

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

MINUTES OF THE DECEMBER 13, 2022
BOARD OF EDUCATION
Regular Board Meeting

BOARD MEMBERS PRESENT: Rosemary Baker-Monaghan, Karen Burke, Tim Lyman, Sara Meyer, Trudy Van Dusen Citovic

BOARD MEMBERS ABSENT: Jody Stahancyk, Nicole Williams

OTHERS PRESENT: Desiree Noah, Kristen Shauck, Nancy Cook, Margaret Antilla, Caroline Wright, Peter Williams, Julie Kovatch, Angee Hunt, Evon Jacobsen, Kevin Leahy, Greg Riehl, Margaret Frimoth, Grace Fadele, Michael Bunch, Sherry Holdiman, President Chris Breitmeyer, Recording Secretary Felicity Green

1) CALL TO ORDER

The meeting was called to order at 6:30 pm by Rosemary Baker-Monaghan.

A. Adoption of Agenda

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

2) PUBLIC FORUM

Guests introduced themselves. There was no public comment.

Roll was called.

3) APPROVAL OF MINUTES

Karen Burke **moved to accept the Minutes of the November 8, 2022 Regular Board Meeting as presented.** Sara Meyer seconded. **The motion carried unanimously.**

4) 2021-22 AUDIT PRESENTATION: *Caroline Wright, CliftonLarsonAllen*

Please see Appendix A for a copy of the powerpoint presentation.

Caroline Wright began by explaining the scope of engagement of the auditors as well as what they do and how they ensure that they are in accord with OR law, federal law and generally accepted auditing standards (GAAS.) They are currently finishing up the 2021-22 audit and are working on financial statements. They plan to be done by the end of next week; this week they are doing the student financial aid cluster and HEERF funds.

There were no significant issues this year, thanks in large part to the efforts of Margaret Antilla. There was one issue with HEERF funds: \$33,000 of the money distributed directly to students from the student funds did not qualify as an allowable disbursement from the student portion of the HEERF funds. It did, however, qualify from the institutional funds, so an entry was made to use the money from the institutional funds. That adjustment was done immediately and internally and did not result in a deficiency. There were some additional factors at play in 2021/22 including changes in the GASB87 law which has changed reporting of leases and assets. Items which were previously called capital leases are now referred to as purchase finance agreements. This primarily affected contracts such as the College has with Dell; however, there were no deficiencies.

At a high level, the audit opinion is unmodified, which is the best possible result. She noted that this year was free of the issues and problems that have been present in the last two audits. Everything in the financial information was correct and done in the right way. There are some ongoing concerns about cyber security at the College and a management letter noting those. She reiterated again that Margaret Antilla and her team have done a great job cleaning up all the issues of the past few years.

There were not many significant changes this year. Cash flow looks on the surface as if it went up significantly but in fact that is a combination of tax anticipation and grant monies that had not been drawn down last year but were this year. Operating revenues and expenses were consistent. Footnotes have been added to the lease changes due to GASB87. The \$3 million bond has been signed and that will be added as a footnote. There was a question about the interest rate; Margaret believed it was 4.5% but she did not have the paperwork with her.

The auditors are confident the audit will wrap up by the end of 2022 and do not foresee any problems. There were no difficulties encountered and no significant issues. She thanked Margaret Antilla, the President and the Business Office team for all their hard work. They will give a status wrap up report to the President for the January meeting.

5) FACULTY PRESENTATION: *Kristin Shauck, State of the "DepARTment"*

The Art Department participated in the Astoria Visual Arts Open Studio Tour in July 2022 and very much enjoyed the opportunity to share student and faculty work with the larger community. They will continue participating and also credit it with a bump in enrollment this fall. The Royal Nebeker gallery 2022-23 season kicked off with the Ship Show, which is up through January 26. The opening was very well attended. The next show at the gallery will be the faculty show, followed by a Keri Rosebrough solo exhibition. She donated the large "Trantler" sculpture which will be permanently on display in the Art Building's patio and will also be jurying the student show in the spring term.

Fall term went very well. Highlights included a ceramics workshop with a visiting artist, a successful two-day ceramics sale and a collaborative project creating murals for the Dora Badhollet Library's River Room. Collaborative projects are very important and this year they

were honored to be able to participate in the Nutcracker by helping refurbish the Mother Ginger costume head. In the spring they will be collaborating with the North Coast Wildlife Center on a fundraiser.

The Art Department is in the process of moving back to the Lexington campus from Star of the Sea and art classes next term will all be in the Art Building.

6. REPORTS / DISCUSSION ITEMS

A. Report of the ASG Representative

There was no ASG report as students are on winter break.

B. Report of the Deputy Clerk

The President reported that tuition revenue is up about 5.5% and property taxes received so far are at 107% of the College's adopted budget. He also reported that the College's predicted ending fund balance was estimated at \$1.6 million and is now estimated at \$1.4 million.

C. Report of the Board Representatives

- **OCCA**

Rosemary Baker-Monaghan attended the recent OCCA Board meeting. The primary focus was on priorities for the upcoming legislative session. President Breitmeyer also attended and shared that OCCA has been working on minimizing impacts to the College from upcoming changes to the Community College support fund. These changes should not impact the College too severely as they will be partially based on CTE; the College has the highest percentage of income from CTE in Oregon.

- **CEDR**

Kevin Leahy gave the CEDR report. Details are included in the Board packet. In addition, he presented the CEDR annual update and funding request to the Seaside City Council on Monday, December 12. The Clatsop County Child Care task force met yesterday as well. They have agreed to pay tuition for childcare professionals taking planned classes through workforce development. The annual Job and Career Fair will be held in Patriot Hall this year on Wednesday, March 15. There will be 80 employers present along with all the area high schools; he is hoping many college students attend as well. The CEDR Awards will be held on Thursday, April 6 in Seaside.

- **Foundation**

The printed newsletter has gone out and everyone should have received one. The joint Foundation Board and Board of Education meeting on November 29 went very well; they came up with some proposed priorities and set next steps. The next joint meeting will be Tuesday, February 7 and small groups will be reporting back with their progress. Sponsorship solicitations for the Magic event have gone out. That event was scheduled for April 29 but might move due to a conflict with the Crab and Wine festival.

- **Board Policy Committee**

The new meeting structure for College governance policy approval is working very well. Rather than policies moving through every committee meeting, they now are being looked at in one big meeting with everyone from all the committees.

D. Report of the President

The contract with Ellucian has been signed. The College is now working on finding a project manager. The planned implementation timeline is 18 months; that timeline has not yet begun. There was a bot incident on the College website; Russ Dickerson is working with Wordpress to improve security.

The legislative session is coming up; the College is hoping to be able to recover the promised money for the uncompleted MERTS project and apply it to a new project.

The Art Department has returned to the art building, which has less severe problems than originally thought. Printmaking will have to be delayed, however, as the fix for the large perpendicular crack will involve digging up and relaying the floor.

- **Report of the VP Academic and Student Affairs**

Peter Williams said that he was pleased to be wrapping up a rewarding term that felt closer to normal than any since 2020. The screening committee for the Dean of Student Success has met; there are three finalists from sixteen candidates. Those finalists will be coming to campus for interviews in January. Karen Burke asked about the two tracks in the proposed fermentation programs that Kevin Leahy mentioned. Dr. Williams hopes to have something clearly defined for that program soon.

7) OLD BUSINESS

a. Website Calendar

Julie Kovatch and Felicity Green are adding information to the website calendar as they receive it. Previously, college departments had been charged with doing that work themselves. Although they still have that capability if they wish to exercise it, having others do it as well ensures that everything will be posted.

b. Summary of Joint BOE and Foundation Board Meeting

The Minutes from the joint meeting are in Section G will be approved at next meeting.

c. Update on VPFO Search

Two strong candidates have been identified and are coming to campus towards the end of January. The salary has been a stumbling block and the College needs to be competitive and realistic. One issue has been that traditionally all new hires start at the first step on the salary scale regardless of their prior experience. The College is trying to change that policy. Some members of the Board were concerned that this be done in a more accelerated timeframe and others were concerned that there has been a lack of transparency in the process which could

lead to long term employees feeling shortchanged. There were also concerns as to whether the College would be able to pay for higher salaries. The President said there would be an update on process changes at the next Board Meeting as part of his report.

d. Climate Survey Followup

Major concerns arising from the climate survey included communication and morale. With the creation of a staff newsletter and more frequent presidential updates, the College is seeing improvements to both. The bullying followup results have not yet been tabulated but there have been less complaints about bullying recently.

e. Update and Vote on OSBA Resolution

The Board commented that the OCCA letter explaining the College's participation in OSBA was very helpful. Karen Burke **moved to approve the resolution to adopt the OSBA Legislative Priorities and Principles as recommended by the Legislative Policy Committee.** Sara Meyer seconded. **The motion carried unanimously.**

8) NEW BUSINESS

a. New Hires

Desiree Noah read out four new hires for December. Tom Ank started as Chief Information Security Manager, effective December 1, 2022. Quinn Haase began as the Bookstore Buyer/Lead Clerk, effective November 28, 2022. Tammy Heintz is the new Future Ready Grant Coordinator, effective November 21, 2022 and David Souza began as Custodial/Maintenance (Swing) Assistant on November 21, 2022. They are all local to the Astoria area.

b. Update on Strategic Plan

Peter Williams said that there have not been any changes from his most recent update. It has been recommended that the College reach out to a consultant to help with the Strategic Plan. He is looking into those options.

c. Extend the CliftonLarsonAllen contract for FY 2022-23

The College wants to do another RFP next year as only CLA responded to this year's request. Specifically, a proposal from the firm who does the audit for the Port of Astoria would be welcome. They have indicated they would like to respond, but the RFP this year was sent to the wrong group in their firm and not forwarded by them. The President said that he has heard from other OCCA presidents that it is very difficult to find auditors right now.

Sara Meyer **moved to approve the recommendation to extend annual auditing services to CliftonLarsonAllen for fiscal year 2022-2023 and send out another RFP in 2023.** Karen Burke seconded. **The motion carried unanimously.**

d. President's Evaluation

The President's Evaluation Committee (Karen Burke, Tim Lyman and Sara Meyer) have met; they distributed the President's Evaluation Committee Report (Appendix B.) The process for this

year is laid out in this handout. Past evaluations have included students, staff and faculty but this year they feel the campus climate survey covered that. It was noted that in the past the Board has also conducted a community survey and perhaps should consider returning to that in the future.

Sara Meyer **moved to approve the plan of the President's Evaluation Committee.** Tim Lyman seconded. **The motion carried unanimously.**

9) ANNOUNCEMENTS/COMMUNICATIONS

a. Next Board Meeting: Tuesday, January 10, 2023 at 6:30 pm: Regular Board Meeting

b. Committee Meetings

- i. Board Policy Committee Meeting: Thursday, December 15, 10:00 am is CANCELLED
- ii. Board Agenda Prep Committee Meeting: , 1:30 pm, Wednesday, December 21.

c. Upcoming Events

On Friday, January 6 College staff and faculty will be gathering at the Lower Columbia Bowl in downtown Astoria for an informal social evening of pizza and bowling. The Board is invited.

On Saturday, January 21 the Chinook nation will be holding a gathering in Patriot Hall and have offered the College the opportunity to invite 30 people. The Board is all invited; other invitations will go out to the College community via lottery.

10) BOARD FORUM

Tim Lyman thanked Margaret Antilla for cleaning up the financial mess which affected the entire college.

Karen Burke wished the Board, faculty, staff and students happy holidays.

Sara Meyer has had a few conversations about meetings and thinks it's important to remember that having meeting after meeting to make plans can make it difficult to impossible to enact those plans since all the time allotted has been used up by meetings.

Rosemary Baker-Monaghan wished everyone happy holidays and **adjourned the meeting at 8:14 pm.**

Chris Breitmeyer, President

Rosemary Baker-Monaghan, Chair

Felicity Green, Recording Secretary