

**MINUTES OF THE APRIL 12, 2022
CLATSOP COMMUNITY COLLEGE
BOARD OF DIRECTORS
REGULAR BOARD MEETING**

I. CALL TO ORDER

The meeting was called to order by Chair Rosemary Baker-Monaghan at 6:32 p.m.

Board members present: Rosemary Baker-Monaghan, Karen Burke, Sara Meyer, Tim Lyman, Trudy Van Dusen Citovic, Jody Stahancyk, and Nicole Williams.

Board members absent: None.

Others present: Heather Douglas, Carla Moha, Lloyd Mueller, Pat Schulte, Jade Jaconetti, Rinda Johansen, Helen Keefe, Angee Hunt, Nichole Warwick, Tina Kotson, Jerad Sorber, Desiree Noah, Margaret Antilla, Fernando Rojas, Marian Derlet, Julie Kovatch, Krystal Brailsford, Tamara Blackford, Leah Lindstrom, Doris Jepson, Peter Williams, Caroline Wright, Devon Miller, K. Nasstrom, Grace Fadele, Teena Toyas, Greg Riehl, Devon Weaver

ASG President Matt Miller, President Chris Breitmeyer, and Recording Secretary Felicity Green.

A. Adoption of Agenda

Karen Burke **moved to adopt the April 12, 2022 agenda as presented.** Jody Stahancyk seconded. The motion carried unanimously

PUBLIC FORUM

A. Introduction of Guests

Public Comment was moved to later in the meeting.

II. APPROVAL OF MINUTES

Karen Burke **moved to approve the March 8 Board Work Session and March 8, 2022 Regular Board Meeting Minutes as presented.** Jody Stahancyk seconded. The motion carried unanimously.

III) AUDIT PRESENTATION BY CAROLINE WRIGHT AND LEAH LINDSTROM OF CLA (CliftonLarsonAllen)

Caroline Wright of CliftonLarsonAllen gave a comprehensive report on the recently completed audit for the year ending June 30, 2021. Ms. Wright presented the Management Letter, the Board Letter, the Report on Internal Controls and the Financial Statements. Both auditors stressed that the auditors' responsibilities under GAAS (generally accepted auditing standards) are not a judgment on the College's procedures. They performed the audit in accordance with required auditing standards which include state requirements and municipal rules. The scope of the audit testing is a financial statement audit which includes the student financial aid cluster and HEERF (Higher Education Emergency Relief Funds) funds.

2021 had a lot of unique and complex issues which made it a very complicated year to audit. HEERF came in three segments and added complexity. Among other contributing issues were staff turnover, the new ERP and continued pandemic issues affecting staff availability. Most of these issues have been addressed and will not be a problem going forward. The return of Margaret Antilla to the business office has been an enormous help; if she had not returned then the audit would not be finished.

The auditor's unmodified opinion on the financial statements is that there were two corrected adjustments, three uncorrected adjustments, one significant deficiency and a management letter. A management letter is a statement of recommendations on procedures. It is not considered a letter on significant deficiencies but recommendations for best practices.

The management letter concerned deficiencies in information technology, including password standards, multi factor authentication, risk assessment and review of vendor management controls.

The significant deficiency found instances that key reconciliations were not being completed timely and were not being reviewed. This is not a repeat finding and is being addressed.

Financial Statement Highlights Include

- Current assets only changed \$261,000 from 2020.
 - There were significant changes from 2020 in cash and AR (accounts receivable): in 2020 there was more cash and less in accounts receivable. In 2021 that ratio

flipped and cash went down \$1.6 million but accounts receivable went up \$1.9 million.

- There was a \$3.1 million decrease in capital assets
 - This was a combination of \$1.8 million in depreciation and \$1.7 million in assets which were written off. The written off assets relate to the MERTS project which was scrapped because funding did not come through. There is also an impairment to assets in the form of the financial portion of the CNS / Anthology software which will now not be used. Money had been allocated for that software.
- Current liabilities decreased by \$500,000.
 - This is mostly due to a decrease in unearned revenue. This decrease is only a change in recording method and refers to the student revenue which is received before the start of summer term. In the past that revenue was counted as unearned revenue in the previous fiscal year; now it is counted as earned revenue in the next fiscal year. \$1.9 million in long term debt was retired in 2021 and no new debt was acquired.
 - Operating expenses increased 7% while operating revenues increased 8%. There were no significant line item changes.
 - Cash and cash equivalents decreased this year as compared to last year. Next year that should change as there will be less struggle with accounts receivable. HEERF funds were used to cover outstanding student debt from Spring 2020 through Spring 2021, which cleared a significant amount of outstanding debt. A large portion of the College's uncollected AR is governmental and will be received in the future.
 - The HEERF money will appear again in the 21-22 audit but that will be the last year it is reflected in the audit. XX
 - Net operating loss is common in colleges and universities and it is related to the requirement to report despite revenues coming in at different times of the year.
 - However, the change this year was \$2.6 million and that is something that the College should examine in more detail to determine ways to reduce costs or raise revenues.
 - Reporting revenue from the Clatsop County Cultural Coalition has changed. Since the cash is in and out within 90 days, it is reported as cash on the College's statement of net position and as a liability of the same amount.
 - Requirement for reporting it was moved up to the cash flow from operating activities.
 - In the past the College was only involved as a fiscal party, so the state could pass through money to the Coalition; it was a way of distributing grant money.

- In the past, however, the amount was about \$10,000 which was not considered material.
 - This year the amount is closer to \$400,000.
 - It was also determined that there is a fiduciary relationship between the College and the Coalition.
 - The money is being run through the College's bank account and not through the Foundation.
- There was also a discrepancy that was discovered where payroll disbursements were taken from the wrong TRIO grant. That error has been addressed.
- Financial Aid issues included
 - Issues of the disbursement date with delays of 15 days encountered between when disbursement was made and when it was reported to the Department of Education.
 - SAP issues: SAP evaluation during testing found that of 40 students tested, two did not receive their proper communications and their enrollment status change was not reported to NSLDS in a timely manner.
 - NSLDS reporting issues are extremely common.
 - HEERF reporting issues: the HEERF student funds were not being correctly reported on the website but that has been rectified.
 - Pell issues: during testing of 48 students, three were found to have been under awarded their Pell grants.
 - Lloyd Mueller reported that these issues are connected to Anthology and have been formally included in the College's letter to them as a reason for discontinuing use of their ERP. He is glad these issues have been documented by the auditors.

Questions and concerns from the Board included

- How much revenue from tuition and fees is more than 120 days old? Margaret Antilla will supply that information in an email.
- There is concern about personnel issues that may have led to governmental monies not being drawn down in a timely fashion.
- There is concern that the auditors did not notify the Board of significant deficiencies or findings before this meeting. That notification would not be standard auditing practice. The auditors agreed to supply that information to the President in the future.

- There is concern that students may not have received their correct Pell grant amounts. The Financial Aid department is working on this issue and are hoping that Anthology loads the correct tables into the software soon.

PUBLIC COMMENT (moved from I B)

Heather Douglas announced some upcoming events. This weekend is the Inclusion weekend at Camp Kiwanilong. On April 27 the College will be partnering with The Harbor to present some Denim Day activities in conjunction with Sexual Assault Awareness Month.

Heather also organized an organic meet and greet for students during the first few days of spring term. This was received well and she thanks the President for supporting this endeavor.

CONSENT AGENDA

A. Policies and Corresponding Procedures for Review

- BP 5400 Associated Students Organization 2nd reading and adoption
- BP 5410 Associated Students Selection Process 2nd reading and adoption
- BP 5420 Associated Students Finance 2nd reading and adoption

Sara Meyer moved to **put the consent agenda in 2nd reading by title only and adopt BP 5400 Associated Students Organization, BP 5410 Associated Students Selection Process, and BP 5420 Associated Students Finance.** Jody Stahancyck seconded. The motion carried unanimously.

III. REPORTS/DISCUSSION ITEMS

A. Report of the ASG President

Matt Miller, ASG President, wants to thank the Board for their contribution to getting financial aid out the first week of the term. The first ASG meeting of the term was very productive. They are hoping to have more interaction with the student body as a whole and make sure that all students know they exist and what they do. They have scheduled some events including an egg hunt on April 18, a game night at the end of May with an ice cream bar and pizza and a drive-in movie night at the end of the school year. ASG also gave funding to the nursing club to sponsor the nursing pins. ASG is working to plan a one credit leadership class to be offered next year; it will be open to the entire student body but encouraged for ASG members. The Board is invited to ASG meetings; they are every Wednesday at 4 pm in the Bandit Burrow.

B. Report of the Deputy Clerk

President Breitmeyer reported some highlights from the financial statements. Tuition and fee revenue is \$1.778 million, a slight increase from 1.729 million at this time last year. Next month there will be a better picture of the year as the College will be providing the April financial report. State appropriations are where the College estimate they would be at about \$4.2 million. Property taxes are slightly up; the College is now anticipating about \$5.2 million. Timber revenue is budgeted in the general fund for \$450,000 with the remainder going to debt reduction; in the current year, that was about \$1.2 million total.

C. Report of the Board Chair

The Chair read the Clatsop Community College National Student Employment Appreciation Week Proclamation for the week of April 10 – 16, the Recognition of April 2022 as Oregon Community College Month Proclamation and the Clatsop Community College Faculty Appreciation Week Proclamation for the week of May 1 through 7.

D. Report of the Board Representatives

OCCA

The Board Chair is heading to the OCCA conference tomorrow and will have a report from that next month.

CEDR/SBDC

Trudy Van Dusen Citovic reported that the March 23, 2022 Housing Forum cosponsored by CEDR was great with 450 members of the community present. CEDR Awards will be presented on May 26. Kevin Leahy, Suzanne Weber and a representative from Jeff Merkley's office took part in a tour at Hyak Tongue Point, which is in the process of getting a 1500 pound electric lift, which could potentially mean many new jobs in the community.

Foundation

Tim Lyman reported that the Joint Foundation and College Board meeting on April 6 discussed coordinating college efforts with Foundation scholarship efforts and brainstorming additional opportunities. They are planning another joint meeting to address the rest of the agenda. The meeting was very productive. A suggestion was made to include ASG representatives at the next joint meeting and everyone agreed this should be done.

Scholarships applications are open until April 30. As of right now, there are only 32 tickets left for the Be Part of the Magic fundraiser on April 30.

Board Policy Committee

Karen Burke reported that there are no policies for board review at this time. The committee is currently working on revising administrative procedure for evaluation of the president and will be meeting on Tuesday, April 21. These changes will probably be minor and will be presented at the May 10 meeting.

Board Engagement

Jody Stahancyk, Board Engagement, distributed a spreadsheet for all board members to use for reporting on College events they have attended. She also distributed blank notecards and asked that Board members use them for thank you notes after attending events. She also recommended writing thank you notes to faculty during the first week of May to commemorate Faculty Appreciation Month.

E. Report of the President

The President reported that on Monday there will be an all campus event to meet a candidate for Vice President of Finance and Operations. Further information on the event will be sent out by the end of the week.

The proposal for the RFP for the new ERP is completed but not yet out. It will go out when current budget responsibilities are not so overwhelming. Direct users had a lot of input into the RFP. The campus climate survey will be deployed in the fall.

F. Report of the VP Academic Affairs

Faculty Presentation: Nursing Program with Doris Jepson, Director of Nursing and Allied Health; Tina Kotson, Nursing Instructor and Carolyn Adler, Nursing Instructor

The nursing faculty were very happy to be able to present at the Board meeting and thanked the Board for all they do in support of nursing students. The nursing pinning ceremony will take place on June 16 from 2 – 4 pm at Patriot Hall and they hope the Board will be able to attend.

The nursing program began in 1983 and has had 609 graduates with 18 more on board to graduate in June. They are active participants in the College's strategic goal of cultivating connections with the community as they have relationships with many local health agencies from Astoria almost to Tillamook. Approximately 70% of CCC nursing

graduates get their first jobs in Clatsop or Tillamook county. The nursing program is a partner with OHSU and ten other community colleges; they all share a curriculum that is created by a joint committee of faculty. Students entering the nursing program must have already completed 45 hours of prerequisites. After graduation, they are then eligible to finish a BS in nursing at OHSU or take the national licensure exam and go to work as RNs. All 23 of last years graduates passed their national licensure exams and got jobs. There is a huge need for nurses and these positions pay \$40 an hour or more.

Application numbers to the nursing program are down; approximately 35 were received this year. Only 20 students are admitted due to limited faculty and classroom space. The program has also run into issues with vaccination requirements; nursing students are required to be fully vaccinated as industry partners require it for clinicals.

Tina Kotson is a CCC alumna. The College's quantity and quality of community partners is very unique to the College and to the state. Due to these close relationships, CCC nursing students were able to continue clinical experience during the Covid-19 pandemic while most nursing schools were forced to go virtual only. This past year nursing students have each earned 100 – 150 hours of clinical rotations and in spring term, seniors do a 200 hour integrated practicum paired with RNs. Ms. Kotson thanked the 24 hospital nurse preceptors from CMH, Providence Seaside, Astoria Birth Center and more.

Caroline Adler thanked the Board for dedicating so much time to the College. She is a community college graduate herself and was only able to become a nurse due to the availability of scholarship funds. Nursing students at the College are a wide variety, ranging from teenagers straight out of high school to people in their 50s or 60s who are changing careers.

The nursing instructors presented one of the new simulation manikins, a newborn. The program now has multiple simulation manikins thanks to the support of the College. These new Gaumard manikins connect to radio frequency and can be used in any classroom. Simulations are very important for students as they provide a safe space for learning hands on techniques.

The instructors were asked what they would need in order to grow the program. They need a dedicated building and faculty. It is very difficult to find nurse educators for financial reasons. Nurses make far more in a hospital than they would as instructors at a college.

G. Report of the Chief Enrollment Officer

The total enrollment numbers in the report in the Board packet no longer contain community education.

IV. OLD BUSINESS

None.

V. NEW BUSINESS

A. Approve OED Short-Term Borrowing Resolution #2021-22-01 (if needed) –

The College asks the Board to approve this resolution annually in case they need to borrow for cash flow purposes. This resolution authorizes the loan only and does not mean it will be used. Since President Breitmeyer has been here the College has authorized this loan each year but has never used it.

Jody Stahancyk **moved to adopt Short-Term Borrowing Resolution #2021-22-01 as presented.** Karen Burke seconded. Rosemary Baker-Monaghan, Sara Meyer, Karen Burke, Trudy Van Dusen Citovic, Jody Stahancyk, and Nicole Williams voted aye. Tim Lyman abstained.

B. New Hires

Felicity Green has been selected as the new Executive Coordinator to the President and Board of Trustees effective April 1, 2022. Evan Isoline has been selected as the new Custodial / Maintenance Assistant, effective March 28, 2022. Katherine Bode has been selected as the new Benefits Navigator, effective April 1, 2022.

VI. ANNOUNCEMENTS

The next Board Meeting will occur on Tuesday, May 10, 2022 at 6:30 pm.

VII. BOARD FORUM

All members passed except Tim Lyman. He is concerned that the College's attorney for the negotiations with Anthology is young and inexperienced. Jody Stahancyk said she

would reach out to Miller, Nash to discuss this matter.

VIII. ADJOURNMENT

Without further business, the Regular Board meeting was adjourned at approximately 9:51 p.m.

Chris Breitmeyer, President

Rosemary Baker-Monaghan, Chair

Felicity Green, Recording Secretary