals are multiyear goals. The President asked the Board to provide the overarching goals and guiding principles that the plan will be based on. The Board will also need to approve the tools used in the process of creating the plan.

There were questions about whether the formation of the strategic plan should come from the Board or from the faculty and staff. The Board will have to approve the strategic plan when it is finalized. There was a suggestion that a measure of success could be added to the goal that would include the Board's guidance and direction. There was a comment that the Board's role in the strategic plan is that of mediator and reality check and that it is their job to synthesize the different visions of the faculty and staff. There was a suggestion that the words collaborative and comprehensive be added to the goal in order to more completely reflect the Board's role. There was also a request for an approval date to be added.

09.13.2022 Board of Education Work Session FINAL Minutes Approved 10.11.2022

The Chair suggested the following additions to the goal:

C) The plan is comprehensive and collaborative as measures of success

D) The plan is completed and approved by the Board by July 20, 2023.

Later in the meeting Tim Lyman said that he would like to add that the plan needs to be done in small increments rather than all at once. Rosemary Baker-Monaghan suggested adding the following text: *“campus-wide participation and progress is measured in steps.”*

Develop a Facilities Master Plan

The President said that there has not been one in place as long as he has been here and that as far as he knows, the creation of older plans was contracted out to outside agencies.

There was a discussion of the \$8 million in legislative funds that was not used for a new building at MERTS as originally planned and whether the legislature could be approached about repurposing those funds. It was agreed that this was a difficult but not impossible task.

There were concerns that the measures of success for this goal were not measurable and specific enough. There was a suggestion that identifying existing facilities that can be repurposed or consolidated would be helpful and in order to facilitate that, there should be a list of how often they are being used. There was also a suggestion that an inventory of current facilities with their ages and current and anticipated maintenance and repair needs would be very useful. The Chair agreed that adding creating such an inventory to the goals would be a good idea with safety related items at the top. There was also a comment that potential finance methods should be added to these goals.

There was some discussion about future possible downsizing needs. There was a comment that the goals are too big and too broad. There was general agreement that this goal is very high priority and is in fact essential. The Board agreed to bring this goal back for more workshopping and dividing into measurable short- and long-term goals that have been pared down and prioritized.

Complete Replacement of the ERP

There were concerns that there had not been enough discussion about the two software packages in contention for the new ERP. The Board decided to call an emergency special session on Tuesday, September 20 at 6:30 pm to discuss the decision in more detail and sign the resolution authorizing the College to borrow up to \$3 million to pay for the new ERP.

Continue to Refine the Annual Budgeting Process

Nicole Williams said that she would like to change the wording for the goal. She would like to change *“Create a process that strengthens our fiscal position”* to *“Create a process that strengthens our financial health.”* She would also like to consolidate and shorten sub goal B: *“Identify funds for needed facilities, improvements and program development”* by changing it to *“Create a long-term financial plan.”* A long-term financial plan typically encompasses ten years.

Address Results of Campus Climate Survey

There will be a Board work session on the survey on October 11. There were several comments suggesting ways to change the survey, however, there was also a caution that if the survey changes, the ability to track it year to year is lost. The suggestion was made that rather than substantive

changes, the survey could be refined instead. The President said that the plan is to keep the core of the survey the same and possibly add annually specific items. The goal is for the survey to be annual and done in the fall of each year. There is a plan to administer it again in November of this year.

Begin Development of a Long-Term Academic Master Plan

Karen Burke is meeting with Peter Williams on Thursday to discuss the plan. She would like to add some more specific language to the measures of success. To A) *“report on current programing”*, she would like to add *“and projected future trends”* to the measures of success. To B) *“Report on gaps on service,”* she would like to add *“and opportunities for expanded service.”*

There was a suggestion that this goal should also consider graduation rates for different groups of students, but it was decided that that information belongs in the next goal, Student Success.

Initiate a Long-Range Student Success Strategy

Tim Lyman would like to change the measures for success from A) *“Set realistic targets”* to A) *“Set achievable targets.”* He would also like to add another measure of success: measuring how students are doing after college. The President said that this is important information for the College and for the state of Oregon, who very much need that data. He thinks that the State should be able to help the College collect it but if the College created its own system to gather this information it would be very helpful. The suggested wording for the measure for success is C) *Development of after college success metrics*. One method that was proposed was exit interviews conducted by the Foundation as part of their alumni program.

There were comments that it was important to remember that while employability is one metric, there are many definitions of success. There was also a comment that it will be important not to overlook transfer students in this. Karen Burke suggested adding the words, *“develop measures of success in addition to academic achievement.”* The word employability was suggested as a good metric for all students including transfer students. There was a comment that this goal is a multi year goal.

Improve Board Engagement

Jody Stahancyk said that there is a need to track board involvement. She said that she is getting better information on events but that it still needs to get better. She feels that if the College was in the newspaper and other media more frequently it would help overall. She said that the President’s emailed update was very welcome and that she would like to see them more frequently. The President said that his goal was to email updates more often, hopefully on a weekly basis.

Rosemary Baker-Monaghan said that she would create another version of the goals that incorporates today’s feedback and will bring them to the next meeting for the Board to approve.

The President asked if it would be okay to bring the current draft version of the goals to the Inservice. He would like to share them with faculty and staff as an overview and preview of what the Board would be working on this year. The Board agreed to this plan.

With no further business, the workshop was adjourned at 6:27 pm.

Action Items From This Meeting:

Board / Staff Member	Action Item
President Breitmeyer	Will email weekly update
Chair Rosemary Baker-Monaghan	Will bring revised Board goals to next meeting.

Chris Breitmeyer, President

Rosemary Baker-Monaghan, Chair

Felicity Green, Recording Secretary