

MINUTES OF THE FEBRUARY 14, 2023
BOARD OF EDUCATION
Regular Board Meeting

BOARD MEMBERS PRESENT: Rosemary Baker-Monaghan, Karen Burke, Tim Lyman, Sara Meyer, Jody Stahancyk, Nicole Williams

BOARD MEMBERS ABSENT: Trudy Van Dusen Citovic

OTHERS PRESENT: Tom Ank, Helen Keefe, Pat Keefe, Doris Jepson, Desiree Noah, Heather Douglas, Eileen Purcell, Margaret Frimoth, Christine Riehl, Jon Graves, Jessica Yurosko, Peter Williams, Kathy Bode, Greg Riehl, Kevin Leahy, Camille Leavitt, Megan Tiller, Leah Durham, Mike Hall, Mark Emberlin, Ken Ross, Crystal Jimenez, Sara Maya, President Chris Breitmeyer and Recording Secretary Felicity Green

I) CALL TO ORDER

The meeting was called to order at 6:30 pm. Roll was called.

A. Adoption of Agenda

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

II) PUBLIC FORUM

A. Introduction of Guests Guests introduced themselves.

B. Public Comment

Heather Douglas, Chair of the DEI Council and Project Coordinator for the Alliance for Equity in Education, Meyer Memorial Trust gave out a chart detailing recent steps taken to lead to a more inclusive campus (Appendix A). She discussed recent DEI council activities, including finalizing a land acknowledgement and a Black History Month display at the bookstore. The Alliance for Equity in Education through the Meyer Memorial Trust recently received a \$5000 grant for a 5-week equity training to be offered to Astoria School District teachers; the College will be partnering with them on that. They are also receiving a \$20,000 grant for the 2023 Inclusivity weekend training. She is hoping to be able to host it here on campus. Keith Jones will be the keynote speaker.

III) APPROVAL OF MINUTES

A. Minutes of the January 10, 2023 Regular Board Meeting
Sara Meyer **moved to approve the minutes as presented.** Nicole Williams seconded. **The motion carried unanimously.**

IV) PRESENTATION: *Latino Club with students and Eileen Purcell, Club Advisor
and Nursing Club with students and Devon Weaver, Club Advisor*

The Latino club, represented by Crystal Jimenez, was founded in 2012 to reach out to other Latino students and encourage them to attend CCC as well as to raise scholarship funds. The Club raised over \$1000 this year with their annual pan de muerto sale to celebrate Day of the Dead. On March 3 they will be hosting an event on campus for Latino high school students. They plan to have a keynote speaker and other activities and hope to motivate students to continue their educations and attend the College. They meet twice weekly to plan activities. She thanked the Board for the opportunity to speak with them.

The Nursing Club, represented by Megan Tiller and Leah Durham, thanked the Board for the opportunity to present. They usually meet once a month and have a wide range of projects. In the past year they delivered a Thanksgiving basket; participated in the ASG Giving tree at Christmas by sponsoring 4 children; did a wreath making fundraiser (funds raised go to the Pinning Ceremony;) and held a blood drive and a Narcan training. They are currently selling sweat shirts and had order forms available (Appendix B.) The Board Chair commented that in past years they attended the December Board meeting with wreaths for sale and they promised to restart that tradition in December 2023. The Nursing Club also provides peer mentoring for first year nursing students. They invited the Board to the pinning ceremony, which will be held on Thursday, June 15 from 2 – 4 pm at Patriot Hall.

V) PRESENTATION: TRIO 2023 *with Christine Riehl, Director of Trio SSS and Jon Graves,
Director of TRIO Pre College Programs*

Jon Graves spoke about TRIO Pre-College. These programs are for students from 6th through 12th grade and staff are based at Warrenton, Astoria and Seaside schools. They are funded to serve about 740 students a year. To qualify, students must be low income and/or have parents who do not have a four year degree. The programs help keep students in school and start college set up with scholarships and support. Staff build relationships with the students; the relationships with caring adults are crucial for these students. TRIO Pre-College student numbers haven't yet rebounded to pre-pandemic levels, partially because Clatsop County incomes are higher than previously but they are climbing.

Christine Riehl spoke about TRIO SSS, which serves current CCC students and is based at the Lexington Avenue campus. The goal of TRIO SSS is to graduate and transfer students to four-year programs. They have a capacity of 160 students and currently serve 139. Students must qualify with two out of three criteria: low income, documented disability or parents without four-year degrees. They can serve up to 59 students who only qualify with one criterion but that leaves many who could benefit without, particularly as Clatsop County incomes have been rising. TRIO SSS works extensively with the College Financial Aid department and Student Access Services to ensure that qualified students receive the services they need to be successful.

TRIO SSS does student advising both in person and via Zoom; they have found some students prefer it. Since the pandemic they have brought in more web based services including a required financial literacy module. They are offering more workshops including a financial literacy workshop that is coming up next month. Budgeting and financial literacy are important components to TRIO programs beginning with pre-College TRIO. Students are also taught basic business functions which are no longer commonplace in the home: answering the phone and addressing envelopes, for example. Students often move from pre-College TRIO to TRIO SSS and then on to 4-year programs; some then even move into the McNair Scholars program for graduate school.

V) **CONSENT AGENDA: None**

VI) **REPORTS / DISCUSSION ITEMS**

A. Report of the ASG Representative

Camille Leavitt, ASG President, reported that ASG has been busy. They cosponsored a consent and safer sex event with the Harbor, the DEI Council and the CCC LGBTQiA Club on Valentines Day which went well. The next planned event is the March 16 Bandit Spirit Day; they are also working on an event at the end of the school year in May. They are swearing in two new members, a treasurer and an events coordinator, and now will have a full cabinet. They plan to update their page on the CCC website soon.

A. Report of the Deputy Clerk

The President reported that tuition and fee revenue is 10.38% higher than at this time last year. Spending is only up .11%; he thanked the College staff and faculty for reining in their spending so successfully.

B. Report of the Board Chair

- **CTE Month Proclamation**

The Board Chair read the proclamation. Tim Lyman **moved to proclaim February 1 – 28 as Career and Technical Education Month**. Nicole Williams seconded. **The motion carried unanimously.** There was some discussion around publicity for this event. The proclamation has also been read out at Astoria, Seaside and Warrenton City Council meetings as well as at Seaside Rotary.

- **Classified Appreciation Week Proclamation**

The Board Chair read the proclamation. Tim Lyman **moved to proclaim the first full week of March as Classified Employee Appreciation Week**. Jody Stahancyk seconded. **The motion carried unanimously.** There may be a small event at the College that week in recognition of classified employees; nothing has been planned yet.

C. Report of the Board Representatives

- **OCCA**

Rosemary Baker-Monaghan is attending the weekly OCCA board meeting via Zoom. She will send notes from those meetings on to Felicity, who will forward them to the whole Board. Currently, OCCA is discussing the introduction of a recent bill which was passed to allow community colleges to offer a Bachelor's of Science in Nursing degree (BSN.) The Board discussed whether the College should consider offering this program. Currently, through the Oregon Consortium for Nursing Education (OCNE,) CCC and other participating OR community college nursing graduates can continue directly on to OHSU to work towards a BSN either online or in person. Some of the larger community colleges in the state want the option to offer the BSN without OCNE. OHSU is not enthusiastic. There was a comment that given how much the area needs nurses, it might make more sense to expand the College's current two-year program instead. Industry standards are moving towards requiring a BSN for all registered nurses.

- **CEDR**

Kevin Leahy gave the CEDR Report. Kristin Freud, a former College instructor, has been hired by the countywide childcare commission as the new program manager. The job and career fair is on March 15; so far, 44 employers have signed up. The CEDR Awards will take place on April 5 in Seaside. They are currently offering an early childhood education class which started in January and has enrolled 12 students. There is a meeting next week about the potential launch of a CDL program. 34 employers have signed up for ClatsopWorks with 72 internships. Misty Bateman, the ClatsopWorks coordinator, will now also be taking on the cooperative work experience program, which offers college credit for work experience and has not been running since before the pandemic. President Breitmeyer said that he enjoyed talking up the ClatsopWorks program at the recent ACCT weekend in DC as other community colleges do not have the numbers CCC has achieved.

- **Foundation**

Tim Lyman gave the Foundation report and thanked Angee Hunt for the update. The 2023 Magic event now has 24 confirmed sponsors and College booths have expanded from 15 to 22, all confirmed. Tickets are not yet for sale. The next Foundation e-newsletter will be sent out on February 15. The joint Foundation Board and College Board meeting was very productive; the committees did a great job and have plans for cooperation. Rosemary Baker-Monaghan complimented Angee Hunt for the great job she has been doing presenting at the Seaside Rotary and Seaside downtown business development group.

- **Board Policy Committee**

The next meeting is this Thursday at 10 am via Zoom. Several policies that have been through college governance will be coming to the board in March. This includes a new exit interview procedure drafted by Desiree Noah and the President. The President's Evaluation Committee survey is due at end of this week.

- **Board Engagement**

Jody Stahancyk handed out new copies of the calendar. The College is 65 years old this year and there was a question if any events are planned. The College is in the early planning stages for events in the Fall term. The Foundation is working on an alumni database; Jody Stahancyk urged Board members to reach out to all alumni and ask them to share their contact information. Several Board members commented on alumni they know or are connected with. Rosemary Baker-Monaghan said that her father filed the paperwork to help create the College. Tim Lyman said his father taught at the College. Nicole Williams' grandfather was a PE instructor and the mens' basketball coach.

D. Report of the President

The President reported that while the College has started working with Ellucian in preparation for the ERP replacement, they do not yet have a project manager. An offer has been made to a new VPFO; they have not yet accepted. He met with Bob Dorn at Hyak Marine recently and is planning to work with them and with Bergeson Construction in order to find out what CCC can do to meet their employee needs. On his recent trip to DC, he lobbied to expand Pell grants to include short term certificates and job training to help facilitate more of these offerings at the College.

There was a discussion about the hiring process in reference to the Vice-President of Finance and Operations and Dean of Student Success candidates. Some Board members voiced concerns about hiring procedures including the timing of reference checks, the efficacy of large group interviews and the lack of Board involvement with the hiring process. Other Board members disagreed.

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

Peter Williams commented that it is exciting to have several Board members with personal ties to the founding of the College. He is working on finding a consultant for the strategic plan; meanwhile, the strategic planning committee is reading *Creating A Data-Informed Culture in Community Colleges* by Phillips and Horowitz as is the President's Cabinet. He also commented that there is a great relationship between administration and faculty at CCC and that is not always the case; he thanked the faculty for fostering that.

VII) OLD BUSINESS

A. Audit IT Security Update with Greg Riehl, Director, Computer Services

Greg Riehl spoke about recent changes in the IT department, including the addition of Tom Ank, who previously worked with the College as a consultant, as Chief Information Security Manager. Tom Ank spoke about the auditor's report. The College needs to have more written policies in place around information security. There was some discussion about compliance, passwords and current industry standards. The College is confident they are compliant with current standards; there are concerns that the auditors will have the same findings next year.

VIII) NEW BUSINESS

A. Request to Accept United Way 2023-2024 Campaign Funds for LIT

Margaret Frimoth spoke briefly about the Lives in Transition (LIT) program. This funding supports services like bus passes and child care costs for their students. LIT students make up between 9 – 14% of all graduating students and there are now 13 CCC employees who are LIT graduates.

Karen Burke **moved to accept United Way 2023-24 Campaign Funds for the Lives in Transition program.** Tim Lyman seconded. **The motion carried unanimously.**

B. Appoint Returning Budget Committee Members and Announcement of Vacancies

Jody Stahancyk **moved to reappoint the returning Budget Committee members and to appoint Kevin LaCoste to the Budget Committee.** Karen Burke seconded the motion. **The motion carried unanimously.** Mitra Vazeen and Al Arp were reappointed; there is still one vacancy on the Budget Committee. It is being advertised on the College website.

C. *Pandemic SNAP Benefits Ending and Suzanne Bonamici Roundtable*

on College Hunger will be moved to next month as Trudy Van Dusen Citovic was not present.

D. Approve Juneteenth as a Permanent College Holiday

The President with the support of the DEI Council asked the Board to approve June 19th as a permanent College holiday. Fifteen of the seventeen OCCA colleges have already done so. Last year it was approved for one year only. There was some discussion and some concerns about adding a paid holiday instead of swapping one out and about the possibility of using the holiday as part of contract negotiations.

Nicole Williams **moved to make Juneteenth a College holiday for the 2023 calendar year.**

Karen Burke seconded the motion. Rosemary Baker-Monaghan, Karen Burke, Sara Meyer, Jody Stahancyk and Nicole Williams voted Aye. Tim Lyman voted Nay. Trudy Van Dusen Citovic was not present. **The motion carried.**

E. S&S Cost of Living Increase

The President asked the Board to recommend that Service and Supervisory (S&S) staff receive a cost of living adjustment in the 2023-24 budget. They did not receive one last year. He read out the estimated costs at a 3%, 5% and 7% increase. There was some discussion about revenue and about planned cost of living adjustments for other bargaining groups. The President is hopeful that this cost of living adjustment can be accommodated within a flat budget. Timber revenues will be significantly cut beginning in 2024/25. The College is starting to discuss the loss of timber revenue issue.

Nicole Williams **moved to recommend building a 5% cost of living adjustment for S&S staff into the 2023-2024 budget.** Karen Burke seconded the motion. Rosemary Baker-Monaghan,

Karen Burke, Sara Meyer and Nicole Williams voted Aye. Tim Lyman voted Nay. Jody Stahancyk abstained. Trudy Van Dusen Citovic was not present. **The motion carried.**

F. New Hires and Personnel Changes

Layla Solar has joined the College as Assistant Director of Financial Aid. She holds a Bachelor of Science in Human Development & Family Sciences from OSU.

Kate Deeks, Library Assistant/Instructional Assistant, has left the College.

IX) ANNOUNCEMENTS/COMMUNICATIONS

- A. Next Board Meeting: Tuesday, March 14, 2023
5:30 pm: Executive Session to Discuss Presidential Evaluation
6:30 pm: Regular Board Meeting
- B. Committee Meetings
 - Board Policy Committee Meeting: Thursday, February 16, 2023
 - March Board Meeting Agenda Prep: Thursday, February 23, 2023

X) BOARD FORUM

Tim Lyman asked if the College had a whistle blower policy? It is BP 7700 and the associated procedure is AP 7700.

Sara Meyer complimented the College on the easily accessible emergency information on the walls.

Nicole Williams asked if Board members had seen the announcement from the hospital about the giant expansion project. She will be very busy with that in the near future and as a result does not think she will run for the Board this spring. She will look for a possible replacement and will be happy to continue on the Budget Committee.

Rosemary Baker-Monaghan said Nicole Williams has been a very valuable Board member and she hopes she can be persuaded to change her mind.

XI) ADJOURNMENT

Rosemary Baker-Monaghan adjourned the meeting at 8:30 pm.

Board / Staff Member	Action Item
Rosemary Baker-Monaghan	Will provide Felicity Green with OCCA Board notes to be sent out to the CCC BoE.