

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

MINUTES OF THE NOVEMBER 8, 2022
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: Tom Ank, Camille Leavitt, Peter Williams, Desiree Noah, Andrew Nagorski, Cliff Fick, Trudy's daughter, Angee Hunt, Fernando Rojas, Kevin Leahy, Jessica Yuroshko, Julie Kovatch, Heather Douglas, Recording Secretary Felicity Green

I) CALL TO ORDER

The meeting was called to order at 6:31 by Rosemary Baker-Monaghan. She expressed heartfelt sympathy on behalf of the Board to the Breitmeyer and Toyas families and welcomed Camille Leavitt, new ASG President, to the table.

A. Adoption of Agenda

Teena Toyas and Helen Keefe were unable to present as scheduled. Karen Burke **moved to adopt the agenda as amended.** Sara Meyer seconded. **The motion carried unanimously.**

II) PUBLIC FORUM

Guests introduced themselves. There was no public comment.

III) APPROVAL OF MINUTES

- A. Minutes of the October 11, 2022 Work Session
- B. Minutes of the October 11, 2022 Regular Board Meeting

Karen Burke corrected the October 11, 2022 Regular Board Meeting minutes. Under the consent agenda it should read that the Board accepted the consent agenda for a second reading and adoption.

Nicole Williams was not present on October 11, 2022 and the minutes should be amended to reflect this. Roll was called in order to prevent future errors.

Sara Meyer **moved to approve the minutes as amended.** Trudy Van Dusen Citovic seconded. **The motion carried unanimously.**

IV) ERP PRESENTATION

Presentation and Q&A with Ellucian Account Representative Andrew Nagorski

Andrew Nagorski from Ellucian spoke. He thanked the board for their service to the community and offered sympathy for the College's experience with Anthology. He complimented the staff on the RFP process and said that it was the most thorough he has ever experienced. Ellucian was started in 1975 and 80% of North American community colleges use it. They are looking forward to working with the College.

Currently the College's legal advisors are reviewing the contract. There are hopes that the contract will be wrapped up in November and implementation can begin in January, 2023. The finance module will be the first to be rolled out and it is possible it could begin as early as July 2023.

He answered questions from the Board about the transition process, cloud based computing, software upgrades and device accessibility.

V) REPORTS / DISCUSSION ITEMS

A. Report of the ASG Representative

Camille Leavitt is the new ASG President; Adam Smith is the new Vice President. They are looking forward to the year ahead. They are now interviewing for other positions and should have a full cabinet by next week. ASG's first priority is to complete updating their policies and procedures and then finish out the year with events. Next month they should be able to report on some upcoming events including intramurals which should start in January or February.

B. Report of the Deputy Clerk

Copies of the 2020-21 audit were handed out for discussion at the December 13 meeting; there will be a work session.

• CEDR

Trudy Van Dusen Citovic complimented Kevin Leahy on his presentation on the enterprise zone at the Astoria city council meeting on November 10. The city of Astoria unanimously voted yes on the enterprise zone and it will now go to Warrenton.

Kevin Leahy gave the CEDR report. Some highlights included having 11 attendees to the startup bootcamp, the opening of Jambot Doughnuts at the Astoria FoodHub and three well received basic accounting classes in Spanish. Kurt Donaldson, part time faculty member and Knappa fire chief, has joined the ClatsopWorks program for next summer. He and Peter Williams are going to Corvallis tomorrow with Chris Nemlowill from Fort George to attend a meeting about the new Fermentation Science program at OSU that the College will be participating in. The trip has been planned for over two years.

Rosemary Baker-Monaghan invited Kevin Leahy to attend a meeting of the American Society of Foresters with her and also suggested he attend the social group, Trees and Taps. Sara Meyer commented that she has been hearing good things about the childcare classes.

On Wednesday, November 16 there will be an important Board of Forestry meeting in Seaside which will offer an opportunity for live and written testimony. Nicole Williams asked the Board to consider testifying on the impact to the College of losing timber revenues. Rosemary Baker-Monaghan stated that she believes the President should attend and one Board member. Nicole Williams agreed to write a statement about the importance of timber revenue funds to the College budget. She will send it to the Chair, who will send it individually to each person on the Board.

Tim Lyman **moved to formalize this recommendation as a vote of the Board and to vote on said recommendation.** Karen Burke seconded. **The motion carried unanimously.**

- **Foundation**

The joint Foundation Board / Board of Education meeting is on November 29th at 5:30 pm in Columbia 219 or on Zoom. An agenda will go out the week before.

Some highlights from recent Foundation events include the Ed Reed reception on October 21, the October 27 spicy wings challenge, the November 5 Scholarship Donor Reception and the video project. The video was sponsored by the Foundation and created with the help of Ross Deardorff from Tough Puffins. It will be sent out to each Board member to watch and will be played before the joint meeting. The Foundation is working on the 2023 Share the Magic event which will be held on April 29, 2023.

- **Board Policy Committee**

The Policy Committee met on October 20. Several old policies need to be updated, and there have been changes in the numbering of the policies. OCCA is recommending the removal of the social media policy as dated and no longer appropriate. Multiple policies are now going through College governance and will be coming back to the Board.

- **Board Engagement**

Jody Stahancyk asked everyone to note that there are some changes on the calendar. The time for the joint meeting of the Board and Foundation Board on November 29 has been updated. She will be unable to attend that meeting. Patriot Hall activities have been added to the calendar as well. She participated in the Spooktacular Halloween event and was impressed by student creativity. She hopes to see all events from the calendar on the College website and reminded everyone to please send all events to her assistant.

She also reported that she will be meeting with Cliff Fick, the President and Steve Forester at the Astorian. They are hoping to establish a weekly or biweekly conversation with the community in the Astorian.

C. Report of the President

In the President's absence, Peter Williams said he would answer any questions about the report. There were no questions.

- **Report of the Vice President of Academic and Student Affairs**

Peter Williams spoke about the October 24 and 25 visit from the NWCCU evaluators. He knew them both, which was very helpful. After meeting with many people at the College, at the exit interview they commented positively about the College's learning outcomes, collegiality and student centered focus. The College needs to use data better in their planning processes and there is significant work still to be done. The first draft of the report has come in and he will post the final version on the website when it comes in.

At the NWCCU conference in Seattle, he attended several great presentations on data driven culture and strategic planning. He thanked his previous assistant and longtime College staff member Stephanie Dorcheus for coming back to train Becky Kraft, his new assistant.

There was a discussion about the current VPFO search. The headhunters found 12 candidates; some have dropped out due to wage. There are 9 viable candidates and the College is in the process of getting the hiring committee together. All candidates are currently employed and say they could start after the first of the year. The Board will be invited to the whole campus forum for candidates who advance to that step.

VI) NEW BUSINESS

A. OSBA Election

OSBA requests participation in their election and support of their legislative priority resolution every year. The Board discussed whether OSBA membership was worthwhile given that they are very K-12 focused. It was noted that OCCA may be in partnership with them and that they are in partnership with PACE legal, so it may be important for the College to continue.

Rosemary Baker-Monaghan asked the President to find out what the cost and benefits are to continuing membership in OSBA. The Board decided not to vote on the resolution at this meeting but instead to decide in December when they have more information.

B. New Hires

Becky Kraft started yesterday as Peter William's assistant. Desiree Noah thanked Stephanie Dorcheus for coming back as well. She read the list of separations.

VII) BOARD FORUM

Sara Meyer said that she recently participated in the Clatsop Forestry & Wood Products Economic Development Committee (CFEDC) Forestry Tour for Community Leaders and it was very interesting, with a wide variety of people and good dialogue. She would like to see this campus have that sort of open discussion environment.

Trudy Van Dusen Citovic said that she will be out of town on the 29th and will miss the joint meeting.

Jody Stahancyk will be on the Oregon State Bar Committee to set the rules for accreditation and certification for legal assistants in family law and landlord tenant law. She will be advocating for doing certifications without a full paralegal background. There will now be paralegal and legal assistant certification in Oregon.

Nicole Williams asked that an agenda be created for the joint BOE / Foundation Board meeting. Rosemary Baker-Monaghan and Cliff Fick will meet with the President and Angee Hunt to make sure that there is a more focused agenda.

With no further business, the meeting adjourned at 7:57 pm.

Action Items From This Meeting:

Board / Staff Member	Action Item
President Breitmeyer	Will provide information on OSBA and the College's / OCCA's relationship with them.
Nicole Williams	Will draft a statement for the Board of Forestry meeting on the impact of timber revenues on the College budget. She will send it to the Chair who will forward it to the rest of the Board.
President Breitmeyer	Will attend the Board of Forestry meeting and deliver the Board of Education statement.

Chris Breitmeyer, President

Rosemary Baker-Monaghan, Chair

Felicity Green, Recording Secretary