

Clatsop Community College

1651 Lexington Avenue * Astoria, Oregon 97103 * (503) 325-0910

NOTICE OF MEETING

DATE: Tuesday, April 12, 2022

TIME: Work Session, 6:00 p.m.

Regular Board Meeting, 6:30 p.m.

PLACE: Columbia 219 AND Zoom

<https://clatsopcc.zoom.us/j/98874914866?pwd=U2JGNlIiNVpRHpNVnQzUnd3Tittdz09>

Meeting ID: 988 7491 4866; Passcode: 229255

Join by phone: 253-215-8782

REGULAR BOARD MEETING

I) CALL TO ORDER

A. Adoption of Agenda

II) PUBLIC FORUM

A. Introduction of Guests

B. Public Comment (*Note: This is an opportunity for brief presentations on any topics NOT on the agenda. Opportunity for public comment on agenda items will be provided at the time they are considered during the meeting.*)

Individuals wishing to sign up for public comment during the Zoom meeting should do so by emailing Felicity Green at fgreen@clatsopcc.edu by no later than 12:00 noon on April 12, 2022. Public comments may not exceed 3 minutes unless approved otherwise by the Board Chair.

Public comment will also be accepted by email to fgreen@clatsopcc.edu or by mail to: Felicity Green, Board Secretary, 1651 Lexington Avenue, Astoria, OR 97103, by close of business on April 12, 2022.

Attachment

III) APPROVAL OF MINUTES

A

A. March 8, 2022 Board Work Session

B. March 8, 2022 Regular Board Meeting

IV) AUDIT PRESENTATION BY CAROLINE WRIGHT OF CLA (CliftonLarsonAllen)

V) CONSENT AGENDA

- | | |
|---|---|
| A. Policies and Corresponding Procedures for Review | B |
| • BP 5400 Associated Students Organization | |
| 2 nd reading and adoption | |
| • BP 5410 Associated Students Selection Process | |
| 2 nd reading and adoption | |
| • BP 5420 Associated Students Finance | |
| 2 nd reading and adoption | |

VI) REPORTS/DISCUSSION ITEMS

- | | |
|--|---|
| A. Report of the ASG Representative | |
| B. Report of the Deputy Clerk | C |
| C. Report of the Board Chair | D |
| • Student Employment Week: April 10-16, 2022 | |
| • Community College Month: April 1-30, 2022 | |
| • Faculty Appreciation Week: May 1-7, 2022 | |
| D. Report of the Board Representatives | |
| • OCCA | |
| • CEDR | E |
| • Foundation | |
| • Board Policy Committee | |
| • Board Engagement | |
| E. Report of the President | F |
| • Report of the VP Academic Affairs | G |
| ○ <i>Faculty Presentation: Nursing Program with Doris Jepson,</i> | H |
| <i>Director of Nursing and Allied Health; Tina Kotson, Nursing</i> | |
| <i>Instructor; and Carolyn Adler, Nursing Instructor</i> | |
| • Report of the Chief Enrollment Officer | I |

VII) OLD BUSINESS

- A. None

VIII) NEW BUSINESS

- | | |
|---|---|
| A. Approve OSBA Short-Term Borrowing Resolution #2021-22-01 | |
| (if needed) | |
| B. MERTS Housing Possibilities | |
| C. Grant Writer Position | |
| D. New Hires | J |

IX) ANNOUNCEMENTS/COMMUNICATIONS

- | | |
|--|---|
| A. Next Board Meeting: Tuesday, May 10, 2022 | K |
| 6:30 pm: Regular Board Meeting | |

B. Budget Committee Meetings:

- Tuesday, April 26, 6:30 p.m. (if needed)
- Tuesday, May 3, 6:30 p.m.
- Tuesday, May 17, 6:30 p.m. (if needed)
- Tuesday, May 24, 6:30 p.m. (if needed)

C. Committee Meetings

- Board Policy Committee Meeting: Thursday, April 21, 2022
10:00 a.m., Zoom (3rd Thursday of the month at 10:00 a.m.)

X) BOARD FORUM

XI) ADJOURNMENT

2021-2022 Strategic Initiatives

- *Strengthen the Academic Environment for Students*
- *Cultivate Connections with the Community*
- *Commit to Diversity, Equity, and Inclusiveness*
- *Advance Institutional Accountability*

2021-2022 Board Goals for the College

- *Support the President in achieving the goals of the College*
- *Begin development of a facilities master plan*
- *Replace ERP*
- *Improve the budgeting process*
- *Implement a Campus Climate Survey tool*
- *Begin development of a long-term academic master plan*
- *Initiate a long-range student success strategy*
- *Improve Board engagement*

Non-Discrimination Declaration

It is the policy of Clatsop Community College that there will be no discrimination or harassment on the grounds of race, color, sex, gender, marital status, religion, national origin, age, sexual orientation, gender identity or expression or disability in any educational programs, activities, or employment. Questions or complaints should be directed to Desiree Noah, Affirmative Action/Gender Equity (Title IX) Officer, Lower Library, Suite 103, dnoah@clatsopcc.edu (503) 338-2450; TDD (503) 338-2468. For Student Access Services, contact Christine Riehl at criehl@clatsopcc.edu.

Accommodations

Students having questions about or a request for classroom accommodations should contact Christine Riehl at criehl@clatsopcc.edu.

Community members having questions about or a request for special needs and accommodation should contact Desiree Noah, Lower Library, Suite 103, dnoah@clasopcc.edu (503) 338-2450; TDD (503) 338-2468. Please send special needs and accommodations requests here. Contact should be made at least two business days in advance of the event.

Declaración de no-discriminación

Es la política de Clatsop Community College que no habrá ningún tipo de discriminación o acoso por razón de raza, color, sexo, género, estado civil, religión, origen nacional, edad, orientación sexual, identidad de género o expresión de discapacidad en los programas educativos, actividades o en la contratación. Preguntas o quejas deben ser dirigidas al Desiree Noah, Oficial de Acción Afirmativa / Título IX localizada en la biblioteca, oficina número 103 dnoah@clasopcc.edu número de teléfono (503) 338-2450, TDD (discapacidad auditiva) (503) 338-2468. Para servicios de acceso para estudiantes, comuníquese con Christine Riehl en criehl@clasopcc.edu.

Ayuda a personas discapacitadas

Estudiantes que tengan preguntas o una requieran solicitud de adaptaciones en el aula deben comunicarse con Christine Riehl en criehl@clasopcc.edu.

En cuanto a los miembros de la comunidad, se les pide que se comuniquen con Desiree Noah, localizada en la biblioteca, oficina número 103 dnoah@clasopcc.edu número de teléfono (503) 338-2450, TDD (discapacidad auditiva) (503) 338-2468. Haga el favor de notificar a la oficina para que se le pueda proporcionar apoyo. La comunicación debe tomar lugar por lo menos dos días de trabajo antes del evento por el cual se requiera tal ayuda. Para más información, vea la página Web de Clatsop Community College bajo Información en Español.

**MINUTES OF THE MARCH 8, 2022
CLATSOP COMMUNITY COLLEGE
BOARD OF DIRECTORS
REGULAR BOARD MEETING**

I. CALL TO ORDER

The meeting was called to order by Chair Rosemary Baker-Monaghan at 6:31 p.m.

Board members present: Rosemary Baker-Monaghan, Karen Burke, Sara Meyer, Tim Lyman, Trudy Van Dusen Citovic, Jody Stahancyk, and Nicole Williams. Board members absent: None. Others present: Helen Keefe, Pat Keefe, Heather Douglas, Teena Toyas, Angee Hunt, Desiree Noah, Matt Miller, Julie Kovatch, Rinda Johansen, Kenny Schmoker, Jim Alegria, Jerad Sorber, Grace Fadele, Peter Williams, Margaret Frimoth, Lloyd Mueller, Doris Jepson, Kevin Leahy, Fernando Rojas, Tammy Lambert, Felicity Green, Jiang Fei Koch, Eileen Purcell, Laura Evans, President Chris Breitmeyer, and Recording Secretary Pat Schulte.

A. Nicole Williams took the Oath of Office.

B. Adoption of Agenda

Karen Burke **moved to adopt the March 8, 2022 agenda as presented.** Jody Stahancyk seconded. The motion carried unanimously with Tim Lyman absent.

II. PUBLIC FORUM

A. Introduction of Guests

B. Public Comment

There was no public comment.

III. APPROVAL OF MINUTES

Sara Meyer **moved to approve the January 5 Board Work Session and February 8, 2022 Regular Board Meeting Minutes as presented.** Karen Burke seconded. The motion carried unanimously with Tim Lyman absent.

IV. CONSENT AGENDA

A. Policies for Review

- BP 2718 Professionalism and Accountability – 2nd Reading and Adoption

Karen Burke **moved to put the consent agenda in 2nd reading by title only and adopt BP 2718 Professionalism and Accountability.** Jody Stahanczyk seconded. The motion carried unanimously.

V. REPORTS/DISCUSSION ITEMS

A. Report of the ASG President

Matt Miller is the new ASG President as of February 23 and will be attending Board of Education meetings going forward. He is excited to work on forging a collaborative relationship between ASG and the Board of Education. ASG held a blanket drive and hygiene drive in the Bandit Burrow. There wasn't a huge turnout, but ASG plans to do it again. Future plans include a drive-in movie and a "Meet Your ASG."

B. Report of the Deputy Clerk

President Breitmeyer is currently serving as the Deputy Clerk and presented the Report of the Deputy Clerk and a summary of the Statements of Revenues and Expenditures FY2021-22 and FY2020-21 by fund source. The Financial Summary also included revenues and expenditures as of February 28, 2022 compared to revenues and expenditures as of February 28, 2021 and to the FY2021-22 Budget. Tuition and fees revenue recorded through February FY2020-21 is \$1.762 million or 53.73% of the adopted budget representing summer, fall, and winter term revenue. Tuition and fee revenue has increased 3.42% compared to February 2021. FY2020-21 actual tuition and fee revenue is \$2.930 million, including the \$513,000 in federal stimulus funding, and represents a 2% decrease from FY2019-20.

State appropriations recorded through February FY2021-22 are \$3.201 million representing three quarterly payments. Property taxes received through February FY2021-22 are \$4.955 million or 100.42% of the adopted budget. The actual FY 2020-21 property taxes received are \$5.132 million and represent 107.02% compared to budget. Other revenue recorded through February FY2021-22 is \$474,000. Timber revenue is budgeted at \$450,000. The FY2021-22 adopted budget beginning fund balance is \$2.2

million, and the actual beginning fund balance estimated at \$2.446 million. The FY2019-20 actual budgetary basis ending fund balance is \$1.849 million. The FY2018-19 General Fund ending fund balance was \$1.453 million. Total actual General Fund expenditures through February 2022 are \$9.432 million, or 60.16% of budget, compared to \$7.708 million in February FY2020-21 representing a 22.37% increase. Total estimated actual General Fund expenditures in FY2020-21 are \$12.232 million or 86.18% of budget.

State appropriations are on target. Property taxes are up a bit from what was budgeted. Expenditures have increased from the prior year due to budgeted salary increases as well as a return to more normal spending than previously during the pandemic.

C. Report of the Board Chair

The first full week of March is Classified Employee Appreciation Week. Last year, the Board approved a proclamation designating the first week of March as Classified Employee Appreciation Week, so the proclamation does not need to be approved by the Board every year. The Chair read the Classified Employee Appreciation Week proclamation.

On behalf of the Board, the Chair presented a card and gift to Pat Schulte who is retiring at the end of March and thanked her for her service to the College and the Board.

D. Report of the Board Representatives

OCCA

The OCCA Board has not met since the last Board of Education meeting. The President will forward a legislative summary to the Board. OCCA was hoping that funding for cybersecurity for Oregon's community colleges would be approved but it was not. The biggest concern for community colleges right now is cyber security; community colleges want to get funding for cyber security added to the base. Increasingly, small institutions are getting attacked. There is some funding for the OCNE (Oregon Consortium for Nursing Education) schools to recruit a more diverse faculty.

CEDR/SBDC

The CEDR/SBDC report is included in the Board packet. Trudy Van Dusen Citovic highlighted the Job and Career Fair that will be held on May 11 and the CEDR award events that will be held in Patriot Hall on May 26. SBDC is delivering a Strengthening Childcare series in collaboration with the Northwest Childcare Resource and Referral organization. There will be a community livability forum on March 23 at the Liberty Theatre. There is a planning committee meeting tomorrow morning for the citizens of Astoria.

Foundation

Tim Lyman gave the Foundation report. The Foundation Board has not met since the last Board of Education meeting; it meets bimonthly. Scholarships for students are open for application. The closing date is April 30. Nearly \$13,000 in gifts and pledges for Maritime scholarships for CCC students has been raised to meet the Roundhouse Foundation challenge. Planning for *Be Part of the Magic* continues. Tickets are on sale now. Details on how to purchase tickets, become a sponsor, or participate as a community partner are on the website. Over 33 members have joined the 2022 Sponsorship Team. The deadline to guarantee inclusion in the day of event printed materials is April 1. Fort George, Fire Station Yoga, and Astoria Co+op have joined as community partners. March 18 is the deadline to confirm community partnership details for inclusion in the March 26 ad in the Astorian. Mailed invitations and RSVPs are scheduled to be sent the week of March 14-18. Mr. Lyman has asked Angee Hunt to come up with some possible dates for the joint Foundation Board/College Board meeting.

Board Policy Committee

Karen Burke presented the Board Policy Committee report. The Board Policy Committee met last week and discussed using generic titles in the policies and procedures so when CCC specific titles change, the policies and procedures don't have to be changed. A glossary of terms listing the titles would be provided. For example, the Chief Instructional Officer at CCC is the Vice President of Academic Affairs. However, there is some concern with using the word Chief because it may be offensive to Native Americans. The titles are still under discussion and no decisions have been made.

E. Report of the President

The final version of the ERP Replacement Plan is in the board packet. The next step is to issue the RFP. Data conversion for the new ERP implementation will take about five months. Conditional two-year positions will be added at the College to fill the roles of staff who will be working on the implementation of the new ERP. No additional positions were hired to support the implementation of the current ERP. The work with Anthology started during the President's second year at CCC. The additional support positions will be included in the new budget. Funding for the support positions will need to be financed. The new support positions will report to a Project Manager. CCC did not have a Project Manager for the current implementation. The Project Manager will have the authority to make decisions. The President will be the final decision-maker. Until a vendor is selected for a new ERP, the exact amount of time for the conversion can't be known. The timeline could change based on the vendor. The Board requested an online calendar/chart for the ERP implementation. The first planning phase has been completed. The second phase includes issuance of an RFP and selection of a vendor. The third phase is implementation. VIE (Virtual Information Executives) worked with the ERP Work Group on the ERP Replacement Plan.

Preparation for strategic planning is beginning. A first step is a campus-wide climate survey. Sara Meyer, Desiree Noah, and the DEI Committee are working on the questions for the climate survey which is going to be deployed during spring term as a baseline and annually thereafter during fall term to track progress.

The President will begin to include updates on the board liaison work in his report. Jody Stahancyk recommended that Nicole Williams replace her as board liaison to the budget advisory committee. Nicole Williams agreed to take on that role. Trudy Van Dusen Citovic **moved to appoint Nicole Williams as Board Liaison to the Budget Advisory Committee and Jody Stahancyk as Board Liaison for Board Engagement.** Jody Stahancyk seconded. The motion carried unanimously.

The indoor mask mandate will be lifted in Oregon as of March 11. CCC will continue its mask mandate one additional week through March 18, which is the end of finals week, in order to have continuity through winter term. Masks will be optional during spring term. The College will encourage

safety and accommodate employees who would like others to wear masks around them. Other requests for accommodations will funnel through HR. There will still be distance classes. During spring term, there will be 90% to 100% of employees on campus.

Last summer, the College offered one free class to rising juniors and graduated seniors in the high schools. That program will be expanded this summer up to five credits, including books and fees. It will hopefully boost enrollment for summer. For students new to the College, a “College 101” course will be required at no cost to the student.

On March 12, CCC art students will be at Old Town Framing as part of the Astoria Art Walk. The theme is “It’s Raining Cats and Dogs,” and proceeds will be donated to Clatsop County Animal Services. The President, VP of Academic Affairs, and others from the College are helping with the Wine and Crab Festival.

F. Report of the VP Academic Affairs

VP Peter Williams offered to answer any questions about his report which was included in the board packet. There is no faculty presentation this month. The Nursing Department will present in April, Maritime in May, and Auto and Welding in June. Only 56% of area high school seniors moved on to college. The College has signed on for five years of Canvas with no cost or obligation. Canvas is a Learning Management System (LMS) that provides a template for online classes. State funding is paying for Canvas. Brightspace is the LMS that CCC is currently using. Brightspace is not what it could be, and there will be a discussion with faculty about switching to Canvas.

G. Report of the Chief Enrollment Officer

The written report of the Chief Enrollment Officer is in the board packet. Head count numbers will be available first thing in the morning and will be forwarded to the Board. Spring quarter enrollment is down just under 2% from one year ago at this time. Compared to spring 2019, it is down approximately 14%. There are about three more weeks to go before spring term. Students who have not yet enrolled are receiving phone calls. There was an enrollment event in Patriot Hall last week with three dozen students. It takes 15 credits to equal one FTE. Post-secondary remedial is

driven by placement – where students get placed when they enter CCC. The least prepared students during the pandemic were the ones who went and got jobs. Post-secondary remedial has been on the decline. The introduction of the co-requisite math class moved some of those students out of post-secondary remedial. Students in co-requisite math have a 50% chance of taking college level math compared to 15% in post-secondary remedial. Students and colleagues across the state are reporting that higher wages in places like McDonald's are impacting enrollment. CTE enrollment is doing okay with its direct connection to higher wage jobs. Lower Division Transfer is taking a hit. Higher earnings over a lifetime is part of the discussion with students' high school counselors. For the 25-to-30-year-olds, the College is working with agencies and looking at a marketing campaign. The Chief Enrollment Officer is meeting monthly with individuals that are connected across social service agencies. Ben Palenske does outreach to faith-based organizations. That population is harder to reach. Currently, there is no direct reach out to fast food and retail establishments. Walmart has a partnership with Arizona State Online.

The historical data over the last five years shows there has been a steady downward trend that predates the pandemic. However, there is an issue with the dataset. A lot of those students are in non-degree seeking programs. There are updated numbers as of today. Some of the decline has been in the dual enrollment programs. Student registration doesn't come into CCC's system until they have successfully completed the course.

The Board asked that continuing education numbers be shown in a separate chart.

VI. ADDITIONS TO THE AGENDA

Tim Lyman requested additions to the agenda, including setting a date for the Board Retreat and a discussion of the timing of the President's Evaluation.

Jody Stahancyk **moved to add the Board Retreat and Timing of President's Evaluation to the agenda under New Business.** Trudy Van Dusen Citovic seconded. The motion carried unanimously.

VII. OLD BUSINESS

A. COVID-19 Response Plan

This item was addressed in the earlier discussion on the lifting of the mask mandate.

VIII. NEW BUSINESS

A. Timing of President's Evaluation and Board Retreat

The Board discussed changing the timing of the President's evaluation so that it can be presented to the President at the Board's retreat during the summer. That timing would provide the President with feedback and fresh ideas going into the academic year. A shorter three-month evaluation timeframe could be done this year and would include only Board members. A 360 evaluation was done the previous three years but does not need to be done every year. After further discussion, the Board agreed that the Board Policy Committee would update the procedure regarding the President's Evaluation with a new timeframe and bring it back to the April Board meeting.

The Board also discussed the timing of the Board Retreat. One suggestion was to have the Retreat in June so that any outgoing Board members could participate. However, there was concern that new Board members would not be able to participate. Portland Community College holds their retreat with both outgoing and incoming new board members. After further discussion, the Board Retreat was set for Tuesday, June 28, 2022 in the afternoon and evening with exact hours to be determined at a later date.

B. Policies and Corresponding Procedures for Review

- BP 5400 Associated Students Organization – 1st Reading
- BP 5410 Associated Students Selection Process – 1st Reading
- BP 5420 Associated Students Finance – 1st Reading

There is a typo on BP 5410. The word "elections" needs to be removed from the title.

Sara Meyer moved to approve BP 5400 Associated Students Organization, BP 5410 Associated Students Selection Process, and BP

5420 Associated Students Finance for 1st reading. Karen Burke seconded. The motion carried unanimously.

C. Appoint Budget Committee Member

Karen Burke **moved to appoint Jim Alegria to the Budget Committee for the term that ends June 30, 2024.** Sara Meyer seconded. The motion carried unanimously.

D. Consider Approval of the President's Contract

The proposed changes to the President's Contract were discussed during the Work Session prior to the Regular Board Meeting.

Jody Stahancyk **moved to accept the changes in items 1, 3, 5, and 13 and approve the President's Contract.** Karen Burke seconded. The motion carried unanimously.

E. New Hires

Margaret Antilla has been selected as the returning Director of Accounting Services effective February 18, 2022. Brina Burke has been selected as the new Enrollment Assistant effective March 1, 2022. Javier Ramirez has been selected as the new Custodial Maintenance Assistant on the night shift effective March 1, 2022. Daniel Clark has been selected as the new Director of Physical Plant effective August 1, 2022. Ben Palenske has been selected as the Director of Advising effective Monday, March 7, 2022.

IX. ANNOUNCEMENTS

Events are included in the packet. The Board Policy Committee is meeting Thursday, March 17 at 10:00 a.m. The next Regular Board Meeting is Tuesday, April 12 at 6:30 p.m.

X. BOARD FORUM

Tim Lyman apologized for throwing items on the agenda at the last minute.

Karen Burke had the chance to interact with two former nursing students from Clatsop Community College. One student now has her Doctorate of Nursing Science and is a hospitalist at Columbia Memorial Hospital. The other student is a hospice nurse.

Sara Meyer does an interview program, "Around our Schools." She was in the new middle school last week, and it's a beautiful school. The principal was a classmate of her oldest son. Welcome to Nicole and goodbye to Pat.

Nicole Williams thanked everyone for the warm welcome.

Trudy Van Dusen Citovic thanked Nicole Williams for joining the Board. She also thanked everyone who attended on Zoom.

Jody Stahancyk said she and Tim Lyman attended the birthday party for the food pantry. Tim donated toilet paper and paper towels. Jody donated toiletries. The Board should have a list of everything the food pantry could use. It made her heart feel warm.

XI. ADJOURNMENT

Without further business, the Regular Board meeting was adjourned at approximately 8:06 p.m.

Chris Breitmeyer, President

Rosemary Baker-Monaghan, Chair

Pat Schulte, Recording Secretary

**MINUTES OF THE MARCH 8, 2022
CLATSOP COMMUNITY COLLEGE
BOARD OF DIRECTORS
WORK SESSION**

Board Members Present: Rosemary Baker-Monaghan, Sara Meyer, Karen Burke, Tim Lyman, Trudy Van Dusen Citovic, and Jody Stahancyk. **Board Members Absent:** None. **Others Present:** Nicole Williams, Desiree Noah, President Chris Breitmeyer, and Recording Secretary Pat Schulte.

The Work Session to discuss changes in the President's Contract was called to order by Chair Rosemary Baker-Monaghan at approximately 6:03 p.m.

The Chair distributed four paragraphs with proposed minor changes to the President's Contract. The Board will discuss the changes to the contract during the Work Session and then vote to take action during the Regular Board Meeting that follows. Desiree Noah, Director of Human Resources, summarized the proposed changes to Items 1, 3, 5, and 13:

Item 1: Updated to reflect a four-year term of contract commencing July 1, 2022.

Item 3: Updated to reflect the President's base salary. If the Board decides not to adjust the base salary in subsequent years of the contract, the base salary will be adjusted at the same rate and in the same manner as for other administrative employees of the College.

Item 5: Describes extension of the contract on a rolling basis.

Item 13: The only change is removal of an extra space between the words *choice* and *of*.

The President is not requesting an increase in his base salary, and the Board will not be voting on a salary increase for the President tonight. Service & Supervisory (administrative) employees are non-represented, and the Board votes on a COLA for this group.

Without further business, the Work Session was adjourned at approximately 6:15 p.m.

Chris Breitmeyer, President

Rosemary Baker-Monaghan, Chair

Pat Schulte, Recording Secretary

DRAFT



BP 5400 Associated Students Organization

References:

No Oregon statutory requirement

The students of Clatsop Community College are authorized to organize a student body association. The Board of Education hereby recognizes the association as the Associated Student Government of Clatsop Community College.

The Associated Students activities shall not conflict with the authority or responsibility of the Board of Education or College employees.

The Associated Students shall conduct itself in accordance with state laws, regulations, Board policies, and administrative procedures established by the President.

Opportunities to participate on committees and governing councils shall be open to all students.

The Associated Students shall be granted the use of the College's premises subject to such administrative procedures as may be established by the President. Such use shall not be construed as transferring ownership or control of the premises.

END OF POLICY

President's Cabinet Approval Date:	December 14, 2021
College Council Approval Date:	February 17, 2022
Board Adoption Date:	April 12, 2022
Last Revised:	April 12, 2022

AP 5400 Associated Students Organization

References:

No Oregon statutory requirement

Clatsop Community College shall have one Associated Students Organization.

Representation shall be reflective of the College's student body.

A governing body shall be selected that shall keep an account of its meetings, expenditures, authorizations, and policies established. The selection shall be conducted in accordance with procedures established by the ASG By-Laws as approved by the officer or employee of the College who is the designated advisor of the Associated Student Government.

A simple majority of the members of the Associated Students Organization governing body shall constitute a quorum.

Opportunities to participate on committees and governing councils shall be open to all students. The Associated Students shall have the responsibility to ensure that students are represented on College committees and governing councils that have student representation. The Associated Students shall collaborate with the requesting committee to coordinate an equitable process for ensuring student representation.

Should the Associated Students be unable or decline to select student representatives, the officer or employee of the College who is the designated advisor of the Associated Student Government, in collaboration with the requesting committee, shall coordinate an equitable process for ensuring student representation.

END OF PROCEDURE

President's Cabinet Approval Date:	December 14, 2021
College Council Approval Date:	February 17, 2022
Last Revised:	February 17, 2022



BP 5410 Associated Students Selection Process

References:

No Oregon statutory requirement

The Associated Students shall annually select officers. The selection shall be conducted in accordance with procedures established by the ASG By-Laws as approved by the officer or employee of the College who is the designated advisor of the Associated Student Government.

Any student selected as an officer in the Associated Students shall meet and maintain the following requirements:

Be enrolled for a minimum of 6 credit hours (except for summer quarter), maintain a GPA of 2.5 or higher, and be in good disciplinary standing with the College. The Associated Students may choose to require additional qualifications for officer positions, consistent with Board policies. These minimum requirements may be waived by the officer or employee of the College who is the designated advisor of the Associated Student Government if extenuating circumstances exist.

END OF POLICY

President's Cabinet Approval Date:	December 14, 2021
College Council Approval Date:	February 17, 2022
Board Adoption Date:	April 12, 2022
Last Revised:	April 12, 2022

AP 5410 Associated Students Selection Process

References:

No Oregon statutory requirement

The Associated Students shall develop procedures for the annual selection of officers.

END OF PROCEDURE

President's Cabinet Approval Date:	December 14, 2021
College Council Approval Date:	February 17, 2022
Last Revised:	February 17, 2022



BP 5420 Associated Students Finance

References:

No Oregon statutory requirement

Associated Student funds shall be deposited with and disbursed by the Vice President Finance and Operations.

The funds shall be deposited, loaned, or invested as authorized by law.

All funds shall be expended according to procedures established by the College subject to the approval of the officer or employee of the College who is the designated advisor of the Associated Student Government.

END OF POLICY

President's Cabinet Approval Date:	December 14, 2021
College Council Approval Date:	February 17, 2022
Board Adoption Date:	April 12, 2022
Last Revised:	April 12, 2022

AP 5420 Associated Students Finance

References:

No Oregon statutory requirement

Associated Student Funds are maintained in accordance with the following procedures:

All funds shall be expended subject to such internal processes as may be established by the Associated Students subject to the approval of each of the following three persons. Approval shall be obtained each time before any funds may be expended:

- the President or designee;
- the officer or employee of the College who is the designated advisor of the Associated Student Government; and
- a representative of the Associated Student Government.

END OF PROCEDURE

President's Cabinet Approval Date:	December 14, 2021
College Council Approval Date:	February 17, 2022
Last Revised:	February 17, 2022

Expenditures
All-Funds
Comparing YTD March 2022 to March 2021

REVENUES												
		FY 2021-2022		Revenue as of			% Change		Revenue as of			
Fund	Description	Budget	3/31/2022	% Received	3/31/2021	compared to	March 2021	FY 2020-2021	6/30/21	% Received	Budget versus	
								Budget	(pre-close)		Actual Variance	
11	Tuition and fees (a)	\$ 3,278,631	21%	\$ 1,778,347	14%	54.24%	1,728,639	2.88%	\$ 3,217,750	\$ 2,930,079	91.06%	\$ (287,671)
11	State Appropriations (b)	\$ 4,218,224	27%	\$ 3,201,214	25%	75.89%	2,745,594	16.59%	\$ 4,218,224	\$ 4,275,388	101.36%	\$ 57,164
11	Property Taxes (c)	\$ 4,934,817	31%	\$ 5,050,082	39%	102.34%	4,699,971	7.45%	\$ 4,795,453	\$ 5,036,242	105.02%	\$ 240,789
11	Other (c1) including Fnd 12 Transfer In	\$ 1,046,635	7%	\$ 492,688	4%	47.07%	45,426	984.59%	\$ 563,100	\$ 575,628	102.22%	\$ 12,528
	Beg. Fund Balance (7/1/21 & (c2) *estimate	\$ 2,200,000	14%	\$ 2,446,011	19%	111.18%	1,848,774	32.30%	\$ 1,400,000	\$ 1,848,774	132.06%	\$ 448,774
	Total General Fund	\$ 15,678,307	100%	\$ 12,968,342	100%	82.72%	11,068,404	17.17%	\$ 14,194,527	\$ 14,666,111	103.32%	\$ 471,584
12	Auxiliary	\$ 77,535		\$ 68,120		87.86%	132,365	-48.54%	\$ 596,272	\$ 323,070	54.18%	\$ (273,202)
21	Grants and Financial Aid (e)	\$ 5,875,774		\$ 3,721,756		63.34%	2,489,819	49.48%	\$ 4,630,492	\$ 6,389,445	137.99%	\$ 1,758,953
41	Plant (f)	\$ 21,583,567		\$ 1,221,885		5.66%	1,005,830	21.48%	\$ 21,864,425	\$ 1,307,320	5.98%	\$ (20,557,105)
42	Plant - Debt (g)	\$ 1,502,458		\$ 1,502,458		100.00%	940,820	0.00%	\$ 1,702,778	\$ 1,500,878	88.14%	\$ (201,900)
54	C&O - Special Revenue	\$ 70,264		\$ 15,251		21.71%	64,288	-76.28%	\$ 69,641	\$ 12,293	17.65%	\$ (57,348)
60	Non-Plant Debt Fund (i)	\$ 1,092,777		\$ 504,657		46.18%	643,737	-21.61%	\$ 1,030,000	\$ 880,948	85.53%	\$ (149,052)
Total Revenues		\$ 45,880,682		\$ 20,002,469		43.60%	\$ 16,345,263	22.37%	\$ 44,088,135	\$ 25,080,065	56.89%	

EXPENDITURES											
Fund	Description	FY 2021-2022 Budget	Expended as of 3/31/2022	% Expended	Expended as of 3/31/2021	% Change March 2022 compared to March 2021	FY 2020-2021 Budget	Expended as of 6/30/21 (pre-close)	% Expended	Budget versus Actual Variance	
11	General Operating (d)	\$ 15,678,307	\$ 10,567,886	67.40%	8,614,318	22.68%	\$ 14,194,527	\$ 12,232,259	86.18%	\$ (1,962,268)	
12	Auxiliary	\$ 77,535	\$ 68,120	87.86%	233,139	-70.78%	\$ 596,272	\$ 329,320	55.23%	\$ (266,952)	
21	Grants and Financial Aid (e)	\$ 5,875,774	\$ 3,732,668	63.53%	3,360,211	11.08%	\$ 4,630,492	\$ 5,964,299	128.80%	\$ 1,333,807	
41	Plant (f)	\$ 21,583,567	\$ 1,018,572	4.72%	537,736	89.42%	\$ 21,864,425	\$ 1,129,172	5.16%	\$ (20,735,253)	
42	Plant - Debt (g)	\$ 1,502,458	\$ 168,079	11.19%	183,264	-8.29%	\$ 1,702,778	\$ 1,502,078	88.21%	\$ (200,700)	
54	C&O - Special Revenue	\$ 70,264	\$ 11,241	16.00%	9,053	24.17%	\$ 69,641	\$ 12,293	17.65%	\$ (57,348)	
60	Non-Plant Debt Fund	\$ 1,092,777	\$ 107,611	9.85%	118,601	-9.27%	\$ 1,030,000	\$ 692,203	67.20%	\$ (337,797)	
Sub-total Operations		\$ 45,880,682	\$ 15,674,177	34.16%	\$ 13,056,322	20.05%	\$ 44,088,135	\$ 21,861,624	49.59%	\$ (22,226,511)	
Total Expenditures		\$ 45,880,682	\$ 15,674,177	34.16%	\$ 13,056,322	20.05%	\$ 44,088,135	\$ 21,861,624	49.59%		
Total Receipts over (under) Total Expenditures		\$ -	\$ 4,328,292				\$ -	\$ 3,218,441			
Subtotal Operations (net)			\$ 4,328,292					\$ 3,218,441			
Subtotal New Campus Dev (net)			\$ -					\$ -			
Total Receipts over (under) Total Expenditures (net)			\$ 4,328,292					\$ 3,218,441			

Parenthetical items are explained on attached page.

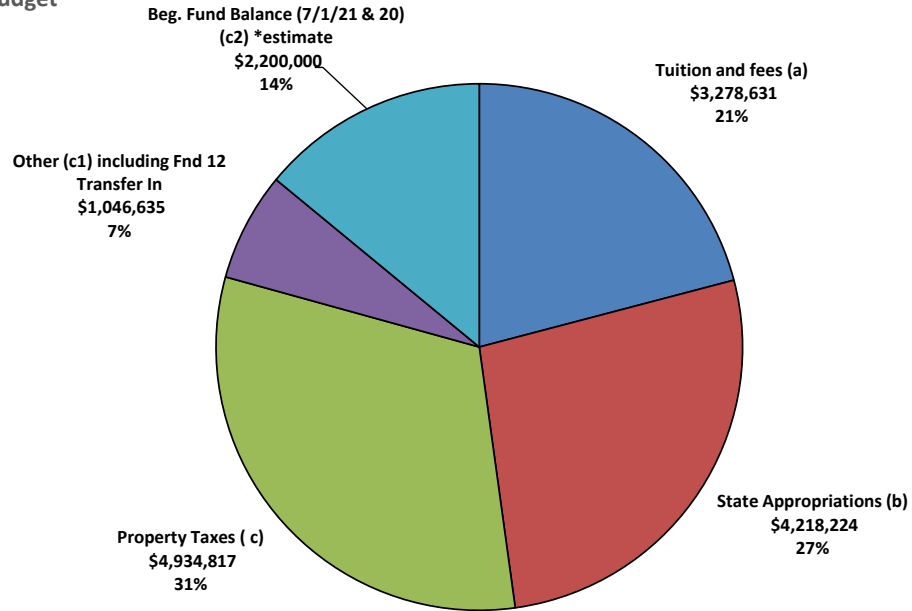
GENERAL FUND (11)											
EXPENDITURES BY FUNCTION											
		FY 2021-2022		Expended as of	%	Expended as of	% Change	FY 2020-2021	Expended as	%	Budget versus
	Description	Budget		3/31/2022	Expended	3/31/2021	March 2022 compared to March 2021	Budget	of 6/30/21 (pre-close)	Expended	Actual Variance
11	General Operating (d)	\$ 15,678,307		\$ 10,567,886	67.40%	8,614,318	22.68%	\$ 14,194,527	\$ 12,232,259	86.18%	\$ (1,962,268)
	<u>By Function</u>										
	Instruction	\$ 5,708,351	36%	\$ 3,642,136	34%	63.80%	13.65%	\$ 5,367,095	\$ 4,846,085	90.29%	
	Instructional Support	\$ 1,964,802	13%	\$ 1,288,065	12%	65.56%	9.08%	\$ 1,902,747	\$ 1,614,578	84.86%	
	Student Services	\$ 1,733,495	11%	\$ 1,107,567	10%	63.89%	15.21%	\$ 1,426,856	\$ 1,263,273	88.54%	
	Institutional Support	\$ 3,953,175	25%	\$ 3,218,120	30%	81.41%	49.71%	\$ 3,171,985	\$ 2,953,621	93.12%	
	Operation and Maintenance of Plant	\$ 1,656,017	11%	\$ 1,178,316	11%	71.15%	14.86%	\$ 1,604,398	\$ 1,379,841	86.00%	
	Scholarships & Tuition Waivers	\$ 174,300	1%	\$ 133,682	1%	76.70%	45.07%	\$ 174,300	\$ 174,861	100.32%	
	Contingency	\$ 488,167	3%	\$ -	0%	0.00%		\$ 547,146	\$ -	0.00%	
	Total General Fund Expenditures	\$ 15,678,307	100%	\$ 10,567,886	100%	67.40%	22.68%	\$ 14,194,527	\$ 12,232,259	86.18%	\$ (1,962,268)

General Fund (11) FY 2021-2022

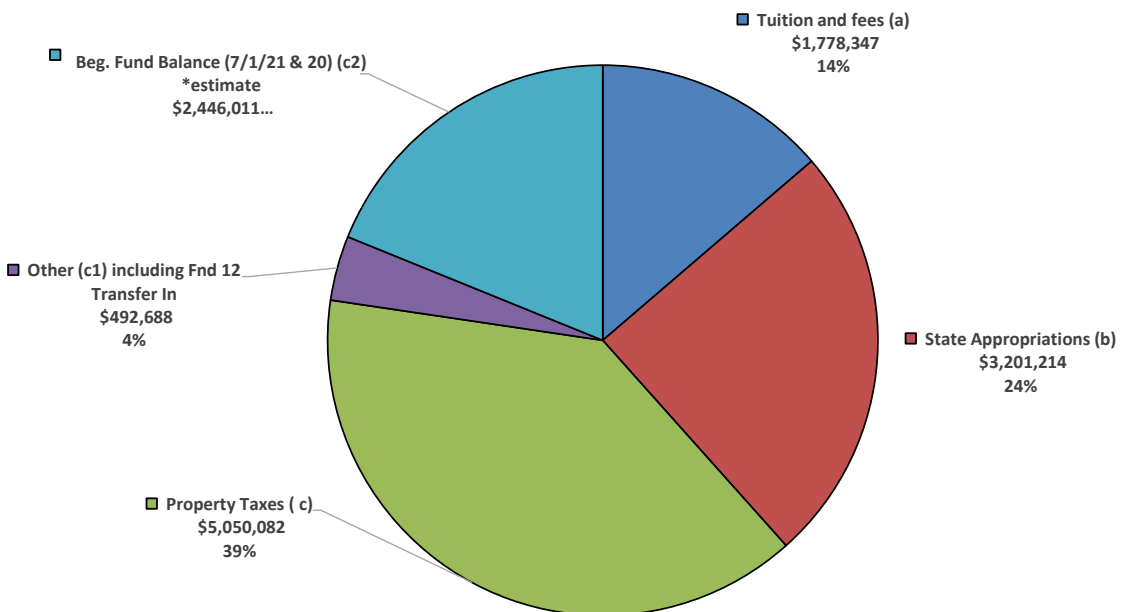
by source

Revenue

Fund 11 (10) FY 2021-2022 (by source)
Revenue Budget



Fund 11 (10) FY 2021-2022 (by source)
Revenue as of March 31, 2022

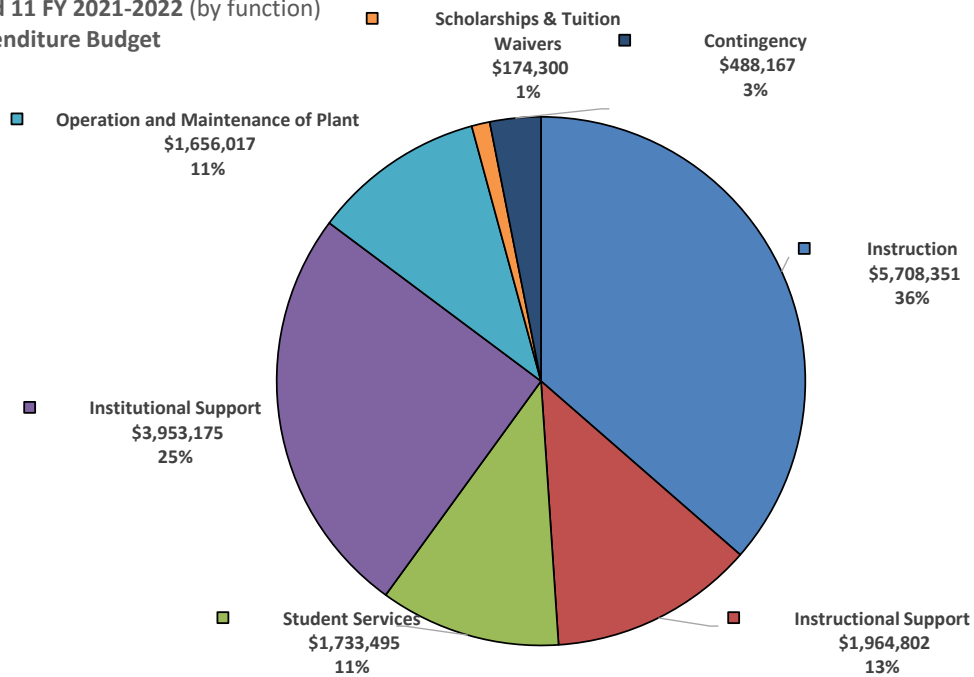


General Fund (11) FY 2021-2022

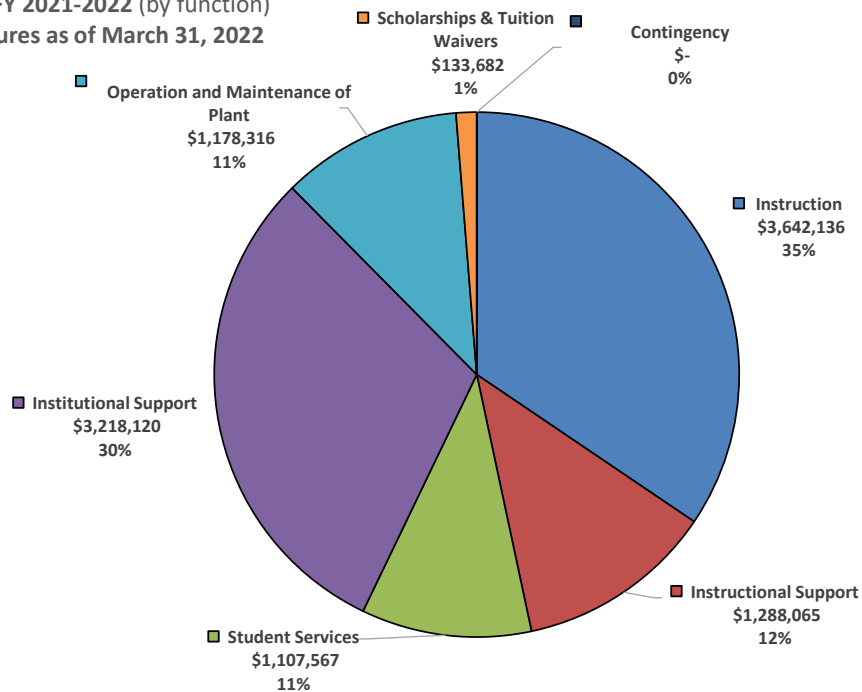
by function

Expenditures

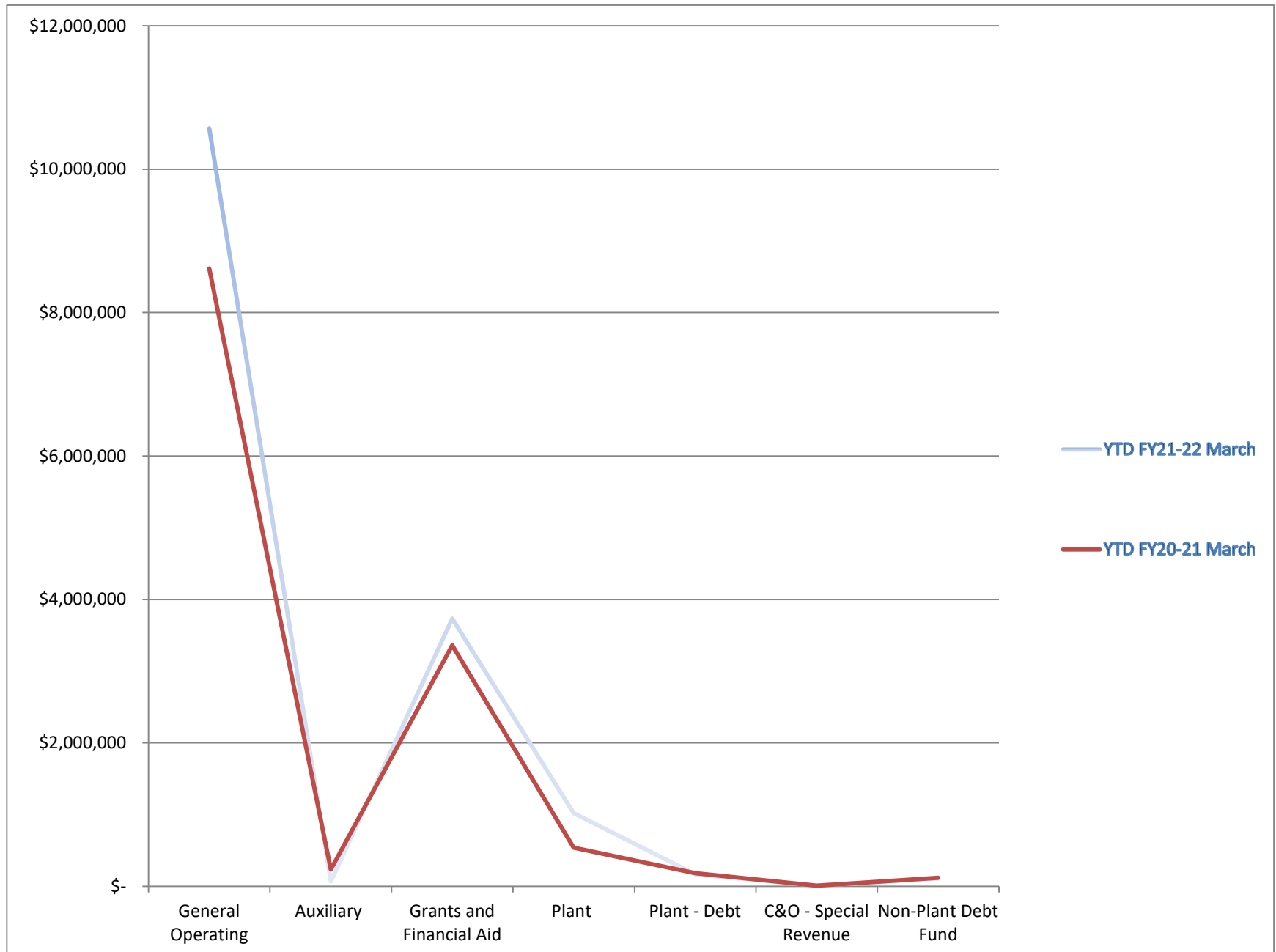
Fund 11 FY 2021-2022 (by function)
Expenditure Budget



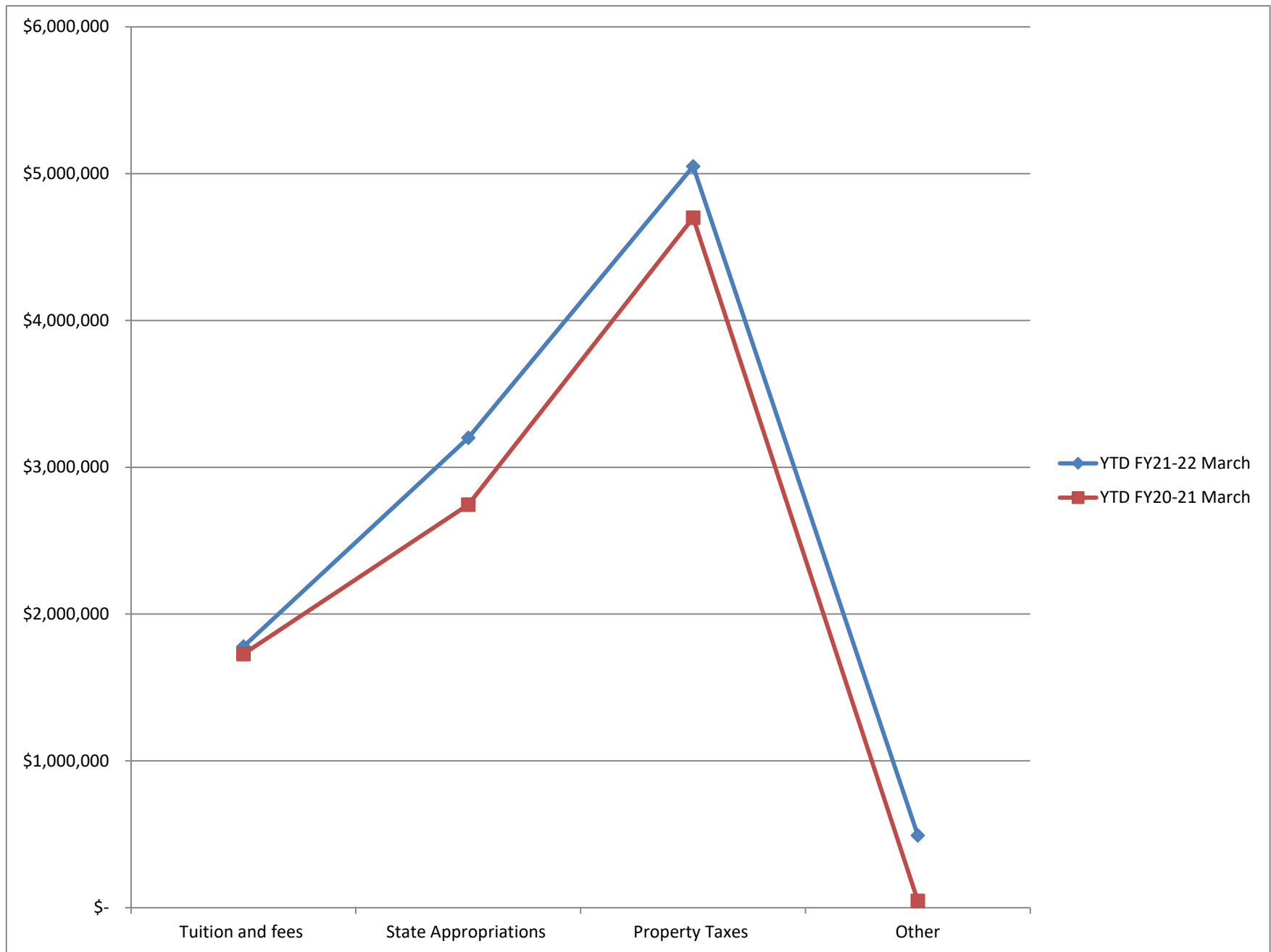
Fund 11 FY 2021-2022 (by function)
Expenditures as of March 31, 2022



Expenditures
All-Funds
Comparing YTD March 2022 to March 2021



General Fund Revenue YTD March 2022 Compared to March 2021





Clatsop Community College

Board of Education Meeting – April 12, 2022 FY21-22 Financial Summary – March 31, 2022 FY20-21 Financial Summary – Pre-final

Attached is the Statement of Revenues and Expenditures for FY21-22 and pre-close FY20-21 by fund source.

March represents nine months (75%) of the FY21-22 fiscal year. The FY20-21 audit field work was performed the week of July 26, 2021. Audit extensions for the FY20-21 financial statements have been requested and approved by the Oregon Secretary of State. The FY19-20 financial statements were presented by our audit firm, CliftonLarsonAllen (CLA), at the February 9, 2021 Board meeting.

The FY19-20 annual audited financial statements are available at the following link:

<https://www.clatsopcc.edu/wp-content/uploads/FYE2020-Clatsop-CC-Financial-Statements.pdf>

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 FY21-22 is \$1.778 million, or 54.24 percent of the adopted budget representing summer, fall, and winter term revenue. March 2022 tuition and fees represent a 2.88 percent increase compared to March 2021. FY20-21 actual tuition and fee revenue are \$2.930 million including the \$513 thousand in federal stimulus funds represents a 2 percent decrease from FY2019-20.

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 recorded through March is \$3.201 million representing three quarterly payments.

(c) Property taxes received through March is \$5.050 million, or 102.34 percent of the adopted budget. The actual FY20-21 property taxes received are \$5.132 million, or 107.02 percent of the adopted budget.

(c1) FY21-22 other revenue recorded through March is \$493 thousand. Timber proceeds are budgeted at \$450 thousand.

(c2) The FY21-22 adopted budget beginning fund balance is \$2.2 million and the actual beginning fund balance estimated at \$2.446 million. The FY19-20 actual budgetary basis ending fund balance is \$1.849 million. The FY18-19 General Fund ending fund balance was \$1.453 million.

(d) Total actual General Fund expenditure through March is \$10.568 million, or 67.4 percent of budget, compared to \$8.6 million in March FY20-21 representing a 22.68 percent increase. Total expenditures are higher in FY21-22 due to the timing of transfers eliminating the Auxiliary Fund negative balances. Total estimated actual General Fund expenditures in FY20-21 are \$12.232 million, or 86.18 percent of budget.

Grants and Financial Aid Fund

(e) FY21-22 expenditures through March is \$3.733 million representing 63.53 percent compared to budget.

Plant Fund

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

(f1) The Plant Fund FY21-22 expenditures is \$168 thousand through March.

(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.



Proclamation

Clatsop Community College National Student Employment Appreciation Week

WHEREAS, each year colleges and universities across the nation recognize the importance of the student employee experience by setting aside a special week to celebrate the contributions of student employees; and

WHEREAS, it is noted student employees are a crucial part of the fabric of our college, performing invaluable service with enthusiasm, dedication, and initiative; and

WHEREAS, our college promotes student employment as an educational factor in the development of effective and productive citizens, and as an economic factor in providing financial support for the students of Clatsop Community College; and

WHEREAS, our community recognizes and supports its student employees in their endeavors to achieve additional training and experience while attending school and applaud those students for their tremendous work ethic.

WHEREAS, through their dedication and hard work, they uphold Clatsop Community College values of caring, collaboration, creativity, diversity and integrity; and

NOW, THEREFORE, BE IT RESOLVED that the Clatsop Community College Board of Education proclaims the second full week in April to be National Student Employment 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 student employees for their dedication and devotion to their work.

CLATSOP COMMUNITY COLLEGE
BOARD OF EDUCATION



Community College Month

Whereas, The Board of Education for Clatsop Community College is pleased to honor and salute the 17 community colleges in Oregon in recognition of April 2022 as Oregon Community College Month; and,

Whereas, Community College Month is an appropriate time to acknowledge community colleges and the important contributions they make to the richness and accessibility of higher education in the United States; and,

Whereas, Clatsop Community College enrolls over 5,100 students and grants over 170 certificates and degrees each year; and

Whereas, The strength and success of the State of Oregon, the vitality of its communities, and the effectiveness of our American society depend, in great measure, upon community colleges; and

Whereas, The ability of Oregon's economy and communities to recover from the devastation of COVID-19, wildfires, and other disasters that have wreaked havoc upon our state relies upon the upskilling and reskilling of the state's workforce through community colleges; and,

Whereas, It is altogether proper and fitting for this Board of Directors to pause and recognize the 17 Oregon community colleges to affirm their importance to the citizens of this State; now, therefore,

Be it resolved by the Board of Education for Clatsop Community College:

That this Board of Education hereby commends the 17 Oregon community colleges, pays tribute to the meritorious efforts of Clatsop Community College, and declare the month of April 2022 "Community College Month."



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.

CLATSOP COMMUNITY COLLEGE
BOARD OF EDUCATION



CEDR and SBDC (Kevin Leahy, Executive Director) April 4, 2022

CEDR

-CEDR collaborated with the City of Astoria, Astoria-Warrenton Chamber, and ADHDA to host a "Community Livability Forum" on March 23 at the Liberty Theater. Over 450 community members attended. A panel presented and answered questions from the audience related to homelessness, mental health, business owner concerns, safety and other topics. CEDR funded the facilitator.

A follow-up meeting for Business Leaders presented by CEDR, Astoria-Warrenton Chamber, and ADHDA was held on April 5 at the Fort George Lovell Showroom to address specific concerns of Downtown Astoria business owners and leaders.

-Kevin Leahy participated in a March 30 visit to Hyak Tongue Point, WCT Marine, and Bergerson Construction with Rep. Suzanne Weber, NW Oregon Regional Solutions Team, Field staff Betsy Emory from Senator Merkley's office, and owners/representatives from each company.

The \$31M, 1500 Metric Ton All-Electric Mobile lift funding proposal was front and center. If approved, 51 full-time jobs at Hyak with average salaries of \$78,400 will be added, resulting in \$6M in total payroll. Indirect and induced employment of 90 additional employees with \$4.6M in annual payroll will be added.

CCC will benefit significantly from this project with current and future programs. The group also met to review the North Coast Business Park potential sale and toured the new Fort George Waterfront brewery.

-Save the Date! CEDR Awards Event will be at Patriot Hall on Thursday, May 26!!

SBDC

-Associate Director Jessica Newhall is delivering a 6-session Strengthening Childcare series with the NW Childcare Resource and Referral organization (CCRR) for existing licensed childcare centers in Clatsop, Columbia, and Tillamook counties.

-There will be a meeting of current and future Latino business owners hosted by the Clatsop SBDC at the South County Center in the evening on May 12. Focus on under-served businesses.

Clatsop WORKS Paid Internship Program

-Employer Recruitment to participate in the summer program is in full swing, with a deadline of April 15.

-Student recruitment for high school and CCC students continues through May 15. We have already secured 29 internships as of this report; the highest number ever!

April President's Report to the Board

prepared April 4th 2022

Finance and Operations

On Friday April 1st candidates were interviewed for the Vice President of Finance and Operations position. The committee selected two individuals to be moved forward to the next round of interviews which will include additional interviews with the hiring committee, meetings with direct reports, the CCC leadership team and the campus community. Invites will be sent out once the schedules are finalized.

ERP Phase 1

The Request for Proposal (RFP) for the new ERP is being prepared for publication. Input from the primary users of the system helped craft the document. We expect to have responses from vendors before the end of the spring term. From the submitted responses we will select those providers that meet our requirements to demonstrate their products on campus using real-world data and scenarios. A major part of the evaluation of the new ERPs will be their demonstrated success at Oregon community colleges. CCC will work with our partners schools using their product to evaluate the best system for CCC.

Anthology has been notified of our intent to terminate our contract early and we are in discussion with them as to the specifics of the ending of our contractual relationship. CCC will continue using the Anthology system until we can transfer our data and operations to a new ERP. The College is currently negotiating the terms for the early exit with a goal of avoiding litigation.

Strategic Plan Preparation

The campus climate survey is ready to be deployed. The survey will gather data on the following general areas: Mission Fulfillment, Employee Satisfaction, Communication, Campus Culture, Inclusivity, and Support of Employees. Respondents will comment on thirty-five different prompts and share additional thoughts via several open-ended questions. The data will give us insight into our strengths and identify areas for improvement. This information will help to develop our next strategic plan.

Facilities Planning

A meeting to discuss deferred maintenance projects has been scheduled. Projects will be prioritized and then estimates will be sought so that we can develop a timeline for addressing campus infrastructure needs. Part of the consideration will be an evaluation of current space usage and how we might use campus spaces more efficiently.

We continue to move forward with the reimagining of the maritime building project. The current vision is to remodel the existing space to address the deficits in design and infrastructure. The centerpiece of the redesign will be accommodating a state-of-the-art bridge simulator. The simulator will allow for new curriculums to be developed to offer our students advanced instruction as well as giving them experience with scenarios that prepare them for all levels of maritime operation from basic to expert. This technology will also serve our industry partners by providing expanded recertification curriculum options that allow current mariners to maintain employment or upgrade their skills to advance along their career pathway.

Led by the faculty and staff at the MERTS campus, our next step is determining the design and costs for the project so that we can begin securing the funds for the project.

Institutional Activity

Marketing and Communications Activities from Julie Kovatch

- March Stats: Users 6.7K Sessions 15K Bounce Rate 36%
 - Top visited pages: Index, Brightspace, Register for Classes, Schedules
- Social Media Stats: Facebook Likes: 2,648 Instagram Followers: 1,016
- Social Media Reach (paid ads):. Facebook: 4,866 Instagram: 613
- Both Likes and Ads interactions up from last month.
 - We also had an anomaly this month that spiked our organic reach up 111.2% higher than normal to 12,177: the CCC painting class painting the cats and dogs post reached over 5000 people alone and is the best interaction we've had this year. People love cats and dogs!

Spring Term

Classes started April 4th thanks to Heather Douglas for organizing a "Welcome to Spring Term" event that showed support and care for our spring term students. Staff and faculty gathered together to greet students, answer questions and hand out some gifts. Students were happy to receive the positive vibes from the welcoming crew.

For the first time in many months, we have made wearing a mask optional on campus. We continue to promote safe practices to minimize the spread of the virus. In addition, faculty and staff can request signage that requests masking in their office or instructional area.

CCC Volunteers

On April 23rd- a group of CCC employees will volunteers for Rotary Crab dinner fundraiser at Crab, Seafood, & Wine Festival. Please come out and enjoy some wonderful food and wine.

Report to the Board
Peter G. Williams, Ph.D.
Vice President of Academic Affairs

Submitted April 3, 2022

Strengthening the Academic Environment for Students

Curriculum Management Software

(Prepared by Julie Kovatch, Director, Communications and Marketing, and Russ Dickerson, Publications and Web Developer, and PGW)

The CCC Guided Pathways team, with valuable assistance from Julie Kovatch, Russ Dickerson, and Siv Serene Barnum, has selected Watermark to provide a catalog and curriculum online platform. This software package will allow for better student user experience when viewing the website and considering programs and academic tracks. The catalog portion will allow the College to integrate catalog content online and into the website, allow the College to set up guided pathway content, and keep every item updated in real time allowing for better user experience by students and our college community. The curriculum management portion will streamline workflow of internal academic information and eliminate circulating PDFs and version control issues as curriculum content is approved and updated. In addition, this software will support the College's accreditation needs, particularly with data collection and reporting.

Commit to Equity and Inclusivity

Pre-College TRIO Programs:

(Prepared by Jon Graves, Director, TRIO Pre-College Programs)

Grant	Target	Current
Talent Search	671	570
Upward Bound	73	73

Upward Bound recruited and enrolled a full cohort of local high school students. Talent Search (TS) has 84.9% of our required caseload. TS is required to have at least 85% of our caseload to be funded for the next fiscal year.

As of 3/23/2022, 102 out of 158 Pre-College TRIO Seniors have completed their FAFSA. Most seniors, if not all, have included at least one Oregon Community College so that the students can qualify for the Oregon Promise.

Staff worked with Ben Palenske at CCC to help with the CCC Senior Preview Day on March 4. Staff hosted Upward Bound students and parents to an evening of learning about CCC Upward Bound at Warrenton High School on March 10 and Seaside High School on March 30. Our full-time Administrative Assistant, Laurel Fleet, gave her notice of leaving her job as of April 4. A search for a replacement is being conducted.

Advance Institutional Accountability

Accreditation Liaison Officer Listening Session

I was recently invited by the Northwest Commission on Colleges and Universities (NWCCU) to a 90-minute virtual listening session with the Society of College and University Planning. This is part of a new strategic planning process being conducted by the NWCCU. I was one of a dozen Accreditation Liaison Officers (ALOs) from the western states to participate in this learning session. One common concern that was expressed by many, myself included, was the inadequacy of the training for new ALOs. Another concern that a few of us brought up, myself included, was the varying, and sometimes conflicting, messages that Colleges receive from three entities: 1) NWCCU evaluators, who conduct evaluations during campus visits, 2) NWCCU liaisons, staff who provide support, and 3) the NWCCU Commission. One unexpected outcome of the listening session was to learn that one of my fellow Oregon colleagues who participated in the learning session recently participated in a NWCCU mid-cycle evaluation, which the College has coming up next Fall. I plan to visit with him soon about his experience in order to inform our preparation.

Admissions and Recruitment

(Prepared by Ben Palenske, Director of Advising)

386 Students Admitted July 1 2021 to March 28 2022.

389* Students Admitted July 1 2020 to March 28 2021.

798 Applications Submitted July 1 2021 to March 28 2022

663 Applications Submitted July 1 2020 to March 28 2021

*This is my best estimate as many students were auto admitted when we went from RogueNet to CNS.

Events and Meetings

- Currently working with the Clubs and Marketing to develop a virtual college tour and program info.
- Over 10 hours of time spent per week working with CNS staff re: Engage (CRM) implementation and CNS configuration. Go Live Date Feb. 8.
- Currently working with the 6 target schools (Naselle, Ilwaco, Astoria, Warrenton, Seaside, Knappa) to provide in-person and virtual recruitment events for their students and in-person Spring Registration Event for Fall Term 2022.
- March 3: Spring Enrollment Event Patriot Hall (30 students attended).
- March 4: Senior Preview Day at CCC (~110 students attended)
- March 9: Instructional Council

- March 9: Provided training to CCC staff who work with non-degree seeking students an overview of the functionality of the new Customer Relations Manager Reach.
- March 10: Strategic Enrollment Management Subcommittee (Recruitment) Meeting Chaired.
- March 17: Application drive at Astoria High School. (7 new applications received).
- March 23: Meeting with College President, VPAA, CEO, and Board Member re: recruitment strategies.

Upcoming Events/Meetings

- May 17: Astoria High School Summer/Fall Registration
- May 19: Knappa High School Summer/Fall Registration
- May 24: Seaside High School Summer/Fall Registration
- May 26: Warrenton High School Summer/Fall Registration
- June 3: Summer/Fall Registration Event (Patriot Hall)
- Sept. 29: Welcome Back Students Event

Admissions/Appointments

15 pre-scheduled and 26 unscheduled admissions appointments

47 pre-scheduled and 30 unscheduled advising meetings

Other Key Activities

- Ongoing Zoom meetings re: upcoming changes to Campus Nexus software and REACH (CRM) software.
- Student Success Advisor position posted (closed 3/30/22).
- Satisfactory Academic Progress Committee meeting on a regular basis to support students not meeting standards.
- Development of an Admissions/Advising One Stop in Columbia Hall 116.
 - This room will eventually house all of advising, admissions, and the benefits navigator.
- Formal and informal meetings with 7 full-time faculty members.
- Board policy and administrative procedure work.
- Collaboration with local high school counselors and TRIO staff re: multiple measures placement for high school students.

Nursing Program Presentation by Doris R. Jepson, MSN, RN, Director of Nursing & Allied Health

Christina (Tina) Kotson, MSN, MBA, RN, Nursing Instructor

Carolyn Adler, MS, RNC, CHSE, Nursing Instructor

Nursing Program Presentation

Overview: Tonight's presentation includes

1. An update from Doris Jepson on the Clatsop Nursing Program and a report on progress in addressing the 6 recommendations made to Clatsop Community College by the Oregon State Board of Nursing following their site survey in March 2021.
2. An overview by Tina Kotson of clinical in the Nursing Program and community clinical sites used.
3. A discussion by Carolyn Adler of the use of simulation as a teaching modality and an introduction of our recently acquired simulation newborn manikin.

Professional Biographies:

DORIS R. JEPSON

A.S. Nursing, Southern Oregon State College, 1975; B.S. Nursing, Oregon Health Sciences University, 1999; M.S. Nursing, Walden University, 2007; at Clatsop Community College since 2019. Doris has 46 years' experience in nursing practice and 20 years' experience in teaching in an academic setting.

CHRISTINA (TINA) KOTSON

B.A. Journalism, Gonzaga University, 1986; M.B.A. Gonzaga University, 1988; A.A.S. Nursing, Clatsop Community College, 2002; M.S. Nursing, Excelsior College, 2015; at Clatsop Community College since 2013. Tina has 19 years' experience in nursing practice and 10 years' experience in teaching in an academic setting.

CAROLYN ADLER

A.A.S. Nursing, Cochise College, 1991; B.S. Nursing, St. Joseph's College, 2001; M.S. Nursing, Walden University, 2006; at Clatsop Community College since 2005. Carolyn has 31 years' experience in nursing practice and 16 years' experience in teaching in an academic setting.

Chief Enrollment Officer Report to the Board

April 4, 2022

Submitted by Jerad Sorber, Chief Enrollment Officer

Summary

Spring Term enrollment has struggled vs both the prior year and baseline, bringing the annual year to date headcount back even with the previous year. Major areas of challenge on an FTE basis are Lower Division Transfer and Post-Secondary Remedial while Career and Technical Education has stabilized and is posting a small increase at this time compared to the previous year.

College staff are attempting to disburse and distribute financial aid to students during the first week of the term. This change in process is intended to support students by allowing them to purchase needed supplies and pay for necessities at the beginning of the term and thus improve student success and retention. The financial aid office was able to disburse most aid during the first week. As of the writing of this report, business office staff are in the process of distributing aid via the BankMobile payment system.

Despite the change in staffing for the recruitment coordinator, recruitment and follow-up efforts continue and implementation of the planning for the summer/fall enrollment period is well underway. While recruitment is always a high priority, some of the most important portions of this work, including on-site advising and registration events will happen during the Spring Term.

Data

Unless otherwise noted, information is provided by Jerad Sorber, Chief Enrollment Officer. Pre-pandemic baseline terms are used whenever available for comparison data. Baseline terms are as follows:

Spring 2019
Summer 2019
Fall 2019
Winter 2020

FTE

Table 1 Winter FTE Comparison To Date

	Winter 2020	Winter 2021		Winter 2022		
+91 Days from Start	FTE	FTE	% Change	FTE	% Change	% Change vs 2020
ABE/GED/ESL	29.94	13.6078	-54.55%	20.17	48.24%	-32.62%
Continuing Education	26.63	0.3411	-98.72%	2.26	562.21%	-91.52%
Career and Technical Education	169.11	119.90	-29.10%	123.57	3.06%	-26.93%
Post-Secondary Remedial	20.26	13.38	-33.98%	10.38	-22.37%	-48.75%
Transfer	140.84	93.77	-33.42%	75.27	-19.73%	-46.55%
Grand Total	386.78	241.00	-37.69%	231.66	-3.88%	-40.11%

Table 2 Spring FTE Comparison To Date

	Spring 2019	Spring 2021		Spring 2022		
0 Days from Start	FTE	FTE	% Change vs 2019	FTE	% Change	% Change vs 2019
ABE/GED/ESL	3.87	10.56	172.89%	14.90	41.11%	285.06%
Continuing Education	8.91	0.52	-94.19%	1.10	112.52%	-87.65%
Career and Technical Education	61.23	53.49	-12.65%	54.30	1.53%	-11.31%
Post-Secondary Remedial	9.89	10.98	11.06%	4.18	-61.91%	-57.69%
Transfer	101.74	84.61	-16.84%	68.91	-18.56%	-32.27%
Grand Total	185.64	160.16	-9.32%	143.40	-10.46%	-22.75%

Table 1 Headcount Comparison To Date

Year	Summer (+211 Days)	Fall (+189 Days)	Winter (+91 Days)	Spring (0 Days)	Year to Date*
2018-19	413	1,166	1,183	698	3,460
2019-20	455	1,040	1,190	672	3,357
2020-21	184	628	734	579	2,125
2021-22	313	740	656	455	2,164
% Change	+70.11%	+17.83%	-10.62%	-21.42%	+1.84%
% Change vs Baseline	-31.21%	-28.85%	-44.87%	-34.81%	-37.46%

*Year to date headcount is duplicated across quarters so that a student attending each term would be represented multiple times

Admissions & Recruitment (Information Provided by Ben Palenske, Director of Advising)

Year	YTD Admissions	YTD Applications
2020-21	389*	663
2021-22	386	798
% Change	-0.8%	+17.3%

*Prior to implementation of the current ERP, a student counted as admitted if they submitted a completed application form, even if they had not completed placement. The CampusNexus Student ERP and the new procedure went into effect partially through the 2020-21 admissions cycle which resulted in 2020-21 applicants prior to July 1, 2020 being automatically admitted while only those completing placement after July 1, 2020 being counted as “admitted”. Admissions staff estimate that using comparable methodology to the 2021-22 cycle, the admitted students for 2020-21 would be approximately 145.

Previous Events/Meetings

- March 3: Spring Enrollment Event Patriot Hall (30 student attended).
- March 4: Senior Preview Day at CCC (~110 student attended)
- March 9: Provided training to CCC staff who work with non-degree seeking student an overview of the functionality of the Reach Customer Relations Management software.
- March 10: Strategic Enrollment Management Subcommittee (Recruitment) Meeting Chaired.
- March 17: Application drive at Astoria High School. (7 new applications received).

Upcoming Events/Meetings

- May 17: Astoria High School Summer/Fall Registration
- May 19: Knappa High School Summer/Fall Registration
- May 24: Seaside High School Summer/Fall Registration
- May 26: Warrenton High School Summer/Fall Registration
- June 3: Summer/Fall Registration Event (Patriot Hall)
- Sept. 29: Welcome Back Students Event

Student Appointments

- 15 pre-scheduled and 26 unscheduled admissions appointments.

Bookstore (Information Provided by Edie Olsen, Bookstore Manager)

In February bookstore staff processed a combined total of \$810.00 for calculator rentals and bandit fitness passes. We continue to host the staff supply store, pass out mail daily, process copy center requests and assist all other departments in any way we are able. Art supply inventory was a priority in February to ensure a new product order was placed to accommodate spring art kits and classes. Overstock graduation regalia from last year was inventoried/prepared and placed on the sales floor. We continue to update at cost data to support end of year inventory in the new POS system. Spring textbook purchasing began in the end of February. We are currently training 2 new work study staff.

February 2022-Bookstore Credit/Debit

POS Credit	\$3,278.82
Payroll Expenses-Debit	-\$8,600.00
Overstock Refund Credit	\$0.00
Staff Supply BKSTR Credits	\$164.57
Purchase Debits	-\$6405.80
Financial Aid Credits	\$0.00

Totals: **-\$11,562.41**

***YTD**

	<u>Monthly Net Profit/Loss</u>	<u>YTD Totals</u>
21-Jul	-2,297.84	-2,297.84
21-Aug	-35,538.84	-37,836.68
21-Sep	56,010.70	18,174.02
21-Oct	1,140.21	19,314.23
21-Nov	-8,412.85	10,901.38
21-Dec	-4,926.85	5,974.53
21-Jan	12,927.01	18,901.54
21-Feb	-11,562.41	7,339.13

Financial Aid (Information Provided by Lloyd Mueller, Director Financial Aid)

\$765,632 in all forms of financial aid was awarded packaged for students attending the spring term 2022. As a comparison in spring term of 2021 \$1,137,734 all forms of financial aid were awarded and packaged. On April 4, 2022, \$409,021 was disbursed to student accounts. Additional funds will be disbursed as ongoing spring enrollment concludes. Some individual financial aid funds disbursed:

Federal Pell Grant - \$147,040

Oregon Opportunity Grant - \$74,080

Oregon Promise Grant - \$29,423

Clatsop Foundation Scholarships - \$56,823

The Director of Financial Aid completed and submitted the Application to Participate in Federal Student Financial Aid Programs. This is a once every six-year application process to participate in all forms of Title IV Federal Financial Aid including Pell Grants, Direct Student Loans and Federal Work Study.

Higher Education Emergency Relief Fund reporting was updated and posted to the CCC web site.

Strategic Enrollment Management Committee

SEM subcommittee chairs are setting up their meetings now that Spring Break is over

Additional Enrollment Activities

Additional college-wide activities to promote enrollment will be provided separately prior to the meeting.



To: Board of Directors

From: Desiree Noah

Date: March 28, 2022

Subject: New Hire

We are pleased to announce that **Felicity Green** has been selected as our new Executive Coordinator to the President & Board of Education, effective April 1, 2022.

Reporting to our President, Felicity takes on the role after spending the past year and a half working as the Assistant to our Chief Enrollment Officer at CCC. Felicity holds a bachelor of arts degree in Studio Art/Art History, is a photographer, and has significant experience as an office manager, event coordinator and communications coordinator for several museums including the Walters Art Museum in Baltimore, MD, the Colburn Earth Science Museum, in Asheville, NC as well as work with the Harbor in Astoria, OR.



To: Board of Directors

From: Desiree Noah

Date: March 28, 2022

Subject: New Hire

We are pleased to announce that **Evan Isoline** has been selected as our new Custodial/Maintenance Assistant, effective March 28, 2022.

Reporting to our Physical Plant Director, Evan takes on the role after working as a front desk agent for Norblad Hotel, Fort George Brewery and Public House as a server/bartender and bar supervisor/coffee program manager for World Foods. He is also a freelance graphic designer and content creator, creating custom design and content for artists, writers, publishers and musicians. He holds a master of Fine Arts in Visual Studies from Pacific Northwest College of Art, and a bachelor of Fine Arts in Printmaking from Colorado State University.



To: Board of Directors

From: Desiree Noah

Date: March 28, 2022

Subject: New Hire

We are pleased to announce that **Katherine Bode** has been selected as our new Benefits Navigator, effective April 1, 2022.

Reporting to our Chief Enrollment Officer, Katherine takes on the role after spending the past five months as the Director of Human Resources for the Nehalem Valley Care Center, in Wheeler, OR. Prior to that she has held positions as an Employment Specialist, Vocational Instructor and Family Empowerment Project Coordinator, as well as a Social Work Navigator.

Katherine holds a master's degree in Management and Organizational Leadership from Warner Pacific College and a bachelor's in Human Development, also from Warner Pacific College in Portland, OR.

UPCOMING EVENTS			
EVENT	LOCATION	DATE	TIME
<i>Fire and Light: Five + Four</i> group art exhibition showcasing CCC faculty and local artists	Royal Nebeker Gallery	February 3 – May 6	10:00 am – 4:00 pm Monday – Thursday
Meet and Greet with Students – 1 st Day of Spring Term	Courtyard area in front of Patriot Hall	Monday, April 4 AND Tuesday, April 5	10:00 am – Noon AND 1:30 – 3:30 p.m.
<i>Ales & Ideas: Blockchain, Bitcoin, and Crypto: Oh My!</i>	Fort George Lovell Room	Thursday, April 7	7:00 pm
OCCA (Oregon Community College Association) Annual Conference**	Sunriver Resort, Sunriver, OR	Wed, April 13 – Friday, April 15	2:00 p.m. on 4/13 – 12:00 p.m. on 4/15
North Coast Inclusion Seminar	Camp Kiwanilong, Warrenton	Saturday, April 23	9:00 a.m. – 1:30 p.m.
<i>Be Part of the Magic</i> – CCC Foundation Annual Fundraising Event	Patriot Hall	Saturday, April 30	4:30 – 8:00 p.m.
Faculty Appreciation Event	2 nd Floor Columbia Hall (Café area)	Wednesday, May 4	3:00 – 4:00 p.m.
CEDR Awards Event	Patriot Hall	Thursday, May 26	5:30 – 7:30 p.m.
Nurses Pinning Ceremony	Patriot Hall	Thursday, June 16	2:00 – 4:00 p.m.
Commencement	Patriot Hall	Friday, June 17	4:00 p.m.