

**Clatsop Community College**  
**1651 Lexington Avenue \* Astoria, Oregon 97103 \* [www.clatsopcc.edu](http://www.clatsopcc.edu)**

**MINUTES OF THE SEPTEMBER 13, 2022**  
**BOARD OF EDUCATION**  
**Regular Board Meeting**

**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:** Margaret Antilla, Heather Douglas, Angee Hunt, Fernando Rojas, Tammy Lambert, Peter Williams, Heather Douglas, Misty Bateman, Kevin Leahy, Margaret Frimoth, Jessica Newhall, Nichole Warwick, Dan Clark, Desiree Noah, Lauren Macmillan

Rosemary Baker-Monaghan called the meeting to order at 6:34 pm.

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

**I) PUBLIC FORUM**

A. Introduction of Guests: Guests introduced themselves.

B. Public Comment

Nichole Warwick, Biology Instructor, thanked Felicity Green for inviting her to the meeting and Peter Williams for allowing faculty to be more involved in planning and presenting Inservice this year. She planned Inservice and is very excited about faculty sessions including the implicit bias training with Amanda Cortez and Julia Mabry; Julie Brown's training on autism and the session she is presenting with Christine Riehl on best practices for teaching students with hearing and vision loss. On Monday there will be opportunities for faculty and staff to tie-dye Bandit shirts to wear to the New Student Orientation on Wednesday and she is looking forward to that as well. Students will be able to tie-dye their shirts on Wednesday. She invited the Board to participate in the tie-dyeing on Monday.

**II) APPROVAL OF MINUTES**

Karen Burke **moved to adopt the minutes from the June 28, 2022 Public Hearing on the Budget as presented; the minutes from the June 28, 2022 Meeting for Budget Amendment**

**and Adoption as presented and the minutes from the June 28, 2022 Board Retreat as presented.** Nicole Williams seconded. The motion carried unanimously.

**Karen Burke** moved to adopt the Minutes from the July 12, 2022 Regular Board Meeting as presented. **Trudy Van Dusen Citovic** seconded. The motion carried unanimously.

Nicole Williams asked to amend the minutes of the July 26, 2022 Special Session on the CLA (Clifton Larson Allen) Contract. She would like her statement on page 2 to say that the hospital struggled in finding a new audit firm and that the College should be aware that there may not be many choices available.

**Karen Burke moved to adopt the minutes from the July 26, 2022 Special Session on the CLA (Clifton Larson Allen) Contract as amended.** Nicole Williams seconded. The motion carried unanimously.

### **III) PRESENTATION BY KEVIN LEAHY, JESSICA NEWHALL AND MISTY BATEMAN ON CLATSOP SMALL BUSINESS DEVELOPMENT CENTER**

Kevin Leahy gave some background on the SBDC. It began in 1982 and there are now 20 statewide. SBDC aligns with the CCC mission and vision by cultivating connections with the community and striving to deliver the resources that local entrepreneurs need. Small businesses are a critical component of Clatsop County's economy; they are the single largest source of county employment. SBDC is their primary resource, providing advising, training, information and resources. These programs are funded by SBA, Business Oregon, CCC as their host and CEDR. Their 9 month flagship small business management program provides FTE to the College. They also have a robust Latino business support program. Kevin went over some statistics and introduced his team. He spoke about Gaetano's Market and Deli; the owners are alumni of the small business management program from before they opened their business. They were featured in the Oregon State SBDC Annual Report, which is wonderful statewide publicity.

Jessica Newhall, who oversees the advising team and the training and workshop programming, spoke about her position. She and her team have seen that the education landscape and the needs of small business owners have changed dramatically over the last three years. As a result, training has become a very important part of what they do. During the pandemic they knew there was a lot of misinformation out there and so they quickly produced a series of free webcasts on things like getting a PPP loan and other Covid related information. That lead to them becoming the primary resource for not only Clatsop County but a large number of businesses across Oregon. They have had 4000 attendees at these webcast trainings since 2020 when ordinarily it would be closer to ten people.

They are still producing a monthly free webcast but have also launched some intensive in person bootcamps. This is a very exciting time with a lot of activity happening and they are getting lots of calls from people who are starting new businesses. About 10% of new businesses are Latinx and SBDC is proud that they have been able to ramp up their connections with that community.

In Spring 2022 they launched a new partnership with the childcare sector, helping them function better as businesses, and results from that have been great. They will be doing that workshop again in October in correlation with the grant program from Clatsop County. They also produce a weekly newsletter, Clatsop County's Business News, that goes out to over 2700 individuals.

Kevin Leahy introduced Misty Bateman, who took over the ClatsopWorks program in March 2022. ClatsopWorks started in 2018 and this has been their strongest year ever. There were five CCC interns this year and three of them have moved on to become full time employees. This was a great year with a lot of really talented students and she is hoping the program continues to grow. ClatsopWorks is always looking for more employers to participate and she is happy to speak to anyone about the program.

#### IV) CONSENT AGENDA

##### A. Policies for Review

- BP 5500 Standards of Student Conduct (2<sup>nd</sup> Reading and Adoption)
- BP 7700 Whistleblower Protection (2<sup>nd</sup> Reading and Adoption)

Jody Stahancyk **moved to put BP 5500 Standards of Student Conduct and BP 7700 Whistleblower Protection in 2<sup>nd</sup> reading by title only.** Karen Burke seconded. The motion carried unanimously.

There was a comment that the numbering of BP 7700 falls outside the currently existing policy sections. The Chair agreed that this was something that needed to be looked into.

#### V) REPORTS / DISCUSSION ITEMS

##### A. *Report of the ASG Representative*

ASG has not yet held elections for the school year. They will send a representative to the October meeting.

##### B. *Report of the Deputy Clerk*

The President gave some highlights of the financial reports. Tuition and fee revenue through August was up 5.1%. The free summer course helped with that. The ending fund balance is estimated at \$1.4 million, which is \$200,000 more than was expected last month. That is due to an increase in timber revenues. Expenditures are down almost 25% but this is primarily due to the closing out of the auxiliary fund. Payroll continues to be more than 80% of total College expenditures

### **C. *Report of the Board Representatives***

- **OCCA**

OCCA has a meeting next month in Pendleton and Rosemary Baker-Monaghan will be attending. The annual conference is in Sun River in November. Not everyone has received the flyer so that will be forwarded to the whole Board. It is budgeted for several Board members to attend; if more want to go then the Board can discuss it at the October meeting.

- **CEDR**

Kevin Leahy gave the CEDR report. The childcare leadership committee grant review had 15 applications for \$385,000 in grants. They moved 3 applications forward, declined several and asked several to resubmit. There were more funds requested than money available but the process is working very well. WTC Marine submitted their enterprise zone application and he has arranged meetings with the four sponsors: Clatsop County, the Port of Astoria, the City of Warrenton and the City of Astoria to get their approval to move forward by the end of November. This \$26 million project will be a huge opportunity for the College. CEDR partnered with Business Oregon, Clatsop County and COLPAC on a study of the economic impacts of the fermentation sector and he will share that with the Board soon. He is also continuing to work with the city of Astoria on their density requirements and getting more housing in Astoria.

- **Foundation**

Tim Lyman reported that the next Foundation Board meeting is a week from tonight and he will be asking them to come up with some potential dates for a joint Boards meeting. In August the Foundation received \$15,000 from the Roundhouse Foundation for CTE equipment. The fall allocation of those funds will be used to provide waterproofs for ten maritime science students and equipment kits for 24 nursing students. The winter and spring allocations have yet to be decided. As of September 9, 39 magic opportunity scholarships applications had been filled out. The target is 70 and the deadline is September 25.

On October 7 there will be a golf tournament at Astoria Golf and Country Club, sponsored by Lums Auto Center, with all proceeds benefiting the CCC automotive program. On October 21 from 11 am to 12 noon in the IMTC, MERTS will be hosting the Edward Reed Celebration honoring the late Ed Reed. He left his entire estate to the College, specifically to establish a scholarship fund for welding and fabrication students as well as to support the welding program. Scholarship recipients as well as colleagues, friends and his former students will be in attendance. On October 27 at 3:30 in Patriot Hall, the President will be undertaking a hot wing challenge as part of the finale of the fall employee giving campaign. On November 5 there will be a reception for scholarship recipients as well as a Bandit Bash; more details to come as they are finalized.

There was a comment that it would be good if the Foundation shared these events with the Board in a more timely manner. The President suggested the Angee Hunt send event notices to him and he will include them in his updates to the Board as well as in his Board report.

- **Board Policy Committee**

Karen Burke reported that at the last Policy Committee meeting, they reviewed an updated policy on weapons on campus. Rather than sending it on to the Board they think it should be part of a wider discussion of campus safety. They asked Pat Schulte and Desiree Noah to do more research on the issue. Desiree Noah said that the first College Safety Committee meeting will be in October and they will be discussing it there. She also said they have gotten some information on the topic from other schools as well as discussing it with Karen Smith at OCCA. The Safety Committee is trying to find all policies that have to do with safety and incorporating them into a comprehensive College safety plan.

Rosemary Baker-Monaghan encouraged everyone to read the report from Uvalde. She said that it was horrifying reading but that it exposed many gaps in their plans, including that responders did not know where everything was. She has asked the President to speak with local responders about having some campus walkthroughs. She feels the College needs to look at their policies overall. There was a comment that in Uvalde there was a locked door policy which was not followed and that is something the College should look at as well. There was a comment that safety also includes things like lights on the stairs and proper railings.

The Policy Committee meeting in September has been cancelled. The next policy meeting will be the third Thursday of October, following the agenda prep meeting. There was a question about which Board members will be attending the agenda prep meetings; Rosemary Baker-Monaghan said that she would send the list out but that it is in order of seniority.

#### ***D. Report of the President***

The President said that he wanted to highlight several things from his written report, including the credit for prior learning grant. He is glad to be able to give college credit for life experience ranging from military service to small business ownership. Having this credit will make it easier to move people to degrees. This is a state initiative and the College has received \$50,000 to promote it.

He has an update from the CCC student who is interning at Tesla; he is doing very well. Angee Hunt has been doing a great job along with Kasey White, the new Director of Admissions, Kristen Wilkin and the welding faculty to partner with Lectro to support some students in an earn while they learn program. The College is hoping to use that as a model with other employers.

He is pleased with the continued trajectory of enrollment: the latest numbers state that enrollment is up 14.6% at four weeks before the start of the term. That is about a 20 FTE

difference from last year at this time. Lower division transfer is doing the best at this point while CTE is lagging somewhat although not as much as in the last update he sent to the Board. This could be a timing issue because a lot of CTE enrollment comes from outside agencies.

The Regatta parade was a lot of fun and he thanked Julie Kovatch for organizing it.

There was a question about the press release for the prior learning grant. The President said that it would be sent out soon.

There was also a question asking when the registration stragglers would be coming in and asking for a detailed enrollment report on the first day of class. The President said he would provide that.

### ***E. Report of the VP Academic and Student Affairs***

Rosemary Baker-Monaghan thanked Peter Williams for the copy of Rain magazine, which was distributed to all Board members at this meeting. Peter Williams thanked Nichole Warwick for everything she has done for inservice. He said that the OCCA conference in Sun River will be held November 2 – 4.

He also spoke about the accreditation cycle: the College is in the third year of a seven year cycle. The NWCCU accreditors will be at the College on October 24 and 25. He has submitted the mid year report and it is now posted online on the College's accreditation web page. He thanked Kristen Wilkin, Teena Toyas, Chris Breitmeyer, Julie Kovatch, Russ Dickerson and Doris Jepson for their help with that report.

He is meeting with the student services team tomorrow to discuss what they would like to see in the new Dean of Student Services position job description. That position will hopefully be posted soon.

## **VI) OLD BUSINESS**

### ***A. Campus Climate Survey***

This will be discussed in detail at the October work session.

## **VII) NEW BUSINESS**

### ***A. Policies and Corresponding Procedures for 1<sup>st</sup> Reading***

- BP 2345 Public Participation at Board of Education Meetings
  - AP 2345 Public Participation at Board of Education Meetings
- BP 2410 Board Policies and Administrative Procedures
- BP 2510 Participation in Local Decision-Making

These are all updates from existing policies. The changes have been underlined and highlighted.

Jody Stahancyk **moved to accept the policies as presented and put them in first reading by title only.** Karen Burke seconded. The motion carried unanimously.

***B. Approve Board of Education Goals and Measures of Success for the College for 2022-23***

The Board agreed to table this and put it on the agenda for next month.

***C. Approve Resolution 2022-23-01 Borrowing for ERP***

Lauren MacMillan from Piper Sandler is here to answer any questions about borrowing the funds to purchase and implement the new ERP. Earlier in the discussion the Board had stated that they wanted to approve the software in a separate meeting. The President asked Lauren MacMillan if waiting to approve the Resolution would impact anything or cause a significant delay. She said that it should not impact the schedule as they can continue working without the legal authority for a week. They are currently putting together a term sheet that contains information about the college and the project. That is scheduled to be circulated to banks on September 23. They are hoping to have the lending bank selected by October 13.

Karen Burke **moved that the Board have a special emergency meeting on Tuesday, September 20 at 6:30 pm to approve the selection of the ERP system and the budget resolution authorizing borrowing.** Tim Lyman seconded. The motion carried unanimously.

Lauren MacMillan agreed to attend this meeting to answer questions.

There was a question about when the Board would get information about the selection. The President said that information would go out on Friday. There was a question about whether the borrowed money would be used for the system alone or extra transition staffing as well. The President said that the original budget has been cut and the plan is now at about \$2.5 million to cover both the software and reduced transition staffing.

***D. New Hires***

Desiree Noah said that there were two new hires this month: Caitlin Lacey, the new Assistant to the VP of Academic and Student Affairs and Elliott Thompson, the new Financial Aid Assistant. She also said that the College is very happy to have Dan Clark, the new Director of the Physical Plant, on campus. He said he was happy to be at the meeting and if the Board had any questions, to please ask him.

**VIII) ANNOUNCEMENTS/COMMUNICATIONS**

**A. Upcoming College Events**

- Inservice: Monday – Wednesday, September 19 – 21,
- New Student Orientation & Welcome Back BBQ: Wednesday, September 21, 12:00 – 1:00 pm

There was discussion about the Inservice and the New Student Orientation event on Wednesday, September 21. Jody Stahancyk brought aprons for everyone to wear at the Welcome Back Barbecue. She also had ordered temporary tattoos with the Bandit logo on them. Nichole Warwick invited everyone to attend on Monday for the tie dye party. She also said that everyone is welcome to come to any of the inservice sessions. She will send the entire inservice schedule, which has just been finalized, to the Board by the end of the week.

#### **IX) BOARD FORUM**

Karen Burke said that she had read the entire survey and thinks it is very important that the Board keep the survey results in mind as they review the Board goals.

Tim Lyman thought that there was a lot in the survey that was good and a lot that was bad. He commented that the audio in Columbia 219 needs to be improved. He is concerned about the quality of data that he receives from the College.

Nicole Williams said she was very happy to welcome the CCC grads, new nurses and probably more who are now new employees at CMH. She is concerned about nursing decline in enrollment and that for the first time they do not have a waiting list but instead all applicants were admitted. She thinks the decline is probably on the heels of Covid and that the College will need to have a good plan moving forward on how they promote the program. Karen Burke commented that nursing is cyclical and there are always peaks and valleys in enrollment. She said Covid caused a lot of people to rethink whether they wanted to go into health care in general.

Jody Stahancyk asked that the minutes reflect promises of concrete action. She is concerned that people at the Board meetings agree to do something and then it does not happen. She asked that the minutes include every time that someone has agreed to do something. She thinks it should be a separate paragraph at the end of the minutes.

With no further business, the meeting was adjourned at 7:53 pm.



**Action Items From This Meeting:**

<b>Board / Staff Member</b>	<b>Action Item</b>
Rosemary Baker-Monaghan and Karen Burke	Will look into changing policy numbering so as accommodate BP 7700
Kevin Leahy	Will share the economic impact survey on fermentation industries with the Board
Tim Lyman	Will bring possible dates for a joint Foundation Board and Board of Education meeting to the Board
President Breitmeyer	Will include information on upcoming Foundation events in his weekly updates to the Board
Rosemary Baker-Monaghan	Will send out the schedule of third attendee to agenda prep meetings to the whole board
President Breitmeyer	Will provide a detailed enrollment report as of first day of classes

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Chris Breitmeyer, President

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Rosemary Baker-Monaghan, Chair

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Felicity Green, Recording Secretary