

**MINUTES OF THE NOVEMBER 29, 2022**  
**JOINT BOARD OF EDUCATION AND FOUNDATION BOARD MEETING**

The meeting was called to order at 5:36 pm

**Board of Education Members Present:** Tim Lyman, Rosemary Baker-Monaghan, Sara Meyer, Karen Burke, Nicole Williams

**Foundation Board Members Present:** Bob Duehmig, Gerry Swenson, Pat Lehman, Amy Baker, Len Tumbarello, Cliff Fick, Andrew Fick, Jim Alegria, Chris Laman, David Oser

**Others Present:** Peter Williams, Angee Hunt, Tom Ank, Grace Fadele

**I. Welcome and Introductions, Foundation Board Chair: Cliff Fick**

He stressed that student success = community success. There is a need for qualified people to fill jobs in the community. The College mission is to help students complete their schooling so they can gain education for employment needs. This message is expanding and community response has been overwhelming.

**II. Status Update Since Last Meeting: Peter Williams, Vice President of Academic and Student Affairs**

- The College is proceeding towards hiring a new Dean of Student Success. There are 16 applicants and they hope to have someone in place by January.
- The College recently completed a mid-cycle peer evaluation from accrediting body. The report is posted to web.
- The strategic planning process is proceeding and the College will likely hire an external consultant to help.
- The new ERP (computer system) is in contract negotiations and proceeding forward.
- Most classes in Fall term and moving forward to Winter term have transitioned back to in person. Some courses are still offered online as they provide value to students.
- Fall enrollment is up 5% but still lower than pre-pandemic
- Dual enrollment updates: Getting back to normal, but K-12 population took a hit during the pandemic. FAFSA completion rate 85% pre-pandemic vs. post-pandemic 55% (Spring 2022).

III. **Small Group Breakouts:** Summary of discussion points individually presented to the full group. Yellow highlighted individuals were not present at the meeting and were assigned to the small groups by staff.

• **Enrollment Management:** Amy Baker, Andrew Fick, Karen Burke, Anne Carpenter, Jamey Hendricks

- Increase opportunities to host high school students on campus. Partner with TRiO to engage students at each of the high schools.
- Student Ambassadors to do outreach at the high schools and share the CCC campus experience
- Marketing careers to entice students. Showcase available career pathways at CCC and partnerships with community employers to provide workforce opportunities
- Grow your own workforce to support community workforce needs
- Have small scholarships available to entice students onto campus

• **Connecting the College with the Business Community:** Jim Alegria, Chris Laman, Nicole Williams, Cliff Fick, Jody Stahancyk, Jon Fick

- Expand upon existing programs (healthcare, automotive (Lum's and others), Hyak welding, etc.)
- Outreach to high schools to communicate available programs and partner with High School foundations to provide scholarships to first year students
- Identify potential barriers to expansion. Communicate with businesses and see how well their needs matches with college capacity. Then work to address and reduce barriers
- CDL program to help with commercial driver license needs of our community. Crosses a variety of sectors. Potential grants available to help establish or expand educational programs

• **Grants:** Tim Lyman, David Oser, Len Tumbarello, Trudy Van Dusen Citovic, Katie Watson

- What is achievable in the short run? Sources of untapped funding of grants and targeting wealthy individuals. Grants are the more viable short term option to pursuit.
- Need to understand the grant landscape. A variety of grant funding sources available:
  - Government
  - Private foundation
  - Capital grants
  - Operating grants
- How to find sources and how to fit college needs/projects with the grant stipulations
- Find a grant writer to assist with finding, applying, and securing grant funding

- Port using contract writer to obtain government grant
- What are the synergies with others in the community
  - CTE
  - Maritime
  - Can we connect for mutual benefit?

**IV. Alumni and Student Engagement:** Rosemary Baker-Monaghan, Bob Duehmig, Gerry Swenson, Pat Lehman, Sara Meyer, **Dave Zunkel, Gudelia Contreras**

- Create a charter during next 12 months
  - Define “alumni” and levels of membership
  - How to use an alumni association? What would be the purpose? How to differentiate from the Foundation How do alumni associations fit with Foundations? Are they separate entities, or would the alumni association be associated with the Foundation? What would be the best fit would for Clatsop CC. Seems like at CCC the alumni association would fit with the Foundation.
- How to engage alumni
  - How to keep in touch
  - How to capture missing past
    - Voices from the past to share stories of early graduates/students. CCC is the oldest community college in Oregon.
    - Share your start: I started at CCC and ended up as...
  - Provide list of important dates for alumni to participate
  - Capture student information during enrollment

**V. Reaching Consensus on Action Plan**

- a. Summarize notes and provide to each group.
- b. Small groups will coordinate individually to meet before next joint board meeting in February to flush out more details.
  - i. Each group to rank their list of items based on reasonableness to accomplish and available resources to complete tasks within the next year.
    1. What data is available to base decisions?
    2. Define actionable steps.

**VI. Set Next Joint Meeting Date**

A Doodle Poll was sent out on December 2. By Friday, December 9, we will have a date for the next joint meeting to present the small group findings.

***The meeting was adjourned at 7:13 pm.***