

**MINUTES OF THE FEBRUARY 8, 2024
BOARD OF EDUCATION
REGULAR BOARD MEETING**

Board Members Present: Ashley Flukinger, Ed Johnson, Tim Lyman, Lloyd Mueller, Jody Stahancyk, Mitra Vazeen

Others Present: Kevin Leahy, Bill Meck, Heather Douglas, Deborah Howe, Cliff Fick, Asher Finch, Brittney Holden, Rebecca Norden-Bright, TJ Lackner, Sheila Roley, Evon Jacobsen, Miranda Saari, Janet Mitchell, Corey Rausch, Greg Riehl, Marsha Pack, Helen Keefe, Interim President Teena Toyas, Recording Secretary Felicity Green

CALL TO ORDER

Ed Johnson called the meeting to order at 5:30 pm. Jody Stahancyk **moved to adopt the agenda as presented.** Lloyd Mueller seconded the motion. **The motion carried unanimously.**

PUBLIC FORUM

- A. Ed Johnson said he would prefer to waive the introduction of guests.
- B. Public Comment

Heather Douglas spoke. She also brought a letter for the Board (Appendix A) and a letter from Denise Reed (Appendix B.) Heather Douglas, who is the Coordinator for the Alliance for Equity in Education at the College, said that she had not been able to secure a spot on the Board agenda to present what the DEI Council is doing. She said the DEI Council was not invited to participate in the strategic planning core group and this lack of inclusion indicated devaluing DEI work. She also has not heard how the recently posted new HR position, which incorporates DEI, will affect her job or any information about continued funding for DEI at the College and is preparing for her job to be cut. She said that burying DEI in the HR Department will stop the momentum of the last four years. She spoke about a \$55,000 grant from Meyer Memorial Trust that she helped secure and thought would fund her position. She also spoke about a \$57,000 grant from the regional educator network to fund a countywide educator consortium. She expressed concerns that the funders will no longer work with the College if she is gone. She stated that she feels bullied by her supervisors and that she had a negative job review in front of her peers. She feels that DEI is blocked and devalued at the College and that leadership targets people at the College. She asked that the Board and community be vigilant when presented with budget cuts and ask which are truly necessary and which are targeted.

APPROVAL OF MINUTES

Jody Stahancyk **moved to accept the January 11, 2024 and the January 17, 2024 minutes as presented.** Lloyd Mueller seconded the motion. **The motion carried unanimously.**

PRESENTATION

Interim President Teena Toyas: Implementation of New ERP Update

Interim President Teena Toyas handed out some information on the status of the new ERP, Ellucian Colleague (Appendix C.) Colleague will be going fully live for summer and fall registration as of May 1. So far it is coming together very well. Greg Riehl commented that it is working well with Softdocs.

Payroll, which was originally planned to be live with Colleague beginning in January, has had that implementation delayed for a year. This decision was made in December. Greg Riehl explained that the payroll staff are short staffed and were overwhelmed. There were also concerns that CCC would be the first college to use the web based payroll system. It was felt that waiting a year for implementation would avoid any payroll issues, particularly as W-2s are issued in January. Some Board members expressed concerns that they did not know of this delay and would like to be more informed in the future.

Interim President Teena Toyas continued by saying that she was recently in a meeting discussing a request to seek funding for the MERTS project through HUD. This money will cover some of the matching funds required by the state grant. A Board member asked if this request will be an issue given the restrictions for the state money? The College met with the HECC who are responsible for the capital campaign funding and there should not be a problem. The College can also go back and ask for changes by fall of 2024. Receiving any match money would mean that the College has until 2025 to get the project started. If, for example, the College located a sponsor to provide the simulator, that would be considered part of the match. Sara Lu Heath, deputy director of COLPAC, is going to write the HUD grant free of charge. Jody Stahancyk **moved to allow the College to pursue the HUD grant.** Lloyd Mueller seconded the motion. **The motion carried unanimously.**

REPORTS / DISCUSSION ITEMS

Report of the ASG Representative

Asher Finch, ASG President, said that the students are very concerned about the lack of mental health and Title IX resources on campus. The posted signs for students in crisis are out of date and there is currently no counselor available. They are also concerned about an incident which took place on campus recently in which police were called but students were not notified. Teena Toyas said that while there are FERPA reasons that that particular incident can not be discussed right now, she wanted to assure ASG that there will be a counselor on campus beginning on March 1.

Ed Johnson asked about student involvement in the strategic planning process. Kevin LaCoste created the core team in conjunction with Corraggio, the strategic planning consultants. They stressed that the core team should be kept small; they will be creating focus groups that will include the larger community. The best thing that students can do right now to be part of the process is to complete the survey that is linked on the website. Students will be contacted about the focus groups. There were some concerns that the Board is also not on the core team;

Tim Lyman said that he and Trudy Van Dusen were originally supposed to be part of that group but have not been contacted. He suggested that he and Ed Johnson should be included. Ed Johnson said that Lloyd Mueller could take his place in strategic planning.

Asher introduced Brittney Holden, the ASG secretary, who will also be attending Board meetings.

Report of the Board Chair

Ed Johnson read the Classified Appreciation Week Resolution proclamation. Jody Stahancyk **moved to make the first week of March Classified Appreciation Week.** Tim Lyman seconded the motion but added that he would like to see the Board do something more substantial than a proclamation in the future. **The motion carried unanimously.**

Ed Johnson read the Career and Technical Education Month Proclamation. Jody Stahancyk **moved to direct the Chair to sign the proclamation on behalf of the Board of Education and mandate that press releases be issued to make the community aware of the proclamations.** Lloyd Mueller seconded the motion. **The motion carried unanimously.**

Ed Johnson reported that the Board has reached out to three firms, ACCT, Gold Hill and RPA, Inc. for proposals on the Presidential search. As regards the Board vacancy, the Board decided to hold a second round of interviews on February 20. The applications will be opened up again. All candidates will be sent a letter from the interim President which will include a link to the Board policies.

Report of the Board Representatives

CEDR

Kevin Leahy said that he was excited about the Job and Career Fair on March 14. This year College students are welcome to attend at any time rather than being limited to a short window. The CEDR Awards will be held on May 16 at Patriot Hall. Misty Bateman, Clatsop Works and Cooperative Work Experience Manager, recently received an award from Tongue Point Job Corps as the 2023 Community Supporter of the Year for her work with internships.

Foundation

Ed Johnson met with Jamey Hendricks, the new president of the Foundation, and they agreed on the agenda for the upcoming joint meeting. Cliff Fick said the Foundation pickleball tournament was taking place at that moment.

Report of the President

Financial Report

Bill Meck gave the financial report. Earlier when the Board was discussing the money borrowed to fund Ellucian, there were some comments about using money in that fund for other purposes. He said that there is money in that fund but that it needs to be used for Colleague expenses over the next few years. Jody Stahancyk asked what interest the College was getting from that money. Bill Meck said he was unsure; Ed Johnson said that if it was in the

Government Investment Pool it would be 5%. Bill Meck also said that the property tax revenues have been received and will be used for plant debt service.

He reported on the Operating Fund. Expenditures are outpacing revenue even though revenue is up. They are \$860,000 ahead of where they were last year at the same time. He has not been able to figure out why this is happening yet. The conversion from Roguenet to Colleague means that the fiscal year will be split and at the moment that conversion is not complete. He is hoping this is simply a blip. However, despite a significant increase in revenue, it looks like the College is going to be about 500,000 expense over revenue again

Jody Stahancyk asked what the Board could provide to help figure out why expenditures have increased. Bill Meck said that having the planned in house budget meetings will help as will spending more time with financial and business office staff. Teena Toyas said that she was hoping to bring Ian Wilson, who is still employed by the college as a part time chemistry instructor, back on a part time basis to help with data gathering and analysis. This would not be a full-time or permanent position.

Report from Academic and Student Affairs

Teena Toyas said that Ed Johnson had asked for some enrollment targets: a goal with a percentage increase and the steps the College is planning to achieve that goal. Miranda Saari said that the goal is an unduplicated headcount increase of 10% with an FTE goal of a 5% increase. She said Student Services has strategies and activities geared towards each goal.

NEW BUSINESS

Policies and Corresponding Procedures for First Reading

Tim Lyman presented the policies for first reading. He began by stating that BP 4110 Honorary Degrees and AP 4110 Honorary Degrees need to be taken off the agenda and returned to the Policy committee. He also asked to remove BP 2110 and BP 2110, Board Vacancies off the agenda as he feels the language is confusing and thinks that a portion which was struck out should be reinstated. Jody Stahancyk **moved to return BP 4110, AP 4110 and BP 2110 and AP 2110 to the Policy Committee.** Tim Lyman seconded the motion. **The motion carried unanimously.** Jody Stahancyk commented later in the meeting that BP 4110 had been changed by the College Policies and Procedures committee and needed now to be reworked. She stressed that the Policy Committee was working very hard.

He asked the Board to adopt BP 2220. Ed Johnson asked if these policies were not in first reading. Tim Lyman stated that as these are Board policies from chapter 2 which limited to the Board, set by the Board and do not have to go through shared governance, they can be adopted at first reading.

Tim Lyman **moved to adopt BP 2220, Committees of the Board of Education.** Jody Stahancyk seconded the motion. **The motion carried unanimously.**

Tim Lyman **moved to adopt BP 2355 Decorum as first and final reading**, Jody Stahancyk seconded the motion. **The motion carried unanimously.**

Tim Lyman **moved to adopt BP 2310 Regular Meetings of the Board of Education as first and final reading**, Jody Stahancyk seconded the motion but said that she wanted to discuss the changes in this policy. The original policy noted a specific day of the week, which meant when the Board changed their regular meetings to Thursday, they were out of compliance. Now they can change them every July and remain in compliance. **The motion carried unanimously.**

Tim Lyman **moved to adopt BP 2330 Quorum and Voting as first and final reading**, Jody Stahancyk seconded the motion but said that she wanted to discuss the changes in this policy. The Policy Committee previously changed this policy to include less than four members as a minimum. However, they have realized that they were out of compliance with OR statute, which requires four members as a quorum. **The motion carried unanimously.**

Tim Lyman **moved to adopt BP 2510 Participation in Local Decision-Making as first and final reading**, Jody Stahancyk seconded the motion. **The motion carried unanimously.**

Tim Lyman **moved to adopt BP 2431 Selection of the President as first and final reading**, Jody Stahancyk seconded the motion. Lloyd Mueller commented that he felt this policy was too vague. **The motion carried unanimously.**

Tim Lyman **moved to adopt AP 2431 Selection of the President as first and final reading**, Jody Stahancyk seconded the motion. **The motion carried unanimously.**

Tim Lyman said that he wanted to return BP 2432 Presidential Succession to the Policy committee. Jody Stahancyk agreed and said that the Interim President needed to go over it. It was returned to committee. Jody Stahancyk explained that it was important that this policy not include names or titles as they change regularly.

Approve Juneteenth as a Permanent College Holiday

Ed Johnson read most of the proclamation and commented that Juneteenth is now a national and an official Oregon holiday. The Board discussed the holiday. The Board had previously suggested using the holiday as a bargaining chip during contract negotiations. There were concerns that the holiday would not affect different groups of employees equally. It is already in the Classified contract but as it usually occurs after faculty are off contract it is not in theirs. TJ Lackner said that it would be a problem if faculty time extended beyond June 19 which has occasionally happened. Jody Stahancyk, who had previously moved to recognize it as a permanent holiday, **moved to approve Juneteenth as a holiday for 2024 and re-examine it next year.** Tim Lyman seconded the motion but asked that **the motion be amended to request a report on the impact of Juneteenth from the Interim President or the President's designee within the next 90 days.** Ashley Flukinger, Tim Lyman, Lloyd Mueller, Jody Stahancyk, Mitra Vazeen voted Aye. Ed Johnson abstained. **The motion carried.**

Appoint Budget Officer, Clerk and Deputy Clerk

Tim Lyman moved to appoint Teena Toyas, Interim President, as Clerk of Clatsop Community College and Kevin Leahy, Executive Director, CEDR and Associate VP for Business, Community and Workforce Development, as Deputy Clerk of Clatsop Community College. Lloyd Mueller seconded the motion. Ashley Flukinger, Tim Lyman, Ed Johnson, Lloyd Mueller and Mitra Vazeen voted Aye. Jody Stahancyk abstained. The motion carried.

Tim Lyman moved to make Teena Toyas, Interim President, Budget Officer of Clatsop Community College. Jody Stahancyk seconded the motion. The motion carried unanimously.

Appoint Returning Budget Committee Members

Tim Lyman expressed concerns about the Budget Committee. He suggested that the Board create a policy to create term limits for Budget Committee members. There were comments that the process is flawed in that the Budget Committee do not create the budget but instead are presented with a budget. Felicity Green said that she deferred to Evon Jacobsen, but she believed that the College Budget Committee was governed by statewide law, not College policy. Evon Jacobsen said yes, that was correct and the specifics of Budget Committee membership and term lengths can be found in the Oregon Department of Revenue Local Budgeting manual. This manual is available online and copies are given to the Budget Committee; Felicity Green will send copies to the Policy Committee. online here. There are three vacancies on the Budget Committee. Two of those terms end in Spring 2025 and one ends in Spring 2026. Ed Johnson commented that the College must ensure it does not spend more than it brings in and the budget should be balanced. Cliff Fick asked about the authority of the Budget Committee. Tim Lyman replied that while the Budget Committee includes members of the public as well as the Board, their responsibility is solely to make recommendations to the Board about changes to the budget. The Board of Education adopt the final budget.

Teena Toyas said that the internal College Budget Advisory Committee meetings begin tomorrow and that the College is aware there will have to be some changes

Announcements

Tim Lyman asked why there were no Presidential Search Committee meetings scheduled. Ed Johnson said that he had tasked Felicity Green with reaching out to several search firms and asked her to contact them again to ensure a timely response.

TJ Lackner invited the Board to attend the March 14 Pi Day Celebration in Patriot Hall, which will run from 1:59 to 6 pm. The Board meeting is the same day and the Board could attend both.

Ed Johnson adjourned the meeting at 7:35 pm.

**MINUTES OF THE FEBRUARY 20, 2024
BOARD OF EDUCATION
Special Board Meeting and Board Vacancy Interviews**

Board Members Present: Ashley Flukinger, Ed Johnson, Tim Lyman, Lloyd Mueller, Jody Stahancyk, Mitra Vazeen

Others Present: Becky Kraft, Julie Kovatch, Rebecca Norden-Bright

The Board interviewed Deborah Howe, Sheryl Bos, Mike Brosius, Jim Alegria, Laura Evans and Sheila Roley in that order. Candidates all answered the same questions, attached as Appendix 2.

The Board took a break between the first three and last three candidates.

During the break and after the interviews, the Board discussed all the candidates. Several Board members felt that the candidates were not answering the questions fully and were instead going off topic. A Board member also expressed concern that a candidate's reply to another Board member was disrespectful. Letters of support for one candidate were sent to the Board. There were concerns that this meant there would be repercussions in the community if he was not selected, as the majority of these letters came from local leaders.

Tim Lyman said that he had contacted the county clerk about whether an election would have to be held if the Board could not reach consensus on a candidate.

Ashley Flukinger **moved to appoint Sheila Roley to the Board of Education.** Lloyd Mueller seconded the motion. Ashley Flukinger, Ed Johnson, Lloyd Mueller, Jody Stahancyk and Mitra Vazeen voted Aye. Tim Lyman voted Nay. **The motion carried.**

At the end of the meeting, Julie Kovatch asked who would notify Sheila Roley and the other candidates. The Board Chair will reach out to all of them and invite Sheila Roley to the next scheduled meeting, where she will be sworn in.

The Board then moved on to discuss the upcoming Joint Meeting with the Foundation Board, scheduled for the next day: Tuesday, February 21.

Ed Johnson said that he and Jamie Hendricks planned the agenda for the joint meeting together. He said that while at the last meeting, the Board of Education chair had run the meeting, he would prefer to run it as a joint chair with Jamie Hendricks.

Tim Lyman stated that he felt unprepared for the joint meeting and that he felt the Board of Education should have been included in planning the agenda. He said that it felt as if the Board of Education was not going into the meeting with a unified voice but instead as six individuals.

He further expressed three concerns:

- That there was no operating agreement that he had seen between the College and the Foundation that had been signed by the Board. He said that there is an agreement from 2011 but he had not seen it and the 2005 agreement was not signed by the President.
- That at other colleges, the foundation is not set up with an elected or appointed Board or as an independent entity but instead is an arm of the college itself, overseen by the college, and foundation board members are selected by the Board of Trustees.
- That he had ethical concerns about a conference held by Jamie Hendricks at the College in the fall of 2023. He said that College and Foundation resources were used to send out a solicitation to the Foundation donor list for a seminar for an annuity fund provided by Jamie Hendricks and Raymond James which charged commission and multiple management fees. This fund would pay out a portion throughout the donor's life then at the end the residue would be gifted to the Foundation. He said that he felt it was unethical to use the Foundation donor list for this solicitation. He said that Raymond James had multiple actions against them. He said that among his other concerns, donating funds through the Foundation meant that the donor would have no say in where the donation was allocated.

There was some discussion of the Foundation donor list.

Ashley Flukinger and Jody Stahancyk agreed that sending an email as a targeted solicitation asking Foundation donors to participate in a planned giving program was ethical as long as there was a disclaimer for any charge or financial gain on the email. Jody Stahancyk suggested that the Board could make a motion to say that the Foundation board should not be allowed to use the Foundation donor list to promote their own services. Tim Lyman said that the Board of Education was not the governing body of the Foundation and so a motion would carry no weight. Ed Johnson agreed and said that they are a separate 501(c)(3). Jody Stahancyk said that perhaps these serious concerns should be part of the agenda for the joint meeting.

Tim Lyman expressed concerns that the Board had not seen any of the Foundation annual audits. Lloyd Mueller said that the Foundation audit should be included with the regular College audit, which is presented to the Board annually. The Board then discussed the Foundation director's position and who the position reports to. They also discussed the operating agreement which was signed by President Breitmeyer but never ratified by the Board as well as the 2011 and 2005 agreements. Not all Board members have seen these agreements.

Ed Johnson said that his objective was to work together with the Foundation. Mitra Vazeen agreed and said that the Board of Education and the Foundation have the same goals. There was some discussion about cancelling the meeting but the decision was to have the meeting and ask the Foundation to change the agenda to include a request to see the annual audits and the agreements between the College and the Foundation.

**MINUTES OF THE FEBRUARY 26, 2024
BOARD OF EDUCATION
Special Board Meeting**

Board Members Present: Ashley Flukinger, Ed Johnson, Tim Lyman, Lloyd Mueller, Sheila Roley, Jody Stahancyk, Mitra Vazeen

Others Present: Rebecca Norden-Bright, Recording Secretary Felicity Green

Presenters: Julie Golder and Jill Wakefield from ACCT, Preston Pulliams from Gold Hill Associates, Isaac Karaffa and Amanda O'Donnell from RPA, Inc.

Ed Johnson called the meeting to order at 10:02 am.

Julie Golder from ACCT gave a presentation on their Presidential search services. Dr. Jill Wakefield, who would be CCC's search coordinator, joined the meeting as well. They detailed the services they provide and discussed the general timeline and procedure of a typical presidential search.

Dr. Preston Pulliams gave a presentation on Gold Hill Associates and their search services. Gold Hill is composed of four retired community college Presidents; Dr. Pulliams has been with them for 11 years. He was previously a district President at Portland Community College. He discussed the process and timeline for a typical search. He said that the average search takes about four months and it would be possible to have a President in place by the end of June. Jody Stahancyk asked if he would be willing to reduce his quoted fee of \$30,000 and he agreed to lower it to \$25,000.

Isaac Karaffa and Amanda O'Donnell from RPI gave a presentation on their search services from Pennsylvania, where they are based. They said they had only done one other search in Oregon. They offered to provide a draft schedule of the search timeline.

The Board began discussions of the three firms at 11:36 am.

The first point of discussion was how the College would be able to cover the cost of the consultants. There was a suggestion to use any extra money remaining in the Presidential salary budget. There was also a suggestion that the Foundation would be able to cover the costs.

The Board discussed the three search firms. All the Board members expressed liking and admiration for Dr. Preston Pulliams and Gold Hill Associates. There were comments that they liked his suggestions for incorporating a writing test for search finalists. Several Board members said they had spoken to Board members at other colleges, including Clackamas Community College and they had spoken well of Gold Hill. There was some discussion of how many candidates would be asked to visit the campus; they agreed that only the three finalists would be invited. There was also some discussion of the salary range, including the suggestion to reach out to OCCA for salary information for all the Oregon community colleges.

Jody Stahancyk **moved that the Board hire Gold Hill Associates to conduct the Presidential search at their discounted rate.** Mitra Vazeen seconded the motion. **The motion carried unanimously.**

Chair Ed Johnson asked if the Board should now put the search committee together. The Board discussed the ideal makeup of the search committee. Sheila Roley commented that it was very important to include community members on the committee to regain community trust and incorporate authentic voices. Some Board members suggested community members they would like to see join the committee. There was conversation about how many College staff and faculty should be included on the committee but no consensus was reached. There were also comments that Dr. Pulliams would explain what the makeup of the committee should be.

Ed Johnson asked if there was consensus that the Board should decide on the composition of the committee. He said he felt it was important to have a new President in place by July 1. Several Board members felt that the Board should speak with Dr. Pulliams first and get a timeline and suggestions from him. There was a comment that August 1 would also be a good possible start date. There was also a comment that it was important that the committee understand that their role would be advisory to the Board only as the Board would be making the final choice.

Ed Johnson said that he would call Dr. Pulliams to let him know that Gold Hill had been selected. The Board agreed that they would like to meet with him as soon as possible. They suggested 11:30 am on Thursday, February 28. Jody Stahancyk said that she would call Dr. Pulliams and did so from her cell phone. The Board spoke with Dr. Pulliams via speaker. They suggested some of the qualities they were seeking in a candidate. Dr. Pulliams agreed to be in charge of the search for Gold Hill and to meet on Thursday at 11:30 via Zoom. He thanked the Board for the opportunity and said he was looking forward to working with them.

The meeting was adjourned at 12:29 pm.

MINUTES OF THE MARCH 14, 2024
BOARD OF EDUCATION
Work Session

Board Members Present: Ashley Flukinger, Ed Johnson, Tim Lyman, Lloyd Mueller, Sheila Roley, Mitra Vazeen

Board Members Absent: Jody Stahancyk

Others Present: Karen Smith, Bill Meck, Rebecca Norden-Bright, Pat Schulte, Interim President Teena Toyas, Anita Jensen, Tom Ank, Tammy Lambert, Helen Keefe, Recording Secretary Felicity Green

Karen Smith, Interim Executive Director/Senior Policy Advisor & General Counsel for OCCA (Oregon Community College Association) joined the Board for a training on the Board Policy and Procedure Program and the role of the Board of Education in Oregon Community Colleges. The powerpoint is attached to these minutes (Appendix A.)

She began the presentation with a brief overview of the history of OCCA and the policy program. She spoke about the four fiduciary duties of Board members: Care, Loyalty, Obedience and Trust. She also spoke about policy direction and the importance of being proactive, visionary and future-oriented. She explained ORS 341-290, which defines the Board's statutory role. She also spoke about OCCA's policy and procedure program and how it worked. There was a question about whether any legal changes are reflected by that program. They are reflected; OCCA provides annual federal and state law updates. Up to date policies which are continuously reviewed are also a requirement of the College's accrediting body.

She continued by going over the differences between policies and procedures. There was a question about who was responsible for writing the procedures. OCCA provides some language in their templates; they ensure that this is consistent with law as well as policy. Some procedures, like those associated with Title IX, must follow federal law. In those cases, the recommended language is in brackets and states that it is legally required. Other procedures may be more flexible; OCCA notes where flexibility is possible and local procedure can be added or changed. They recommend consulting with College legal counsel if considering a change to a legally required policy or procedure.

There was a question regarding the liability of the Board. Karen Smith said that the board is not liable as individuals if they are acting within the scope of their role. She said that when working on policies it was important to not exceed the language of the law but to stay within the confines of what is in the law. She also commented that it was important to rescind old policies and make sure they are not posted anywhere on the website, which could lead to legal issues.

There was some discussion of College legal counsel and insurance. Miller Nash are the College's legal counsel. The College's insurance, PACE, is held through OSBA (Oregon School Board Association.) OCCA pays dues to OSBA on behalf of all Oregon community colleges. The colleges, in turn, pay dues to OCCA. Each association has a non-voting member on the other's board of directors.

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There was a question about the amount the College pays in OCCA dues and whether that would be going up in the next fiscal year. Karen Smith said that she did not know the amount offhand and that any increase in those dues had not yet been decided. Later in the meeting, Teena Toyas stated that the College paid \$40,640 for their OCCA membership in 2023-24. All 17 Oregon community colleges belong to OCCA. Half the OCCA dues are split evenly among all of them and the other half are based on FTE. OCCA has a \$1.3 million budget and a staff of six. They have multiple annual events including the All Oregon Academic Team luncheon and award ceremony, which is coming up on April 19. Two CCC students will be attending with their families and Interim President Teena Toyas. The students apply for this honor.

Karen Smith spoke about information requests. She said that this is a common question and she believes the College has a Board policy on how to handle it. She said that if individual Board members have a request for information, they should bring it to the President, who will determine if it can be easily answered or would take time and effort by the staff. The President can then ask the Board if it is their will to devote employee time to this information request, which allows the Board to discuss and prioritize it. She said it is important that the Board all have the same level of information.

There was a question about the legality of charging for public records requests. Karen Smith said that yes, it was legal to charge for these requests. She said that while transparency was key and that most aspects of the College's business are public records, the College should set rules around public record requests.

Karen Smith continued the presentation by speaking about strategies for success, including using broad, general language in policies. She spoke about the partnership between the Board and the President and emphasized that the President is the Board's only employee. She recommended that the Board refer any staff complaints, questions and comments to the President, thus creating a chain of accountability. She also said that the Board should avoid public criticism of the President and the staff as their behavior in public meetings sets the tone for the institution as a whole. She said it was important to remember that that does not mean the Board shouldn't have difficult discussions or can't disagree but that the Board and the President should remember to view themselves as in a partner relationship with each other and the President. She concluded her presentation by discussing the role of the President.

The Powerpoint slides for this presentation are included in these Minutes as Appendix A.

MINUTES OF THE MARCH 14, 2024
BOARD OF EDUCATION
Regular Board Meeting

Board Members Present: Ashley Flukinger, Ed Johnson, Tim Lyman, Lloyd Mueller, Sheila Roley, Jody Stahancyk, Mitra Vazeen

Others Present: Rebecca Norden-Bright, Rinda Johansen, Greg Dorcheus, Kevin Leahy, Tom Ank, Sarah Geyleynse, Evon Jacobsen, Cliff Fick, Jim Alegria, Margaret Frimoth, Karen Smith, Anita Jensen, Tammy Lambert, Angeleen Somoza, Kristen Wilkin, Russel Hunter, Doris Jepson, Jan Horning, Mary Jackson, Ciara Van Velsor, Holly Tumbarello, Jesse Fulton, Jon Graves, Pat Schulte, Pat Keefe, Kevin Leahy, Asher Finch, Interim President Teena Toyas, Recording Secretary Felicity Green

Board Chair Ed Johnson called the meeting to order at 5:32 pm. He announced changes to the original agenda in New Business: approval of OSBA short-term borrowing resolution #2023-24-01 has been tabled until the April meeting at staff request and HR Assistant Greg Dorcheus will be reading a letter to the Board from the President's Cabinet in its place.

Sheila Roley **moved to approve the agenda as amended.** Lloyd Mueller seconded the motion. **The motion carried unanimously.**

PUBLIC FORUM

Margaret Frimoth spoke. She said that she was at the meeting to talk about processes, not outcomes. She said that she had just gotten a copy of a report on DEI at Oregon community colleges which was requested by the former Interim President. She felt that this report was used to substantiate an already made decision. She said that the research used did not follow academic process and was inaccurate. She also said that poor research impacts the entire consortium of community colleges in Oregon, as it presents an inaccurate picture of DEI work around the state.

She said that she conducted her own research by reaching out to multiple colleges to ask if the reported information was correct; how they were supporting mandated DEI work without funding and if it was possible to determine a direct FTE / DEI calculation. The Blue Mountain College President responded by saying that the information in the report was not correct and that it was not possible to have a direct correlation of funding to FTE. They said that at Blue Mountain, a minimum of \$25,000 is dedicated to the DEI committee and participating faculty and classified are given release time for their work. Umpqua Community College also responded by saying that the information was inaccurate and that they do have a budget for DEI, but they could not tie that directly to FTE. Treasure Mountain Community College said that they also had a budget for DEI, which is used to support their Multicultural and Diversity Center as well as paying the salary for their Multicultural and Outreach Coordinator. She concluded by saying that it was important for the College to understand academic accuracy.

❖ **APPROVAL OF MINUTES**

- February 2, 2024 Vacancy Interviews
- February 8, 2024 Regular Board Meeting

Tim Lyman said that as a point of information he believed that editorial content had been added to the Minutes for February 8 by the Board Secretary. He objected to the insertion of the URL on page 6 of those Minutes and said that he did not recall any discussion of this during the meeting. The Board directed the Board Secretary to check the recording and amend the February 8 Minutes if necessary.

Tim Lyman **moved to approve the February 2 Minutes as presented.** Lloyd Mueller seconded the motion. **The motion carried unanimously.**

PRESENTATION:

Dr. Preston Pulliams from Gold Hill Associates spoke about the presidential search process. He stressed that the ultimate responsibility of selecting the President lies with the Board and that in his role he will do everything he can to support the Board. He said that the Board is responsible for selecting the search committee and deciding whether to take their recommendations. He spoke about participation in the search committee from the community and the College, and touched on academic shared governance, stating that the search process should have plenty of input from the academic community as well as the community at large.

The key responsibility of the search committee will be to build the listing defining the President they are looking for, including setting the qualifications for the position. The search committee will also advise the Board on the timetable and communicate with candidates. They will read all the applications and will decide on the semifinalists. Fully confidential semifinalist “airport” interviews* will be conducted by the search committee. All applicants will be kept fully confidential until the finalist stage. He stressed that confidentiality is extremely important throughout the process.

He spoke about what candidates are looking for and said that competitive candidates will be doing their own research on the College and the community. He said that they want to know that they will have support from the Board and from the faculty and staff. He also stressed the importance of including their families, particularly at the finalist stage, and discussing the quality of life in the area. He said that benefits and salary should match other like sized institutions in the state.

He stated that the reason to bring in a recruiter is as a conduit between the search committee and the candidates. He said that he can share the challenges and opportunities here with candidates and work with the search committee to appraise the candidates, including creating a 4 - 5 page report on each candidate, including references and social media scans. He cautioned that it is a very competitive environment right now with fewer applicants than in the past.

Ed Johnson said that he has heard concerns about the selection committee and public meeting law and as Karen Smith was present, he would like her to speak to this matter and about confidentiality. Karen Smith said that the search committee, because it is advisory to the Board, is a public body subject to public meeting law regardless of the number of Board members on the committee.

Therefore, the initial search committee meetings must be public meetings but once the position has been advertised and the job description has been set, then the committee can go into executive session to maintain confidentiality for the semifinalists. Once the finalists have been determined it will become an open process again, but final interviews and Board discussion of the candidates will also take place in executive session. Preston Pulliams thanked Karen Smith for her input and said that in standard practice, two or three Board members are on the search committee. He said that in best practice, the majority of members on the search committee should be employees of the College.

Tim Lyman asked Karen Smith and Preston Pulliams if it was possible for a single member of the search committee to be appointed to review the applications as they arrived and redact all identifying information before forwarding the applications to the committee. He expressed concerns that confidentiality could not otherwise be guaranteed. Karen Smith said that she deferred to Preston Pulliams on that question. He answered that yes, that is done occasionally and is happening more often recently. He said that it turns the process into a completely blind search which can be more equitable, fair and inclusive. He cautioned that however some candidates will not apply if they do not feel confidentiality is completely guaranteed, even if this process is followed.

Ed Johnson asked whether Dr. Pulliams felt that a committee composed of four Board members, eight College staff and faculty and four community members would give enough community input? Dr. Pulliams stressed the majority of the people on the committee should be from the College. He said that majority created a more effective committee and down the line ensured a better starting environment for the new President. Ed Johnson commented that the final vote by the Board on a Presidential candidate should be unanimous or nearly so. Preston Pulliams agreed that this was the most favorable position for a President to be in and was almost expected. He said that the beginning of their tenure is the most popular they ever will be and is also the time they will need the most support from the College community.

There was some discussion of background checks. Preston Pulliams said that Gold Hill Associates would do both formal and informal checks and asked that the Board and search committee not do that. He said that the search committee and Board would be asked to sign a confidentiality agreement.

Ed Johnson asked at what point in the process should the Board decide to visit the candidate's community. Dr. Pulliams said that he only recommended doing that if the Board can't decide between two candidates. He felt that having a group of Board members visit in such a case would be helpful. He said that those visits occur in about one third of searches he has been engaged in.

Tim Lyman asked about the progress of the community and College survey for feedback on the search process. Dr. Pulliams said that it should be available on the College website today or tomorrow and that the deadline for responses would be in five days.

REPORTS

Report of the ASG Representative

Asher Finch gave the report. They said that over the last month ASG has experienced a transition in leadership: Angee Hunt and Julie Kovatch are their new advisors. The ASG office has also moved to

Columbia Hall from the Services building; they are hoping it will make it easier for students to find them. ASG has made a lot of progress in records and event planning this term. They had a CCC trivia contest in Patriot Hall today partnered with Pi Day.

Asher Finch asked the Board if they felt that student government should have a voice in the search committee. Teena Toyas and Ed Johnson said that there will be a student on the committee. Ed Johnson asked how many hours they put into ASG. They replied that they spent 10 to 12 hours a week on ASG business.

Report of the Board Chair

Ed Johnson reported that the Board is moving on as rapidly as possible with the Presidential search. He said they are listening to Preston Pulliams and hoping to get a lot of input from the survey. He asked people to respond to the survey.

Report of the Board Representatives

OCCA

Lloyd Mueller said that Karen Smith's presentation covered the OCCA report.

CEDR

Kevin Leahy reported that the job fair was very successful with record numbers of students attending from the College, all five county high schools and Ilwaco. He thanked the College committee for their work.

Ed Johnson asked about the Bandit Fitness program. Kevin Leahy said that they are working with Patriot Hall on the punch card program and need to get data together to figure out if enrollment is down. He said he would update the Board at the April Meeting. Teena Toyas said that running Bandit Fitness is a work in progress. She said it can be confusing and they are looking at some restructuring to make it work better. They have increased enrollment prices to keep up with tuition increases. It is difficult because as a state institution, Patriot Hall can't compete with private business: they can't advertise or undercut prices. Kevin Leahy agreed that they need to find a long-term solution that benefits everyone.

Ed Johnson asked if students could use Patriot Hall. Teena Toyas explained that students must be enrolled in at least one academic class for free unlimited use. For non-students, there are different memberships and fees per term. There are also multiple kinds of punch cards for people who drop in, just want to try it out or to play a specific open gym game.

Foundation

Ed Johnson asked if Cliff Fick wanted to add anything to the Foundation report. Cliff Fick said that there had been some money set aside at the Foundation thanks to Betsy Johnson, Jody Stahancyk and Elena Langton. He said that \$25,000 had been intended for another purpose but that it would be moved over to directly cover the cost of the search consultants. He also said that the pickleball tournament had been a success and raised about \$7,800 to fund the Bandit Food Pantry.

Board Policy Committee

Ashley Flukinger asked Ed Johnson if he could read BP 7370, which was set for First Reading in New Business. Ed Johnson read the policy.

The Board then skipped forward to New Business.

Greg Dorcheus, HR Assistant, read a letter to the Board from the President's Cabinet about the makeup of the Presidential Search committee (Appendix B.) He thanked the Board for their time and thanked Dr. Pulliams for his comments, which were in line with some of the concerns stated in the letter. The letter asked that 50% of the search committee be composed of College staff and faculty. It also asked that any community members on the committee be known stakeholders who have worked with the College previously and stressed a desire for the process to be inclusive and transparent. Lloyd Mueller asked if the Board had done something to prompt this letter. Greg Dorcheus said that during the last few Board meetings things were said during discussions of the Presidential search which were concerning to faculty and staff.

Report of the President

Teena Toyas gave an update on the Strategic Plan. Corraggio is currently scheduling focus groups for interviews. The core planning team will not be meeting again until May to scrutinize the information from the survey and focus groups. There were over 200 responses to the survey.

She passed out a letter from NWCCU (Northwest Commission on Colleges and Universities – the College's accrediting body; Appendix C) which states that they are concerned about the College's financial situation. NWCCU has requested a financial report in fall of 2024 in addition to the ad hoc report which is due at that time. Standard & Poors have taken the College off the financial watch but are still concerned.

She reported that in response to the Board's request for a succession list kept in HR, she has been sending that information out to campus when she is absent. The acting President will also hold the administrative phone, which had fallen out of use and she is reinstating, to ensure that someone with the authority to make emergency administrative decisions is always available. The administrative phone is in addition to the Facilities phone, which is also available 24/7 for emergencies.

Financial Report

Bill Meck gave the financial report. He said that he wanted to clarify what the College reserves were coming into this fiscal year and for each fund he has summarized all activity. The beginning balance for FY FY 2024 operating fund is \$1,662,359. This is what carried over from FY 2023. The balance for the unrestricted plant fund is \$1,309,663. The total comes to about \$2,972,022. The issue is that on June 30, 2023 the College booked a receivable for the ERC (employee retention credit) for \$1,826,332 and \$1 million of that was placed in the plant fund. That means if the money is never received, then the balance in the plant fund is \$309,663.

Sheila Roley asked about the origin of this fund. It is a reimbursement of payroll taxes paid during Covid and is part of a federal program. Tim Lyman asked if the College had received any part of this

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

money. Nothing has been received. He asked if there was any confirmation from the government that the application had been received. Teena Toyas confirmed that the College has been informed that it is in the IRS queue and no red flags have been reported. Tim Lyman stated that the Board had been told that the College was definitely receiving that money as of the President's report in February 2023. Bill Meck said that was a mistake.

Bill Meck continued by explaining what the loss of this money, should it not be received in this fiscal year or at all, will impact. He said that it cuts the operating fund by almost half, as \$826,332 was placed in that fund. Lloyd Mueller asked what could be done if the money is not received before the end of the fiscal year. Bill Meck answered that the auditors accepted that it was coming and he recommended that the College seek advice from them as to what they should do if it is not received. He said the College would have to work with the auditors to determine how much of it should be reserved. He also said that Standard and Poors are aware that it has not been received.

Lloyd Mueller asked if the College had spoken to Suzanne Bonamici about this matter. Teena Toyas said that she had not yet reached out to government but was going to speak with Umpqua Community College about what happened in their case. Tim Lyman said that he thought some colleges had to resubmit their data and he wanted to know the status is of the ERC funds with those colleges. He thought the information on those colleges would be in the Board minutes of October or November 2022.

Teena Toyas said that Clackamas Community College had received theirs, but that there are some issues with colleges who have been asked to pay back some of the money. She said the program was shut down due to fraud and that as applications have been audited, the IRS has found errors similar to those many businesses have encountered with Covid PPE loans. Lloyd Mueller asked who submitted the information. The College contracted with the same private organization who was working with other colleges.

Bill Meck said that he wanted to point out the plant ERP bond proceeds and discourage any thoughts of seeing the \$1,665,000 left in that fund as a windfall. He said it would be used for implementation and ongoing training.

Bill Meck discussed the financial summary as of February 29, fund 11. He said that over the last three years, while the fund balance did go up on paper, it unfortunately did not go up in cash flow. He estimates that the College currently is \$551,000 in expenses over revenue. He said that the \$4,290,452 is the most current approved state account information. The College is on track to receive approximately \$520,000 more this year than last year in state appropriations. So far they have not received all state funds. He discussed the difference between the working budget and the amount of funds the College has actually received.

Sheila Roley asked if the College had a target percentage for the ending fund balance. The target would be a 15% carryover but it has not been reached.

Bill Meck stated that revenues are significantly up this year but that unfortunately expenses have also gone up. The College is currently spending more than the revenues have gone up. He said that typically at this time of year revenues will be higher than expenses due to state tuition aid.

He said that the increase in expenditures this year is due to payroll increases. The Classified union contract got an 9% COLA (cost of living adjustment) this year as well as a step increase and by contract they will get another 8% next year. Faculty has presented a letter asking about contracts and requesting a 5% COLA. Bill Meck said it was no secret that the College needs to cut expenses. He said that the timber revenue is also going to be diminished beginning in FY 2025. He said that however the College will be retiring a chunk of debt next year which is good news. Kevin Leahy said that the timber decrease will be about 35 – 40% countywide.

Ed Johnson asked about the sense of the Board and whether they thought reaching out to Suzanne Bonamici or other legislators would help with the ERC funds. Teena Toyas said that she would like to reach out to other colleges first to get an idea of the process and timing. Ed Johnson says what is the sense of the Board? Is this political? Should the board reach out to Bonamici? Ed Johnson and Tim Lyman agreed that contacting legislators, particularly Senator Merkley, was a good idea and might get results.

NEW BUSINESS

Discuss Tuition Increase for 2024-2025 Academic Year

Teena Toyas requested that the Board approve a tuition increase beginning in Fall 2024 of \$9 per credit to \$125 per credit for in state tuition, \$9 per credit to \$128 per credit for border state tuition and a raise from \$232 per credit to \$250 per credit for out of state tuition. Sarah Geleynse, Director of Financial Aid, gave a statement about how it will affect students. She said that while a tuition increase is the last thing anyone wants to do, given the situation the College must cut costs and increase revenues. She said that due to FAFSA changes she thinks conservatively that financial aid will be going up 10%. She said that she is very willing to work with students who are struggling as a result and that there are many options available.

Bill Meck said that the increase is based on the consumer price index: if tuition had increased annually for the last ten years based on that number then this would be the result. He said that while increases are difficult, it is important to try to right the ship by doing a better job of managing tuition and fees at the College. He said that CCC tuition is \$11 below the average for small community colleges in Oregon. There was a question about why the change will be implemented in fall but not summer. It is because some students do not receive financial aid in the summer and it is a low enrollment point. The decision must be made in March in order to be included in the budget and allow time for marketing and adding the correct information to the new ERP.

Sheila Roley **moved to accept the recommended tuition increase.** Lloyd Mueller seconded the motion. Tim Lyman said that he was not convinced that this is the only option. He stated that he will never support any tuition increase under any circumstance. He said that the College was pricing out the people who need college the most. Ashley Flukinger, Ed Johnson, Lloyd Mueller, Sheila Roley and Mitra Vazeen voted Aye. Tim Lyman and Jody Stahancyk voted Nay. **The motion carried.**

ANNOUNCEMENTS/COMMUNICATIONS

New Hires

Teena Toyas said that the College was fortunate in being able to hire Michelle Morfitt on a part time basis to cover the registrar's office. She was previously employed at the College in that office and is returning.

Ed Johnson asked the Board if, after hearing from Preston Pulliams and College staff, they wanted to discuss the makeup of the Presidential search committee that evening or wait.

Lloyd Mueller said that while Preston Pulliams recommended eight staff members, he felt there should be more. There was a long discussion of the correct makeup of the committee. Board members, staff, faculty and students gave their opinions. Lloyd Mueller agreed to step down from the committee in order to give more representation to staff and faculty.

After much discussion, Ed Johnson **moved that the Presidential Search Committee be composed of nine faculty and staff from the College, three members of the Board of Education, one student, one member of the Foundation Board and three people from the community, which will include a representative from the K-12 community.** Sheila Roley seconded the motion. **The motion carried unanimously.**

The Board discussed when the first committee meeting should be scheduled. They agreed it should be after the survey results were received. Teena Toyas said the College would submit their list by March 22. There was some discussion about the K-12 representative. Tim Lyman **moved to extend an invitation to join the Presidential Search Committee to Craig Hoppes, superintendent of Astoria School District.** Jody Stahancyk seconded the motion. The motion carried unanimously.

Ed Johnson adjourned the meeting at 8:09 pm.

* An airport interview can be defined as a step in the administrator search process whereby the top candidates (anywhere from 4 to 10) are brought to an undisclosed and anonymous location over a one or two day period for 1-1/2 to 2 hour sequentially arranged interviews conducted by the dean search committee.

OCCA Board Policy and Procedure Program & Board/President Governance Roles & Responsibilities

Clatsop Community College Board of Education
March 14, 2024

Karen M. Smith
Interim Executive Director

Oregon Community College Boards – Structure & Organization

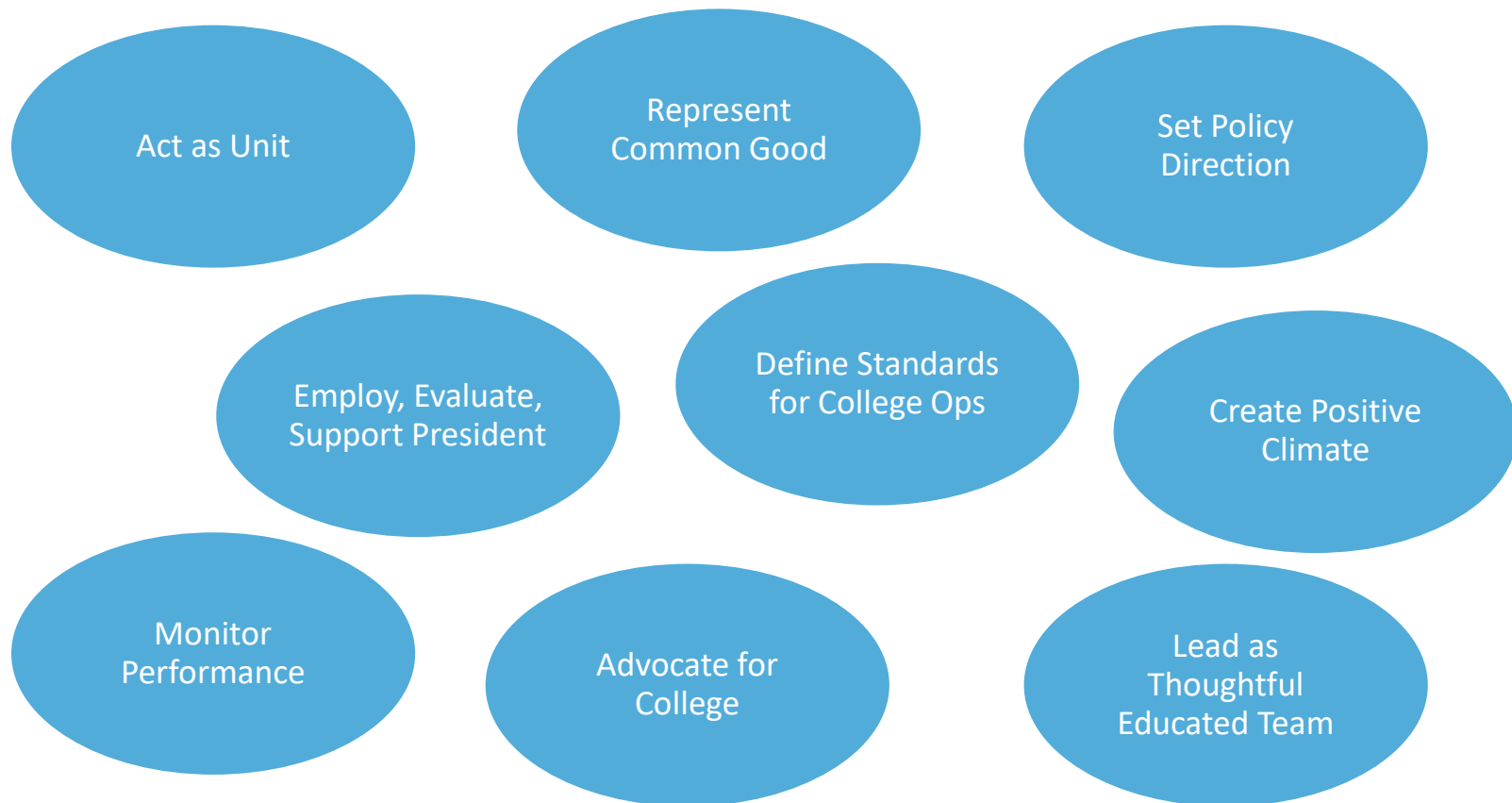
- Seven member boards
 - Members elected, serve 4-year terms
 - Represent zone or at-large
 - Quorum = 4 members;
Pass/fail motion = 4 members
- Authority to take action lies in Board, **not** individual board members
- “Policy” Boards – Big picture, mission and vision for future

Fiduciary Duties Of Board Members

- **Duty of Care** - engagement, attendance, informed, strategic, monitor
- **Duty of Loyalty** – operate in the interest of the college, and entire community -not a special interest
- **Duty of Obedience** – follow state and federal laws, system and college policies, act within the scope of these documents
- **Duty of Trust** – will always have the highest level of trust in the board and president.

Governance Best Practices

GOOD GOVERNANCE – PRINCIPLES OF EFFECTIVE BOARDS*



Set the Policy Direction

- Be proactive, visionary and future-oriented
- Learn about and communicate with many different groups
- Focus on community needs and trends
- Establish the vision, mission and broad institutional goals as policy

Define Policy Standards for College: the Board's Statutory Role

ORS 341.290

- Define expectations for high quality educational programs
- Define expectations for student achievement and fair treatment of students
- Require wise and prudent use of funds and management of assets
- Set parameters to attract and retain high quality personnel and ensure fair treatment of employees
- Control use and access to college property
- Fix standards of admission & tuition

What is the OCCA Board Policy and Procedure Program?

- A Comprehensive Collection of Board Policies & Administrative Procedures to Facilitate Compliance with Oregon and Federal Statutes/Regulations & NWCCU Standards
- Reflect community college policy governance model
- Templates provide customizable sample language that can be revised to reflect local practice
- Annual legal updates ensure policies reflect current law and accreditation requirements

Strengthening Governing Role with Current Policies

Benefits of Up-to-Date Board Policies

- Affirm the Board of Education's policy-making role
- Emanate from the mission, vision, and core values
- Aid in identifying areas of concern and/or possible risk
- Address current organizational needs and issues
- Reassure the local community, employees, and students of legal compliance and effective governance

Distinguishing Between Policies & Procedures

Board Policies (BPs)

General goals/Acceptable practices

- Establish the “what”
- Represent the voice of the Board of Education
- Responsibility of the Board of Education
- Require official Board of Education adoption

Administrative Procedures (APs)

Define plan of action

- Establish the “how”
- Include the prescriptive details
- Responsibility of the President
- Approved by the President

Policy vs Administrative Procedure Example

- **Assistance Animal Board Policy**

"In order to prevent discrimination on the basis of disability, the college will allow an individual with a disability to use an assistance animal in college facilities and on the college's property in compliance with state and federal law."

- **Assistance Animal Procedure**

- Sets out specific areas where assistance animals are allowed
- Defines "assistance animal"
- Includes specifics on exceptions when person may be asked to remove animal from premises
- Includes requirements on control of animal (i.e. leash, harness, tether) and required care and supervision
- Provide guidance on how institution determines if animal qualifies as an assistance animal

- Is the language contained in the BP **general and broad** enough to avoid the necessity for frequent revisions?
- Not every issue or incident requires the creation of a policy or procedure. Is this an individual incident that may be addressed in another manner?
- Does the policy/procedure have **institution-wide application** or is it better addressed in an operational manual or as a dept guideline?
- Seek ways to improve the college's current policy/procedure review processes. Develop a **Continuous Review Cycle** of all BPs/APs.

Strategies for Success

Board/ President Governance Roles & Responsibilities



Is this a Policy or Administrative Decision?

If “Yes” to any question below, it is a POLICY decision:

Will this decision help determine procedures, activities, programs or services that affect the College as a whole?

Is this decision required by law or regulatory agencies/rule?

Is this an issue that the President has asked for help or guidance on?

Is this a Policy or Administrative Decision?

If “Yes” to any question below, it is an ADMINISTRATIVE matter:

Does this issue affect an individual staff member?

Does it relate to the efficiency or quality of services provided by a specific department or program?

Does it relate to an administrative area that is operational in nature or does it affect specific parts of the College as opposed to the whole?

Expectations of the Board

- Consult with President on matters/policies it wishes to consider.
- Delegate to President the responsibility for all executive functions and give the necessary authority to carry out those responsibilities.
- Subject to the requirements of law, make the employees responsible to the President. Don't direct deal with the employees.
- Refer all complaints, questions, comments about administration to President. **“Chain of accountability”**

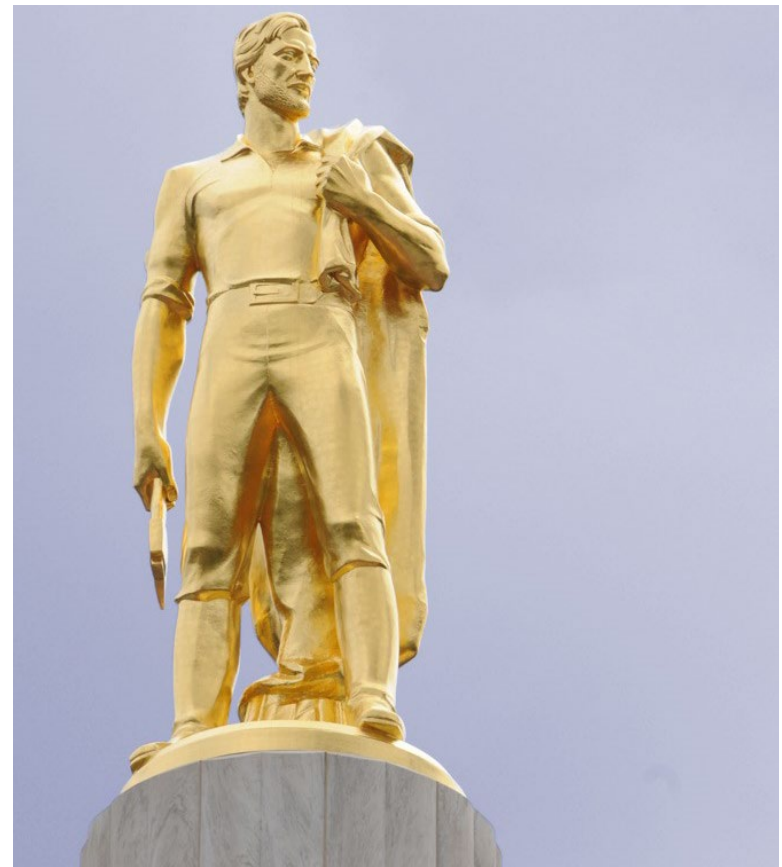
Expectations of the Board

- Support President and staff when they are properly engaged in carrying out Board policy, goals, and directives.
- Hold the President strictly responsible for all administrative matters.
- Make sure the President keeps the Board informed.
- Review and evaluate the President's performance and tell the President when that performance falls short.

Expectations of the President

- Manage day to day college operations.
- Execute policies set by Board.
- Administration of the College.
- Engage Board in policy level discussions.
- Keep Board informed of financial condition of the college.
- Provide all Board members with same information.
- Publicly support the Board.

Questions?



17occa
Oregon Community College Association

Karen M. Smith
Interim Executive Director
ksmith@occa17.com

To the Board of Education:

As members of the President's Cabinet at Clatsop Community College (CCC), we have collectively compiled the recommendations and concerns regarding the presidential search process expressed by various members of our college community. It's evident from these statements that there are several key areas of focus that require attention to ensure a fair and effective search process.

Representation on the Search Committee:

We believe that the composition of the search committee is of paramount importance. While we understand that the search committee is an advisory committee to the board, we find it important to ensure that a solid advisory voice is heard by the board from those who work diligently at Clatsop Community College and understand the effect of how our next president can impact the daily work that goes on at CCC. It has been suggested that at least 50% of the committee should consist of college employees from various roles within the institution. Furthermore, there are concerns raised by the Part-Time Faculty regarding their exclusion from the process, highlighting the need for a fully representative committee that reflects the diversity of the entire college community. While this exclusion may have been unintentional, we urge the board to officially acknowledge the importance of including this group when composing the committee.

Amidst turbulent times faced by CCC, there is a strong emphasis on the need for employee input in selecting the college's future leader, as it plays a crucial role in rebuilding trust and restoring morale and confidence in the board's decisions. This sentiment is echoed by others, stressing the necessity of rallying the college behind the next president and ensuring appropriate employee representation.

We also implore the board to consider the list of college stakeholders and partners in the community to be represented on the search committee. Community members that are chosen for the search committee should be vetted stakeholders and partners that have worked with CCC throughout the years and not chosen because of personal relationships.

Inclusivity and Transparency:

There are concerns regarding the adversarial relationship between the Board and staff/faculty, emphasizing the need for collaboration and respect for professional expertise. Additionally, transparency in decision-making processes is crucial to fostering trust and confidence among all stakeholders and avoiding rushed decisions that could have adverse consequences.

Expert Guidance and Community Involvement:

We fully support the Board's decision to engage a reputable firm such as Gold Hill for expert guidance in the presidential search process. It is our strong recommendation that the Presidential Search committee

adheres to Gold Hill's advice and the College's recommendations unless compelling evidence suggests otherwise. Additionally, we emphasize the importance of ensuring that community members on the committee have the best interests of CCC at heart, devoid of any personal agendas.

Recommendations for Action:

- Ensure a fully representative search committee with significant employee representation.
- Foster inclusivity, transparency, and collaboration between the Board and staff/faculty.
- Employ expert guidance from firms like Gold Hill while ensuring community members on the committee have the best interests of CCC at heart.
- Avoid rushing the decision-making process and prioritize finding the right candidate with relevant experience.

Conclusion:

In conclusion, the successful selection of CCC's next president requires a collaborative effort that values input from all stakeholders. By addressing these concerns and implementing the recommended actions, we can ensure a fair, inclusive, and transparent search process that ultimately benefits the entire CCC community. We ask that you please take time to reflect on this statement before moving forward with the selection process.

As a member of the president's cabinet, I, Greg Dorcheus, am privileged to convey the collective concerns and recommendations on behalf of the cabinet, which comprises key individuals including the Interim President, Executive Director of Clatsop Economic Development Resources and Associate VP for Business Community and Workforce Development, Dean of Workforce Education and Training, Interim Dean of Student Success, Director of College Foundation, Director of Accounting Services, Director of Nursing and Allied Health, Director of Communications and Marketing, Physical Plant Director, Executive Coordinator to the President and Board of Education, President of the Classified Union, President of the Full-Time Faculty Association, and President of the Part-Time Faculty Association.

Thank you for your attention to these matters and for your time today.



March 1, 2024

Teena Toyas
Acting President
Clatsop Community College
1651 Lexington Avenue
Astoria, OR 97103

Dear President Toyas:

This letter serves as formal notification and official record of action taken by the Northwest Commission on Colleges and Universities (NWCCU) at its meeting on January 30-February 2, 2024, concerning the Fall 2023 Annual Report Review of Clatsop Community College.

Accreditation

Accept the Report

Concerns of 2023 Annual Report

The Commission is concerned about the overall financial position of the institution based on the annual financial results as reflected in the most recently submitted financial information.

Future Evaluations

- Ad Hoc Report with Visit Fall 2024
 - Recommendation 1: Fall 2021 Ad Hoc Report with Visit
- Financial Resources Review Fall 2024
 - Address concerns of the 2023 Annual Report
- Year 6 - Standard 2 - Policies, Regulations, and Financial Review Fall 2025
- Year 7 - Evaluation of Institutional Effectiveness Fall 2026

NWCCU is committed to an accreditation process that adds value to institutions while contributing to public accountability, and we thank you for your continued support of this process. If you have questions about any of the information in this letter, please contact your staff liaison, Dr. Ron Larsen, at rlarsen@nwccu.org.

Sincerely,

Sonny Ramaswamy
President

cc: Ms. Trudy Van Dusen Citovic, Board Chair
Mr. Ben Cannon, Executive Director, Oregon Higher Education Coordinating Commission

Dr. Julie Brown holds a PhD in English from University of Wisconsin and has done post-doctoral studies at Oxford and Cambridge Universities. She has taught literature and writing at CCC for nearly 30 years. Her favorite classes to teach are Maritime Culture, Autism in Literature, and Medieval Literature. She has published 3 works of literary criticism and over a dozen children's books.

Kama O'Connor holds an MFA in creative writing, fiction from Northern Arizona University and has taught Honors English and writing classes at universities and community colleges for the past eleven years. She has been awarded twice for Outstanding Teacher at Northern Arizona University and has eight novels published with HarperCollins and other publishers.

"English Department Outreach"

Instructors Kama O'Connor and Dr. Julie Brown present exciting new ways they have reached out to CCC students, the greater Clatsop county and across the state in order to recruit and retain students and strengthen local partnerships.



Clatsop Community College

Board of Education Meeting – FY23-24 Financial Summary – March 31, 2024 FY22-23 Financial Summary

Attached is the Statement of Revenues and Expenditures for FY23-24 and FY22-23 by fund source.

March represents nine months, or 75 percent of the FY23-24 fiscal year. The FY22-23 financial statements were presented by our audit firm, CliftonLarsonAllen (CLA), at the December 2023 Board meeting.

The FY22-23 annual audited financial statements are available at the following link:

[0100.10 - Signed Final Report and Financial Statements FY23 \(Clatsop Community College AUD2023 \[6/30/2023\] \(In Process\)\) \(clatsopcc.edu\)](#)

Historical annual audited financial statements are available at the following link:

<https://www.clatsopcc.edu/about-ccc/financial-budget-reports/audit/>

General Operating Fund

(a) Tuition and fee revenue recorded through March FY23-24 is \$2.1.1 million, or 65.29percent of the adopted budget representing summer, fall and winter term revenue. March 2024 tuition and fees represent a 7.39 percent increase compared to March 2023. FY22-23 actual tuition and fee revenue are \$2.760 million.

Expenditures by Function (spreadsheet, bottom of page) provides more General Fund detail with a budget and actual by-function expenditures for instruction, etc.

(b) State Appropriations received through March is \$3.079 million representing three quarterly payments. The fourth quarterly payment will be issued on April 15 in the amount of \$1,028 million.

(c) Property taxes received through March is \$5.576 million. The actual FY22-23 property taxes received are \$5.615 million, or 103.97 percent of the adopted budget.

(c1) FY23-24 other revenue recorded through March is \$450 thousand. Timber proceeds are budgeted at \$450 thousand. Timber payments received for Sept and Dec have been posted to the Debt Service fund to pay obligations. The final 2 payments for the year will be split between the Debt Service and General Funds.

(c2) The FY23-24 adopted budget beginning fund balance is \$1.852 million and the actual beginning fund balance was \$1.662 million. The FY22-23 actual budgetary basis ending fund balance is \$1.362 million.

(d) Total actual General Fund expenditure through March is \$10.599 million, or 68.6 percent of budget, compared to \$9.878 million in March FY22-23 representing a 7.3 percent increase.

Grants and Financial Aid Fund

(e) FY23-24 expenditures through March is \$4.145 million representing 74.6 percent compared to budget.

Plant Fund

(f) The Plant Fund resources include beginning fund balance from timber proceeds.

(f1) FY23-24 Plant Fund March expenditure is \$117 thousand and \$ 736 thousand for the ERP implementation

(g) The Plant – Debt Fund expenditure is the semi-annual interest payment related to the \$7.5 million borrowing.

Non-Plant Debt Fund

(h) This fund represents interest earned and debt payments for PERS debt service.

Expenditures
All-Funds
Comparing YTD March 2024 to March 2023

REVENUES

Fund	Description	FY 2023-2024		Revenue as of		% Received	Revenue as of		% Change March 24 compared to March 23	FY 2022-2023		Revenue as of		Change in % received	Budget versus Actual Variance
		Budget		3/31/2024			3/31/2023	Budget		6/30/23	% Received				
11	Tuition and fees (a)	\$ 3,218,183	21%	\$ 2,101,259	16%	65.29%	\$ 1,956,689	7.39%	\$ 3,212,413	\$ 2,760,350	85.93%	-20.63%	\$ (452,063)		
11	State Appropriations (b)	\$ 3,885,176	25%	\$ 3,078,554	24%	79.24%	\$ 2,798,972	9.99%	\$ 4,000,000	\$ 3,771,129	94.28%	-15.04%	\$ (228,871)		
11	Property Taxes (c)	\$ 5,561,500	36%	\$ 5,576,120	43%	100.26%	\$ 5,228,505	6.65%	\$ 5,400,000	\$ 5,614,605	103.97%	-3.71%	\$ 214,605		
11	Other (c1)	\$ 933,741	6%	\$ 449,739	3%	48.17%	\$ 398,427	12.88%	\$ 896,260	\$ 2,024,357	225.87%	-177.70%	\$ 1,128,097		
	Beg. Fund Balance (7/1/23)	\$ 1,852,332	12%	\$ 1,662,359	13%	89.74%	\$ 1,361,013	22.14%	\$ 1,600,000	\$ 1,361,974	85.12%	4.62%	\$ (238,026)		
	Total General Fund	\$ 15,450,932	100%	\$ 12,868,031	100%	83.28%	11,743,606	9.57%	\$ 15,108,673	\$ 15,532,415	102.80%	-19.52%	\$ 423,742		
21	Grants and Financial Aid (e)	\$ 5,556,733		\$ 4,188,265		75.37%	\$ 4,218,646	-0.72%	\$ 6,138,058	\$ 6,274,510	102.22%	-26.85%	\$ 136,452		
41	Plant (f)	\$ 1,718,822		\$ 704,321		40.98%	\$ 1,030,108	-31.63%	\$ 830,000	\$ 2,055,851	247.69%	-206.72%	\$ 1,225,851		
	Plant - ERP Implementation	\$ 1,876,038		\$ 2,314,895		123.39%	\$ 3,048,500	-24.06%	\$ 4,000,000	\$ 3,048,500	76.21%	47.18%	\$ (951,500)		
42	Plant - Debt (g)	\$ 1,658,637		\$ 968,343		58.38%	\$ 965,710	0.00%	\$ 1,517,010	\$ 1,658,794	109.35%	-50.96%	\$ 141,784		
54	C&O - Special Revenue	\$ 72,718		\$ 18,801		25.85%	\$ 15,143	24.16%	\$ 71,093	\$ 22,198	31.22%	-5.37%	\$ (48,895)		
60	Non-Plant Debt Fund (i)	\$ 1,172,000		\$ 506,470		43.21%	\$ 407,185	24.38%	\$ 1,690,000	\$ 565,719	33.47%	9.74%	\$ (1,124,281)		
	Total Revenues	\$ 27,505,880		\$ 21,569,126		78.42%	\$ 21,428,898	0.65%	\$ 29,354,834	\$ 29,157,987	99.33%	-20.91%	\$ (196,847)		

EXPENDITURES

Fund	Description	FY 2023-2024		Expended as of		% Expended	Expended as of		% Change March 24 compared to March 23	FY 2022-2023		Expended as of		Change in % expended	Budget versus Actual Variance
		Budget		3/31/2024			3/31/2023	Budget		6/30/23	% Expended				
11	General Operating (d)	\$ 15,450,932		\$ 10,599,538		68.60%	\$ 9,878,042	7.30%	\$ 15,108,673	\$ 13,870,056	91.80%	-23.20%	\$ (1,238,617)		
21	Grants and Financial Aid (e)	\$ 5,556,733		\$ 4,145,356		74.60%	\$ 4,158,360	-0.31%	\$ 6,138,058	\$ 6,274,510	102.22%	-27.62%	\$ 136,452		
41	Plant (f)	\$ 1,718,822		\$ 117,739		6.85%	\$ 40,816	188.46%	\$ 830,000	\$ 746,198	89.90%	-83.05%	\$ (83,802)		
	Plant - ERP Implementation	\$ 1,876,038		\$ 736,250		39.24%	\$ 526,817	39.75%	\$ 4,000,000	\$ 733,605	18.34%	20.90%	\$ (3,266,395)		
42	Plant - Debt (g)	\$ 1,658,637		\$ 201,955		12.18%	\$ 150,730	100.00%	\$ 1,517,010	\$ 1,658,794	109.35%	-97.17%	\$ 141,784		
54	C&O - Special Revenue	\$ 72,718		\$ 28,672		39.43%	\$ 13,834	0.00%	\$ 71,093	\$ 19,224	27.04%	12.39%	\$ (51,869)		
60	Non-Plant Debt Fund	\$ 1,172,000		\$ 81,282		6.94%	\$ 95,171	0.00%	\$ 1,690,000	\$ 765,342	45.29%	-38.35%	\$ (924,658)		
	Total Expenditures	\$ 27,505,880		\$ 15,910,792		57.85%	\$ 14,863,770	7.04%	\$ 29,354,834	\$ 24,067,729	81.99%	-24.14%			
	Total Receipts over (under) Total Expenditures	\$ -		\$ 5,658,334			\$ 6,565,128		\$ -	\$ 5,090,258					

Parenthetical items are explained on attached page.

GENERAL FUND (11)

EXPENDITURES BY FUNCTION

Description	FY 2023-2024		Expended as of		% Expended	Expended as of		% Change March 24 compared to March 23	FY 2022-2023		Expended as of		Change in % expended	Budget versus Actual Variance
	Budget		3/31/2024			3/31/2023	Budget		6/30/23	% Expended				
11 General Operating (d)	\$ 15,450,932		\$ 10,599,538		68.60%	\$ 9,878,042	7.30%	\$ 15,108,673	\$ 13,870,056	91.80%	-23.20%	\$ (1,238,617)		
By Function														
Instruction	\$ 5,643,981	37%	\$ 3,772,010	36%	66.83%	\$ 3,603,064	4.69%	\$ 5,616,770	\$ 5,170,308	92.05%		\$ (446,462)		
Instructional Support	\$ 1,923,176	12%	\$ 1,423,570	13%	74.02%	\$ 1,218,225	16.86%	\$ 1,686,615	\$ 1,632,496	96.79%		\$ (54,119)		
Student Services	\$ 1,813,140	12%	\$ 1,180,359	11%	65.10%	\$ 1,111,552	6.19%	\$ 1,572,429	\$ 1,557,654	99.06%		\$ (14,775)		
Institutional Support	\$ 3,702,094	24%	\$ 2,793,143	26%	75.45%	\$ 2,582,306	8.16%	\$ 3,782,446	\$ 3,702,957	97.90%		\$ (79,489)		
Operation and Maintenance of Plant	\$ 1,714,725	11%	\$ 1,299,631	12%	75.79%	\$ 1,234,619	5.27%	\$ 1,650,000	\$ 1,638,689	99.31%		\$ (11,311)		
Scholarships & Tuition Waivers	\$ 184,800	1%	\$ 130,825	1%	70.79%	\$ 128,276	1.99%	\$ 174,300	\$ 167,952	96.36%		\$ (6,348)		
Contingency	\$ 469,016	3%		0%	0.00%	\$ -		\$ 626,113		0.00%		\$ (626,113)		
Total General Fund Expenditures	\$ 15,450,932	100%	\$ 10,599,538	100%	68.60%	\$ 9,878,042	7.30%	\$ 15,108,673	\$ 13,870,056	91.80%		\$ (1,238,617)		



Clatsop Community College

Board of Education Meeting – FY23-24 Financial Summary – March 31, 2024 FY22-23 Financial Summary

Attached is the Statement of Revenues and Expenditures for FY23-24 and FY22-23 by fund source.

March represents nine months, or 75 percent of the FY23-24 fiscal year. The FY22-23 financial statements were presented by our audit firm, CliftonLarsonAllen (CLA), at the December 2023 Board meeting.

The FY22-23 annual audited financial statements are available at the following link:

[0100.10 - Signed Final Report and Financial Statements FY23 \(Clatsop Community College AUD2023 \[6/30/2023\] \(In Process\)\) \(clatsopcc.edu\)](#)

Historical annual audited financial statements are available at the following link:

<https://www.clatsopcc.edu/about-ccc/financial-budget-reports/audit/>

General Operating Fund

(a) Tuition and fee revenue recorded through March FY23-24 is \$2.1.1 million, or 65.29percent of the adopted budget representing summer, fall and winter term revenue. March 2024 tuition and fees represent a 7.39 percent increase compared to March 2023. FY22-23 actual tuition and fee revenue are \$2.760 million.

Expenditures by Function (spreadsheet, bottom of page) provides more General Fund detail with a budget and actual by-function expenditures for instruction, etc.

(b) State Appropriations received through March is \$3.079 million representing three quarterly payments. The fourth quarterly payment will be issued on April 15 in the amount of \$1,028 million.

(c) Property taxes received through March is \$5.576 million. The actual FY22-23 property taxes received are \$5.615 million, or 103.97 percent of the adopted budget.

(c1) FY23-24 other revenue recorded through March is \$450 thousand. Timber proceeds are budgeted at \$450 thousand. Timber payments received for Sept and Dec have been posted to the Debt Service fund to pay obligations. The final 2 payments for the year will be split between the Debt Service and General Funds.

(c2) The FY23-24 adopted budget beginning fund balance is \$1.852 million and the actual beginning fund balance was \$1.662 million. The FY22-23 actual budgetary basis ending fund balance is \$1.362 million.

(d) Total actual General Fund expenditure through March is \$10.599 million, or 68.6 percent of budget, compared to \$9.878 million in March FY22-23 representing a 7.3 percent increase.

Grants and Financial Aid Fund

(e) FY23-24 expenditures through March is \$4.145 million representing 74.6 percent compared to budget.

Plant Fund

(f) The Plant Fund resources include beginning fund balance from timber proceeds.

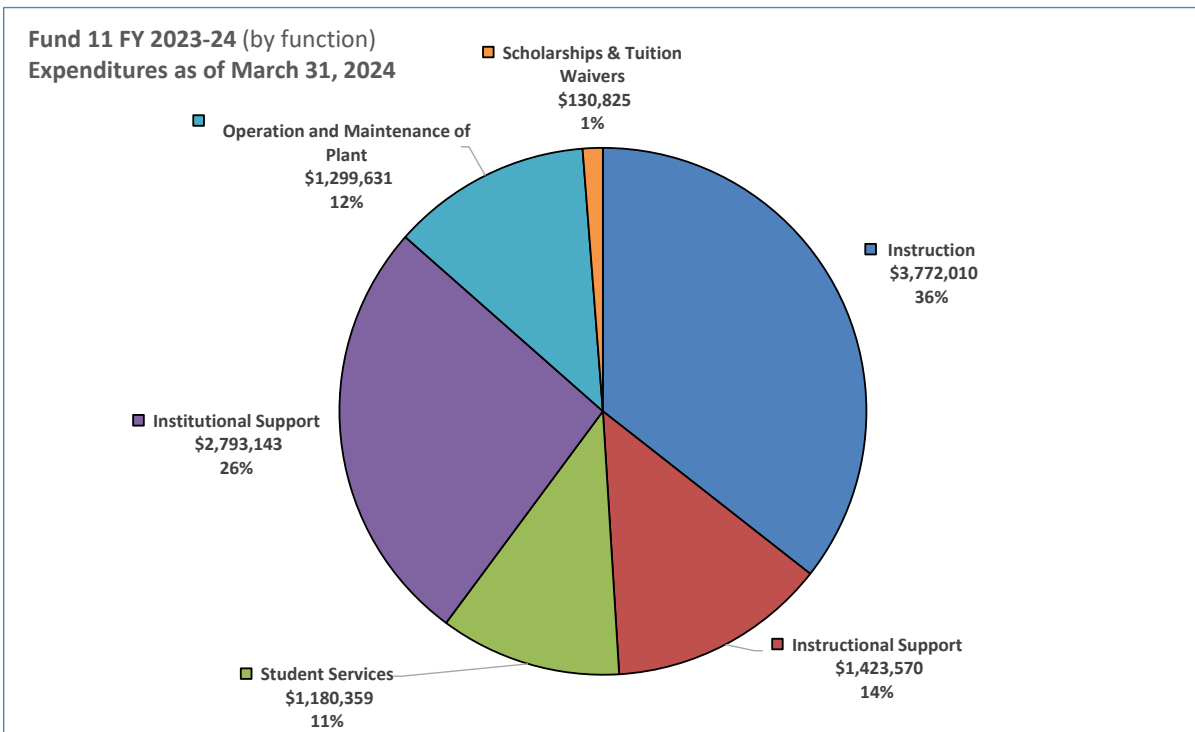
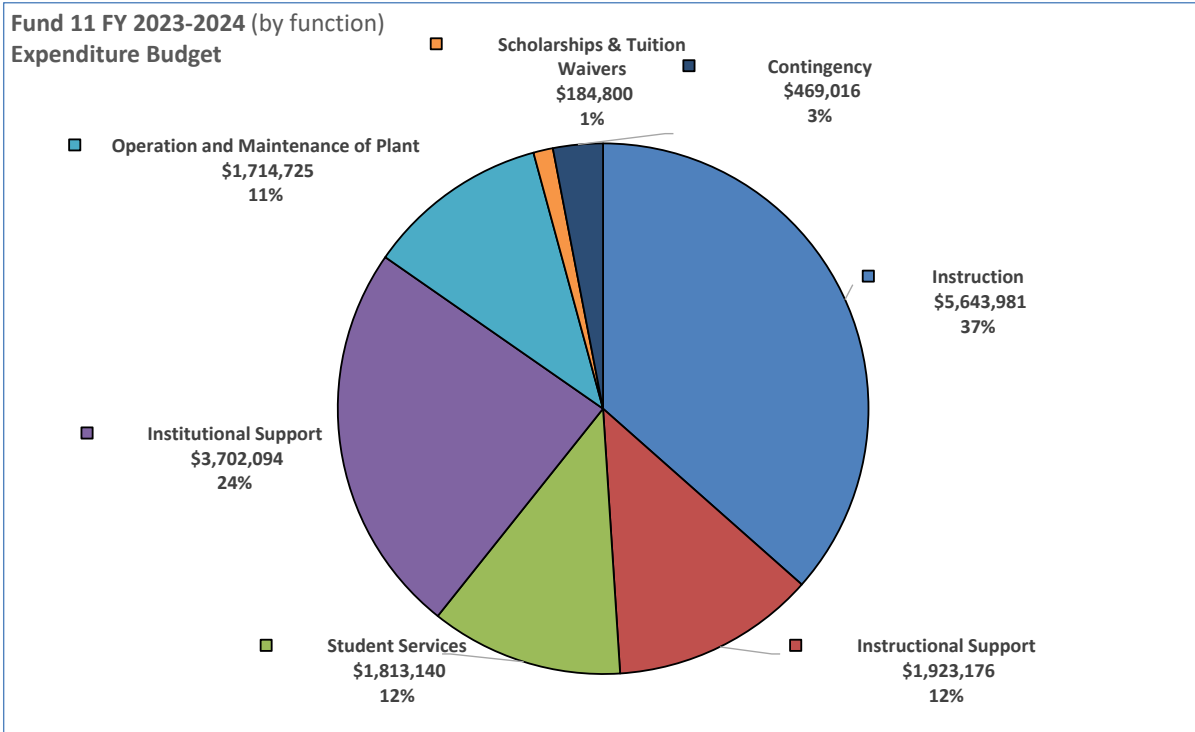
(f1) FY23-24 Plant Fund March expenditure is \$117 thousand and \$ 736 thousand for the ERP implementation

(g) The Plant – Debt Fund expenditure is the semi-annual interest payment related to the \$7.5 million borrowing.

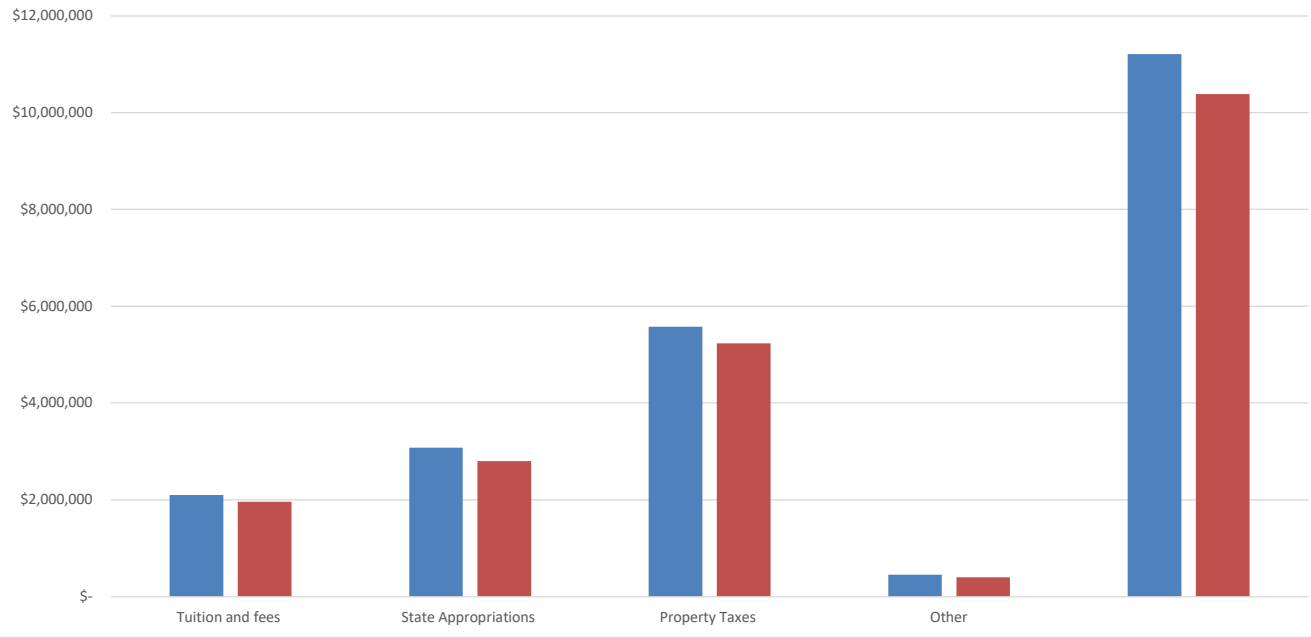
Non-Plant Debt Fund

(h) This fund represents interest earned and debt payments for PERS debt service.

General Fund (11) FY 2023-2024
by function
Expenditures



General Fund Revenue March 2024 to Mar 2023

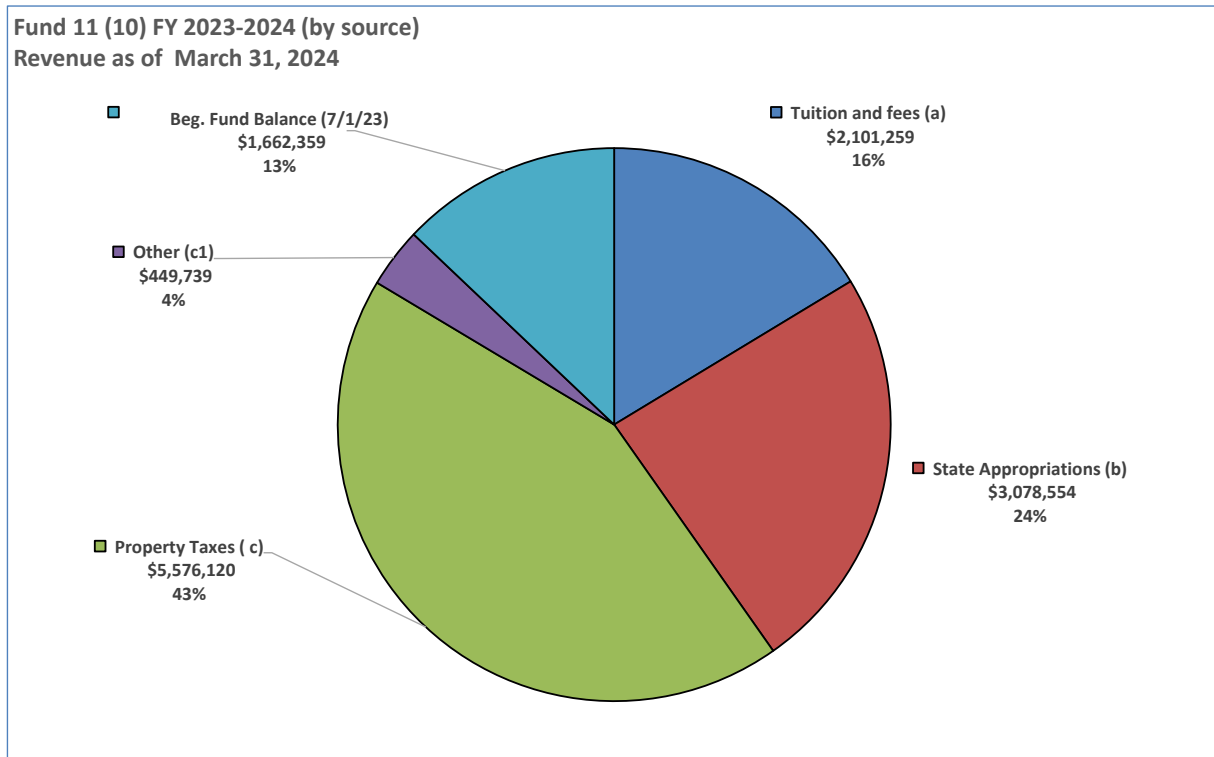
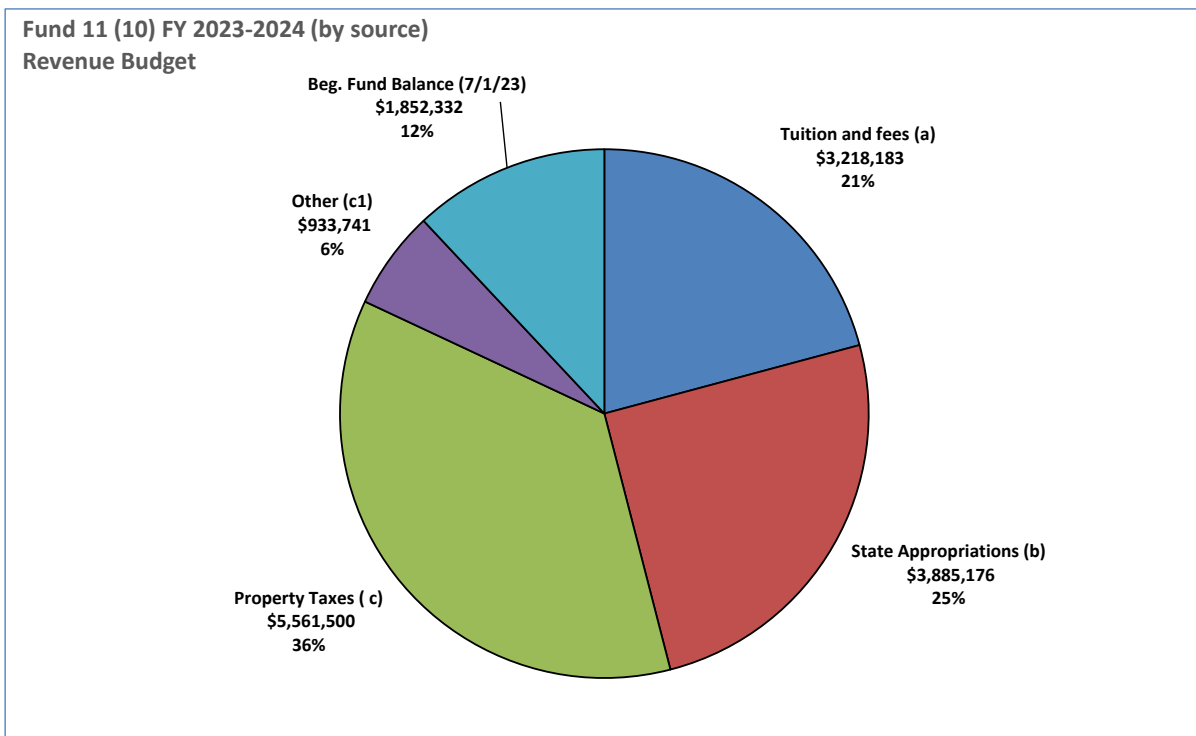


	YTD FY23-24 March	YTD FY22-23 March
Tuition and fees	\$ 2,101,259	1,956,689
State Appropriations	\$ 3,078,554	2,798,972
Property Taxes	\$ 5,576,120	5,228,505
Other	\$ 449,739	398,427
	<u>\$ 11,205,672</u>	<u>\$ 10,382,593</u>

General Fund (11) FY 2023-2024

by source

Revenue





OCCA Update for College Boards – April 2024

2024 End of Legislative Session Update

OCCA went into the February Legislative Session with two legislative policy priorities – a legislatively-created work group to support and accelerate the adoption of corequisite education at Oregon community colleges, and a change to how decisions regarding the Oregon Opportunity Grant are made at the Higher Education Coordinating Commission (HECC). Both concepts passed as part of the Senate Education Omnibus Bill, SB 1552.

OCCA also supported two funding-related requests as part of a separate coalition related to student basic needs and Open Educational Resources (HB 4162) and one related to the semi-conductor workforce (HB 4154). Both bills passed out of the House Higher Education Committee and were subsequently referred to the Ways and Means committee but did not move forward from there.

Learn more about the outcomes of bills in the 2024 Legislative Session in OCCA's End of Session Report on our website, <https://www.occa17.com/advocacy/>.

OCCA is now looking ahead to the 2025 Legislative Session, which will include the biennial funding requests for the Community College Support Fund (CCSF). OCCA Deputy Director John Wykoff is working with a group of business officers, Presidents, and elected board members to develop the Current Service Level that will be submitted to the HECC for inclusion in its agency budget request to the Governor.

OCCA Executive Director Search Update

OCCA closed the posting for the Executive Director on April 1, and now the search committee will work with search consultants Human Capital Enterprises to review applications. The search remains on track for a hiring announcement in late May and a summer start date for the new Executive Director.

OCCA Welcomes New Executive Support Specialist

OCCA welcomed its new Executive Support Specialist (revamped Executive Assistant position), Julie Flynn, at the end of March. OCCA staff are excited to introduce Julie to members in the coming months. You can expect to receive emails from Julie using the email address julie@occa17.com.

Upcoming OCCA Lunch & Learn Webinars

Join OCCA for the next Lunch & Learn Webinar on April 25, "Funding 101: How Community Colleges Are Funded." Participants will discover the intricacies of community college funding in Oregon and gain insights into the financial mechanisms that sustain the institutions: state funding, property taxes, and student tuition and fees. This and other monthly OCCA Lunch & Learn webinars are available to OCCA member colleges and their board members. Register online for the April 25 Lunch & Learn or any of the remaining 2024 webinars on the OCCA [website](#). Upcoming webinars include:

- April 25 – Funding 101: How Community Colleges are Funded
- May 30 – Dive into DEI
- June 27 - Civil Discourse

Miss a prior Lunch & Learn webinar? All recordings are available on the OCCA Lunch & Learn [web page](#). If you would like access to the slides that accompany the trainings, please email Katie Archambault at katie@occa17.com.



All-Oregon Academic Team Luncheon

The 2024 All-Oregon Academic Team (AOAT) Luncheon will take place on Friday, April 19, at Chemeketa Community College's Eola Center in Salem. This annual event honors outstanding community college students from around the state who have demonstrated academic excellence and civic volunteerism. College board members, presidents and other faculty and staff are encouraged to attend to help celebrate these outstanding individuals. This year's keynote speaker is Representative Tawna Sanchez (D-Portland). Four students (from Blue Mountain CC, Columbia Gorge CC, Mt. Hood CC, and Treasure Valley CC) will also share their inspiring stories, the highlight of the event. Registration is open through April 12, so be sure to check out the [AOAT website](#) for details and to get registered! Register by April 5 to receive the best price!

OCCA Digest e-newsletter

The *OCCA Digest* is a monthly e-newsletter that highlights updates during the Legislative Session, important events, news, and announcements. It's a great way to stay connected with information important to community colleges in Oregon and learn how you can take action to support colleges and students. To sign up to receive this free e-newsletter, visit <https://occa17.com/resources/newsletter/> and click the "Sign Up" button. The OCCA Digest will come from OCCA Communications Director Casey White-Zollman at casey@occa17.com, so be sure to add her email to your contacts to ensure the email arrives in your inbox and not your spam folder.

###

Oregon Community College Association was founded in 1962 with the purpose of providing support to the colleges before policymakers and partners whose actions affect the wellbeing of community colleges across the state. OCCA represents the 17 publicly chartered community colleges and their locally elected board members. Leading with racial equity, we advocate, communicate, and collaborate to strengthen community colleges for the benefit of Oregonians, particularly those historically underserved or systemically marginalized in higher education. Have questions about OCCA and our work to support Oregon's community colleges? Contact occa@occa17.com.

BOARD REPORT – April 11th, 2024

CEDR

Clatsop Center for Business, Community & Workforce Development Clatsop WORKS & Cooperative Work Experience

CEDR

Submitted by: Kevin Leahy, CEDR Executive Director & CCC Associate Vice-President

- Clatsop Job & Career Fair on March 13 at Patriot Hall was very successful! 72 employers and over 600 HS students, 100 job seekers, and many of our CCC students and staff were in attendance. Employer feedback stated it was the best one yet! Thanks to all the CCC staff support to get the word out and to volunteer at the event!
- Attended the retirement of Captain Scott Jackson of USCG on Friday the 15. Very impressive and he thanked the community leaders in attendance.
- I was asked to be the chair for the Astoria High School Business Advisory Committee and attended the first meeting at AHS on March 18, with other local business leaders. Principal Lynn Jackson in attendance, too. Any exposure to high schools is good for CCC as we discuss programs and opportunities as a gateway in these meetings.
- Attended the Clatsop WORKS employer orientation meeting Misty Bateman conducted in South County on March 20. Many new employers to our Signature program.
- Presented CEDR & Clatsop Center for Business, Community and Professional Development Updates:
 - Astoria City Council Annual Update March 25. 6:00 PM work session
 - Was the “program” for the Astoria-Warrenton Chamber of Commerce monthly meeting on March 26 at Astoria Brewing
 - Updated the CEDR Board at the bi-monthly meeting at the Astoria Golf & Country Club with Interim President Teena Toyas and Board Member Ashley Flukinger in attendance.
 - Interviewed candidates for the Clatsop Childcare Manager position at South County on March 28. Job offer being extended as we speak.
 - REMINDER! Save the Date for the CEDR Awards event on Thursday, May 16 at Patriot Hall starting at 5:30 PM. The only county wide business awards event and all Board of Education members are invited!

CENTER FOR BUSINESS, COMMUNITY & PROFESSIONAL DEVELOPMENT

Submitted by Jessica Newhall, Director CBCW, Jason Edwards (Coordinator, Workforce Training) & Kinga Sanders (Coordinator, Community Education)

Small Business Development Center

- Josh Allison, formerly of Reach Break Brewing, joined the team in March as a Part-time advisor
- Spring edition of Startup Bootcamp starts 4/2 with 12 participants (record registration number)

- Have served over 115 clients for 300 hours of advising & research year to date and generated 107 registrations for on-demand workshops

Community Education

- Strong winter registration, with 343 registrations (up 18% YoY for winter term and 21.5% for the year to date)
- Spring launched with strong turnout so far and summer programming underway

Professional Development & Custom Training

- Working on repositioning the department to focus on providing skill development and advancement courses, launching 6 new technology, digital marketing, basic computer skills and graphic design courses for summer term

Bandit Community Fitness*

- Paid term community fitness down 9% for year
- Punch card sales up 27% for the year

*Product management by Patriot Hall staff

Clatsop WORKS Paid Internship Program & CCC Cooperative Work Experience

Submitted by Misty Bateman, Program Manager

Clatsop WORKS

- For Summer24, we have 28 employers registered with 42 internship positions
 - North County: 18 employers registered with 26 internship positions
 - South County: 10 employers registered with 16 internship positions.
- The deadline for students to apply for an internship opportunity is April 4th.
- As of March 28th, we have 72 students who have applied, with more applications coming in every day.
- Student apps so far:
 - Astoria High: 26
 - Warrenton High: 11
 - Seaside High: 10
 - Clatsop Community College: 9
 - TPJC: 8
 - Jewell School: 6
 - Knappa High: 2
- On April 6th, Misty will attend the Cooperative Education & Internship Association Annual Conference with colleagues from other Oregon Community Colleges involved in student internships and Cooperative Work Experience.

Cooperative Work Experience (CWE)

- Currently we have five CCC students registered for Cooperative Work Experience in Spring24 term! Two for WLD280, one for AUTO280, one for SOC280, and one for ED280. Employers who are providing the CWE internship:
 - Lum's (auto)
 - Mason Autobody (welding)
 - The Healing Circle (sociology)
 - Lewis & Clark Elementary School (education)
 - MERTS Welding Lab (welding)

**Foundation Board Report for Thursday, April 11, 2024 Board of Education Meeting
Submitted by Angee Hunt, April 2, 2024**

1. **New Plumbing Apprenticeship Scholarship: Spring Term 2024** For the first time, the CCC Foundation will be providing financial assistance to the North Coast Plumbing Apprenticeship program offered through the CCC. Applications were provided to the Spring term 2024 cohort of plumbing apprenticeship students. April 15 is the deadline to apply. Up to 6 students will receive \$500 to help cover expenses while enrolled in the program.
2. **CCCF Scholarship Application REMINDER:** In collaboration with Financial Aid, CCCF Scholarship applications have been increased to capture student applications at the time they register for classes. For the upcoming 2024-25 applications the following cycles have been proposed:
 - a. Spring: March 18-May 15
 - b. Summer/Fall: June 1-September 15
 - c. Winter: December 1-January 15
3. **CELEBRATE 2024 annual fundraiser on Saturday, April 13, 2024**
 - a. The CCC Foundation is excited to host the community for our annual fundraising event. There will be 20 different programs and departments showcased during the interactive portion of the program hosted on 3rd floor patriot from 4:30-6:15pm. Five local food vendors from North and South County will be providing an assortment of hearty appetizer, light bite, and dessert items. An assortment of beverages will also be available, including a Specialty vodka cocktail provided by Pacifick Distillery.
 - b. Guests will have a final opportunity to purchase:
 - i. Raffle tickets (\$5 each) to win an assortment of raffle baskets
 - ii. Beads (\$20 each) to play the Heads and Tails game. The last person standing will win the Hampton Big Creek Tree Farm 360-degree view and dinner experience for 6. Each strand of beads represents an extra life for a wrong guess.
 - iii. Blinky Button Raffle (\$100 each). Only 100 will be sold. The winner of the Blinky Button Raffle will enjoy a week-long stay at the Golden Buddha Resort in Bali.
 - iv. And bid on an assortment of silent auction packages that will be on display on first floor Patriot.
 - c. 6:15-6:30pm: Final opportunity to purchase raffles, beads, and buttons as well as bid to win the silent auction packages.
 - d. 6:30pm: The first floor Patriot program kicks off that includes the Blinky Button Raffle Drawing, Heads & Tails coin flip game and Live Auction that includes over 15 unique experiential packages!
 - e. After the event concludes, guests are invited to visit Xanadu to continue to CELEBRATE with music and karaoke.
 - f. **ALL funds raised from the event supports the CCC Foundation and our mission to reduce financial barriers for Clatsop CC students.**
4. **SAVE THE DATES:**
 - a. **Saturday, April 13, 2024:** is the date for CELEBRATE, the Foundation's annual fundraising event. There will be a no-host afterparty following the fundraising event to continue the celebration at Xanadu with karaoke and dancing.
 - b. **May 15, 2024.** End date for submitting Spring cycle CCCF scholarship applications.

Communications and Marketing Report for Thursday, April 11th, 2024 BOE Meeting

Submitted by Julie Kovatch, 4/2/24

Communications - Internal

- Website-
 - Mar. website use: Users: 7.2K
 - Highest visited pages for Mar.: Homepage, Canvas, Faculty Staff, Register for Classes, Events
- Ongoing work with Student Support Services to update maps and directional signage for ADA and Title IV compliance.
- Creation of promotions for March and April events: Ales & Ideas, Library reading event, Foundation Celebrate event, Trantlerfest, English Club events
- In final edits of first Lower Division Transfer Brochures for Learning Communities.
- Acting as an advisor for the Associated Student Government until someone is hired in Student Success area that would be more appropriate to serve in that capacity. Meeting with ASG weekly, assisting with PO's and purchases and activities as requested.
- Announcements of weather closure, finals week, Spring Break, start of term all went out respectively.
- Meeting with representation from student body, recruitment, and leadership to better organize website and reduce clutter for easier navigation for our target audiences. Will start testing on focus groups in April.

Communications - External

- Continued communication with new party interested in Towler Café space.
- Announcements and Press releases for Ales & Ideas, Nichole Warwick's dahlia knowledge going global, Rain Magazine launch, Laptops for Student initiative, and Arts & Ideas Community events.
- Meeting weekly with Corragio on strategic planning tasks, timelines and communications.

Marketing – Printed Media, Radio, and Publications, Marketing events

- Assisted with CCC Foundation ads for Celebrate event
- Promoted Mar/Apr events at CCC on website with flyers, and social media: Trantlerfest, Ales & Ideas, Rain Reception, Celebrate Foundation event, Faculty Plus Art Show
- CCC 90's Music Video Night at Times Theatre in Seaside on March 8- Focus was on South County to increase visibility and reachability of CCC in South County. Invitations to event have been sent to high school students, college students, Alumni, employees and announced in the community.
 - 33 people signed up for the prize drawings
 - 41 slap bracelets were given away for discounts on food and beverage

Communications and Marketing Report for Thursday, April 11th, 2024 BOE Meeting

Submitted by Julie Kovatch, 4/2/24

- I do not have a breakdown of students/community/employees/alumni but do know there was a good mix.
- Ads focusing on Oregon Promise and Transferability are being played during Astoria sports and college sports broadcasts
- WCT Construction radio ad runs all of March on 3 radio stations.
- Social Media- Audience- Mar. #'s-
 - Facebook followers: 3,421 (up 11)
 - Instagram Followers: 1,190 (up 9)
 - Organic post reach #'s Facebook: 14,728 Instagram: 2.2k
 - Paid Reach #'s Meta Platform: 12,086

Events – Recent and Upcoming

- Apr. 3- Trantlerfest
- Apr. 4- Ales & Ideas: Dally in the Dahlias
- Apr. 5- Rain Reception
- Apr. 11- Faculty Plus Art Show
- CCC events and important dates can be seen on the CCC Calendar at:
www.clatsopcc.edu/events/

CCC's 90's Music Video Night at Times Theatre in Seaside.



Board Policy Committee Update
April 11, 2024 Board Meeting
Prepared by Pat Schulte on April 3, 2024

The Board Policy Committee meets monthly on Zoom. The Committee recently switched its meeting date to the 4th Thursday of every month at 10:00 a.m. on Zoom. The meeting and Zoom link are posted on the Board of Education Meeting Agendas & Minutes web page (<https://www.clatsopcc.edu/leadership/board-of-education/meeting-agendas-minutes/>).

The Board Policy Committee met on Thursday, March 28 and discussed the following policies and procedures:

For 2nd Reading and Adoption at the April 11, 2024 Board Meeting:

- **BP 7370 Political Activity (employees) (recommended as good practice)**

For 1st Reading at the April 11, 2024 Board Meeting:

- **BP 7230 Non-Academic Employees (recommended as good practice)**
- **BP 2432 Succession of the President (legally advised)**

Tabled until the April 25 Board Policy Committee

- **BP/AP 7120 Recruitment and Hiring (recommended as good practice)**
- **BP/AP 4110 Honorary Degrees**
- **BP/AP 2110 Vacancies on the Board of Education (legally advised)**
- **BP/AP 2200 Board of Education Duties and Responsibilities (recommended as good practice)**

The Joint Policies and Procedures Committee consists of members of the President's Cabinet, College Council, and DEI Council. It meets monthly during the 2023-2024 academic year on the 2nd Monday of the month at 3:15 p.m. on Zoom. The next meeting is Monday, April 8. The Committee will review AP 7232 Classification Review for 2nd reading. Other policies and procedures on the agenda are pending.

April Report to the Board

Teena Toyas

Interim President

4/2/2024

Strategic Planning Update:

Director, Marketing and Communications, Julie Kovatch, Executive Coordinator to the President and the Board of Education, and Interim President, Teena Toyas continue to meet with Cara Meyer of the Coraggio Group every other Wednesday to review all aspects of the strategic planning process. During the meetings, we review the progress, information that is being gathered, updates for changes, decision making for the next steps, and more. During our most recent meeting on Wednesday, March 27th, 2024, we reviewed the progress with individual interviews, discussed upcoming meetings with focus groups, and scheduled the Insight Report Debrief: All Staff meeting for May the 21, 2024 at 3:00 PM.

The Strategic Planning focus is focusing on the following timeline:

- Continued focus groups participation during the month of April 2024.
- Insight Report Sharing for the Core Strategic Planning Team, CCC Staff and Students, and the College Board of Education are scheduled in May 2024.
- The Stakeholder Feedback and Engagement meetings will be scheduled in late June and early July.

Strategic Planning Milestones:

1. Interim President, Teena Toyas continues to provide monthly and any other necessary updates regarding the strategic planning process by serving as the Strategic Planning Liaison to the Board of Education.
2. Stakeholder Engagement: Participation in focus groups continues.
3. Insight Report: Insight from Stakeholder Engagement-Review and reflect on the information gathered from the survey, focus group meetings, and individual interviews.
4. Stakeholder Feedback and Engagement-Review the strategic plan draft and provide important feedback is scheduled for September.
5. The College Board of Education will be presented the strategic plan for approval in September 2024.

The Accreditation Schedule of Reports and Visits:

1. Year 5- The next planned visit from Northwest Commission of Colleges and Universities is scheduled for early October of 2024. The focus of the visit will be to review the new and approved Strategic Plan, examine the progress that Clatsop Community College has made regarding the ability to implement data driven decision making, and review the Ad Hoc report.
2. Year 6-Standard 2-Policies, Regulations, and Financial Review Fall of 2025
3. Year 7-Evaluation of Institutional Effectiveness Fall 2026

Events and Community Meetings Attended by the Interim President:

- ❖ Interim President Teena Toyas attended the Presentation Ceremony/Reception at the Barbey Center. The Consul General Yuzo Yoshioka invited distinguished guest, family, and stakeholders to attend the Presentation Ceremony of the Order of the Rising Sun, Gold, and Silver Rays to Mr. Rex Thomas Ziak. The Order was awarded to Mr. Ziak for his outstanding service to the OBON Society. The OBON Society is a non-profit humanitarian organization committed to the promotion of peace and facilitates the reconciliation of non-biological human remains taken during the time of war. Former Oregon Senator Betsy Johnson was a guest speaker at the event. Helen Keefe accompanied me to the event. Information related to the event can be found at this link: https://www.dailyastorian.com/rex-ziak/image_9cfbf414-e4a2-11ee-9dc3-3b85537ffc41.html
- ❖ Attended the Clatsop Community College Foundation Board meeting on March 19, 2024. College updates were provided, and Interim President Toyas answered questions and provided requested information regarding different topics brought forth by the Foundation Board members.
- ❖ The Oregon State University's Core Team brought their Roadshow Tour to Clatsop Community College on March 20, 2024. CCC Staff involved in the meeting were Christine Riehl, Kasey White, Sarah Geleynse, Ben Palenske, and Teena Toyas. At the meeting, the Core Team reviewed changes that OSU is making to its general education program. Starting in the summer of 2025, OSU will launch "Core Education" designed with transfer students in mind and aligns with current transfer statewide initiatives. These changes will be discussed in more depth with faculty and advising soon. For more information regarding "Core Education" at OSU visit the following link: <https://coreeducation.oregonstate.edu/students>
- ❖ The Clatsop County Superintendents meet every month at the area high schools. The March meeting was at the Warrenton School District. Interim President Toyas attended the meeting and provided college updates and other relevant information requested from the superintendents and other meeting participants.
- ❖ The Interim President attended the Astoria Chamber of Commerce as an ex-officio advisory member of the Astoria Chamber of Commerce Board on Thursday, March 21, 2024. College updates and information were provided to the Board during the round table information sharing.
- ❖ The CEDR Board meeting was held on March 26, 2024, at the Astoria Country Club. Interim President Toyas attended and provided college information and updates during the round table information session.
- ❖ Oregon Presidents Council (OPC) meeting occurs on Thursday, April 4, 2024, via Zoom. Updates regarding this meeting will be provided in the May Board Report because the April Board Report was posted prior to the meeting.
- ❖ Justin Smith, Director of Data and Decision Support at Linn Benton Community College will be visiting the CCC campus on Thursday afternoon April 4, 2024, and Friday morning April 5, 2024. Linn Benton provides institutional research for CCC. Please reach out to Felicity Green for more specific information and meetings that are scheduled with Justin.
- ❖ Senator Jeff Merkley is scheduled for a Town Hall event in Patriot Hall on Saturday, April 6, 2024. The event is scheduled from 2:30 to 3:30 PM. Patriot Hall will be closing at 2:00 PM to accommodate the event. Contact Helen Keefe-Patriot Hall Coordinator of Events and Activities for further information.

Office of Instruction

- Faculty and staff were welcomed back to campus after a brief spring break. The spring term is going well, and students are glad to be attending classes after a brief break.
- Misty Bateman, Clatsop Works, and Cooperative Work Experience Manager reminded students and staff about current **Clatsop WORKS** opportunities and provided the following information:
 1. The deadline for students to apply for an opportunity for a **Clatsop WORKS** paid summer internship is April 4th.
 2. Friday, April 5th, Misty will begin reviewing all applications for the internships provided by the Host Employers. Once the applications are reviewed the interview & hiring process will begin.
 3. Staff and faculty, if you know of any students considering a summer internship, please remind them that the April 4th deadline is approaching quickly!
 4. The student response has been great so far. There have been over 50 applications representing students from CCC, all Clatsop County High Schools, & TPJC!
 5. **Students can apply at <https://clatsopworks.com/apply-for-an-internship/>**

Juneteenth Payroll Information:

Juneteenth was declared a national holiday on June 17, 2021. The CCC College Board of Education has provided this holiday to qualified staff on a year-to-year basis. We are requesting that Juneteenth be approved as a paid holiday for qualified staff on an ongoing basis. The holiday is observed on June 19th.

Current Employee Cost for Juneteenth:

Classified Staff	\$7,081.46
Confidential Classified Staff	\$1683.14
Service & Supervisory/Administration	\$10,806.54
Total Cost of the Holiday	\$19,571.40

Board of Education Meeting
04.11.2024
2nd Reading and Adoption

- **BP 7370 Political Activity – Employees – 2nd reading and adoption**



BP 7370 Political Activity – Employees

References:

ORS 260.432

Employees will not use College funds, services, supplies or equipment, or email accounts, to engage in political activities at any time to urge the passage or defeat of any ballot measure; initiative petition; appointment, nomination, recall, or election of a person to a public office; or political committee, including, but not limited to, any candidate for election to the Board of Education.

Employees will not engage in political activities during work hours to urge the passage or defeat of any ballot measure; initiative petition; appointment, nomination, recall, or election of a person to a public office; or political committee, including, but not limited to, any candidate for election to the Board of Education.

This policy prohibits political activity while on the job during an employee's working hours but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure; initiative petition; appointment, nomination, recall, or election of a person to a public office; or political committee during non-working time.

"While on the job during working hours" does not include periods of time during which an employee is taking time off for a meal break or rest break or periods of time during which an employee is utilizing otherwise allowable time off in accordance with Oregon labor laws.

Joint Policies & Procedures Committee Approval Date: February 12, 2024

Board Adoption Date:

Last Revised:

Rescinds: 4.730 Staff Participation in Political Activities

Clatsop Community College
Board Meeting
April 11, 2024
Submitted by: Teena Toyas

Title: Oregon School Board Association (OSBA) Short-Term Borrowing Resolution #2023-24-01

What: Authorization for short-term borrowing if needed. The OSBA tax anticipation note program provides a low-cost option to meet cash flow needs.

Why: Short-term “bridge” financing may be required for sufficient cash flow.

Recommended Action: Adopt resolution as presented.

Oregon Education Districts Short-Term Borrowing Program, Series 2024

District Contact Information

School District:	Clatsop Community College
Contact Name:	Margaret Antilla
Position:	Director of Accounting Services
Street Address:	1651 Lexington Ave
City, State, Zip Code:	Astoria OR 97103

June 2023 - May 2024 General Fund Cash Flow

Dollars in thousands (000s)

FY 2023-24	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Totals
Beginning Balance	1,454	(1,437)	(847)	(989)	(1,672)	(711)	2,901	1,723	2,395	1,535	1,238	1,494	
Revenues													
Property Tax:	113	62	47	19	327	4,778	82	122	44	210	32	27	5,863
State Aid:	-	967	936		1,115			1,028			1,028		5,074
Other:	388	952	593	620	1,198	312	219	619	444	712	750	575	7,382
Borrowing:													
Total Revenues:	501	1,981	1,576	639	2,640	5,090	301	1,769	488	922	1,810	602	18,319
Expenditures													
Personnel:	958	991	1,135	974	922	934	931	956	949	904	904	949	11,507
Materials:	2,434	400	583	348	757	544	548	141	399	315	650	438	7,557
Capital Outlay:													
Other:													
TAN Principal:													
TAN Interest:													
Total Expenditures:	3,392	1,391	1,718	1,322	1,679	1,478	1,479	1,097	1,348	1,219	1,554	1,387	19,064
Exp. less D/S principal	3,392	1,391	1,718	1,322	1,679	1,478	1,479	1,097	1,348	1,219	1,554	1,387	19,064
Monthly Balance	(2,891)	590	(142)	(683)	961	3,612	(1,178)	672	(860)	(297)	256	(785)	
Cum. Ending Balance	(1,437)	(847)	(989)	(1,672)	(711)	2,901	1,723	2,395	1,535	1,238	1,494	709	

Oregon Education Districts Short-Term Borrowing Program, Series 2024

District Contact Information

School District:	Clatsop Community College
Contact Name:	Margaret Antilla
Position:	Director of Accounting Services
Street Address:	1651 Lexington Ave
City, State, Zip Code:	Astoria OR 97103

June 2024 - May 2025 General Fund Cash Flow

Dollars in thousands (000s)

FY 2024-25	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Totals
Beginning Balance	709	(232)	(552)	(408)	(992)	(88)	3,701	2,557	3,337	2,527	1,775	1,155	
Revenues													
Property Tax:	116	64	48	20	337	4,921	84	126	45	101	46	28	5,937
State Aid:			1,026		1,026			1,026					3,078
Other:	388	957	593	669	1,198	312	219	669	444	270	884	575	7,178
Borrowing:													-
Total Revenues:	504	1,021	1,667	689	2,561	5,233	303	1,821	489	371	930	603	16,193
Expenditures													
Personnel:	945	941	941	924	900	900	900	900	900	900	900	900	10,951
Materials:	500	400	583	348	757	544	548	141	399	223	650	438	5,531
Capital Outlay:													-
Other:													-
TAN Principal:													-
TAN Interest:													-
Total Expenditures:	1,445	1,341	1,524	1,272	1,657	1,444	1,448	1,041	1,299	1,123	1,550	1,338	16,482
Monthly Balance	(941)	(320)	143	(583)	904	3,789	(1,145)	780	(810)	(752)	(620)	(735)	
Cum. Ending Balance	(232)	(552)	(408)	(992)	(88)	3,701	2,557	3,337	2,527	1,775	1,155	420	



Proclamation

Clatsop Community College Faculty Appreciation Week

WHEREAS, teachers mold future citizens through guidance and education; and

WHEREAS, teachers encounter students of widely differing backgrounds; and

WHEREAS, our country's future depends upon providing quality education to all students; and

WHEREAS, teachers spend countless hours preparing lessons, evaluating progress, counseling and coaching students and performing community service; and

WHEREAS, our community recognizes and supports its teachers in educating the children of this community.

NOW, THEREFORE, BE IT RESOLVED that the Clatsop Community College Board of Education proclaims the first full week in May, to be Faculty Appreciation Week; and

BE IT FURTHER RESOLVED that the Clatsop Community College Board of Education strongly encourages all members of our community to join with it in personally expressing appreciation to our teachers for their dedication and devotion to their work.

Adopted this 11th day of April, 2024

Ed Johnson

**CHAIR, CLATSOP COMMUNITY COLLEGE
BOARD OF EDUCATION**



NAME

Craig Hoppes
Mike Brosius
Jody Stahancyk
Mitra Vazeen
Tim Lyman

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To: Board of Directors
Prepared By: Greg Dorcheus
Date: April 3, 2024
Subject: New Hires, Separations, and Position Changes

NEW HIRES

None

Jobs Posted

Director, Human Resources (**Interviews scheduled**)

Director, TRIO Pre College (**Interviews scheduled**)

Director, Nursing and Allied Health (**Screening in Process**)

SEPARATIONS

None

POSITION CHANGES

None

APRIL, MAY AND JUNE 2024 UPCOMING EVENTSUpdated
03/13/2024

EVENT	DATE	TIME	LOCATION
CELEBRATE: Foundation Gala	Saturday, April 13	4:30 – 8:00 pm	Patriot Hall
Initial Presidential Search Committee Meeting	Monday, April 15	12:00 noon – 1:30 pm	Zoom
Community Leadership and Board Focus Group	Monday, April 15	1:30 – 3:30 pm	Zoom
All Oregon Academic Team Award Ceremony and Luncheon	Friday, April 19	11:00 am – 2:00 pm	Chemeketa Community College, Salem
Initial Budget Committee Meeting	Thursday, April 25	5:30 pm	Columbia 219 or Zoom
Possible Budget Committee Meeting	Thursday, May 2	5:30 pm	Columbia 219 or Zoom
Student Awards Ceremony	Thursday, June 6	7:00 pm	Fort George
Commencement	Friday, June 14	5:30 pm	Patriot Hall