Clatsop Community College

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

NOTICE OF MEETING

DATE: Tuesday, April 13, 2021
TIME: Regular Board Meeting, 6:30 p.m.
PLACE: Zoom
https://clatsopcc.zoom.us/j/98663352485?pwd=THJtbVh2cVNvSFM4d2YzTERhWTFoUT09
Meeting ID: 986 6335 2485; Passcode: 014771

This public meeting is being held electronically in its entirety, as permitted by ORS 192.670.

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 Patricia Schulte at pschulte@clatsopcc.edu by no later than 12:00 noon on April 13, 2021. Public comments may not exceed three minutes unless approved otherwise by the Board Chair.

  Public comment will also be accepted by email to pschulte@clatsopcc.edu or by mail to: Patricia Schulte, Board Secretary, 1651 Lexington Avenue, Astoria, OR 97103, by close of business on March 9, 2021.

Attachment

III) APPROVAL OF MINUTES *A*
- A. March 9, 2021 Board Work Session
- B. March 9, 2021 Regular Board Meeting

IV) CONSENT AGENDA

A. Policies and Corresponding Procedures for Review *B*
   - BP 7130 Employee Compensation – 2nd reading and adoption
   - BP 6300 Fiscal Management – 2nd reading and adoption
   - BP 6340 Bids and Contracts – 2nd reading and adoption

V) REPORTS/DISCUSSION ITEMS

A. Report of the Deputy Clerk *handout*
B. Report of the Board Chair
C. Report of the Board Representatives
   - OCCA
   - CEDR
   - Foundation
   - Board Policy Committee
D. Report of the President *C*
   - Report of the VP Academic Affairs *D*
     - Faculty Presentation – Holly Tumbarello, Medical Assisting *E*
       Medical Assisting: The Real Heroes in Healthcare
   - Report of the VP Student Success *F*
     - Retention Efforts
E. Report of the ASG Representative *G*

VI) OLD BUSINESS

A. COVID-19 Response Plan

VII) NEW BUSINESS

A. Policies and Corresponding Procedures for Review *H*
   - BP 3820 Gifts – 1st reading
   - BP 7140 Collective Bargaining – 1st reading
B. Rescind Policy 4.105 Salary Placement *I*
C. Consider Approval of the Faculty Appreciation Proclamation *J*
D. Consider Approval of Student Employment Week Proclamation *K*
E. Consider Approval of Community College Month Proclamation *L*
F. Consider Approval of Purchase of New Firewalls for Campus Internet Upgrade *M*
G. New Hires *N*

VIII) ANNOUNCEMENTS/COMMUNICATIONS

A. Board Work Session: Wednesday, April 14, 6:30 p.m., Zoom
B. Budget Committee Meeting: Tuesday, May 4, 2021, 6:30 p.m., Zoom

C. Next Board Meeting: Tuesday, May 11, 2021
   5:30 pm: Work Session; 6:30 pm: Regular Board Meeting
   Zoom
D. Budget Committee Meeting (if needed): Tuesday, May 18, 6:30 p.m., Zoom
E. Budget Committee Meeting (if needed): Tuesday, May 25, 6:30 p.m., Zoom
F. Commencement: Friday, June 18, 4:00 p.m., CMH Field
F. Committee Meetings
   - Board Policy Committee Meeting: Wednesday, April 21, 2021
     9:00 a.m., Zoom (3rd Wednesday of the month at 9:00 a.m.)
   - Board Agenda Prep Meeting: Thursday, April 29, 2021
     9:00 a.m., Zoom (last Thursday of the month at 9:00 a.m.)

IX) BOARD FORUM

X) ADJOURNMENT

2020-2021 Strategic Initiatives

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

2020-2021 Board Priorities

- *Continue to assess and evaluate whether CCC is meeting the educational needs of our community through:*
  - *Accelerated learning and Guided Pathways.*
  - *Increased outreach to Clatsop County small businesses.*
  - *Incorporating appropriate public and private partnerships into the Strategic Plan.*
  - *Support development of methodology to measure post CCC student success.*
- *Actively support NWCCU follow-up recommendations.*
- *Support Student Government and Leadership.*
- *Recognize positive contributions and accomplishments of College employees.*
- *Promote a College community that is committed to diversity, equity, and inclusion as well as the success, health, dignity, and worth of every person.*
- *Support the development of Guided Pathways inclusive of arts and humanities.*
- *Review and update existing CCC facilities master plan.*
- *Support the continued development and improvement of distance education.*
- *Monitor the program prioritization process.*

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. The Director of Student Access Services, Mallory Vollner, is in Columbia Hall, Suite 111, mvollner@clatsopcc.edu 503-338-2474.

Accommodations

Persons having questions about or a request for special needs and accommodation should contact JoAnn Zahn, Vice President of Finance and Operations, at Clatsop Community College, 1651 Lexington Avenue, Astoria, Oregon 97103, Lower Library Suite 110, jzahn@clatsopcc.edu Phone (503) 338-2421 or 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 expresióno 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 localizado en Library número 103 dnoah@clatsopcc.edu número de teléfono 503-338-2450, TDD (discapacidad auditiva) 503-338-2468. Director de Servicios de acceso para estudiantes, Mallory Vollner, se encuentra en Columbia Hall, numero 111, mvollner@clatsopcc.edu número de teléfono 503-338-2474. Para ADA y otras peticiones de servicios llame al 503-338-2474 o para TDD (discapacidad auditiva) 503-338-2468.

Ayuda a personas discapacitadas

En cuanto a las personas discapacitadas, se les pide que se comuniquen con JoAnn Zahn, la Vice Presidente de Finanzas y Operaciones en Clatsop Community College, 1651 Lexington Avenue, Astoria, Oregon 97103, Library Suite 110, jzahn@clatsopcc.edu número teléfonico (503) 338-2421 o a TDD (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 9, 2021
CLATSOP COMMUNITY COLLEGE
BOARD OF DIRECTORS
WORK SESSION

The Work Session on Program Prioritization was called to order by Chair Robert Duehmig at 5:33 p.m.

Board Members Present: Robert Duehmig, Rosemary Baker-Monaghan, Karen Burke, Sara Meyer, Anne Teaford-Cantor, Tim Lyman, and Dave Zunkel. **Board Members Absent:** None. **Others Present:** Jade Jaconetti, Jerad Sorber, Peter Williams, Rinda Johansen, Julie Kovatch, Helen Keefe, Jon Graves, Desiree Noah, Siv Serene Barnum, Eldon Russell, Krystal Brailsford, Deputy Clerk JoAnn Zahn, President Chris Breitmeyer, and Recording Secretary Pat Schulte.

Chair Duehmig introduced the work session on Program Prioritization. President Breitmeyer provided an overview of the Program Prioritization work. It was started over two years ago in College Council using the model by Robert Dickeson. President Breitmeyer shared his screen to show the CCC Criteria for Program Evaluation. College Council determined the weights for each criteria. Departments/programs at CCC completed Program Prioritization Worksheets which were then scored by members of College Council using a scoring rubric that provided guidance for scoring each criteria. Scores were either a 1 (minimal/limited), 3 (moderate), or 9 (exceptional/significant). The completed scoring worksheets for each program/department were sent to Pat Schulte who entered the scores in a master spreadsheet. Aggregated total and average scores for each program/department were then made available to all CCC staff and faculty. Regarding the scores, 1 doesn't necessarily mean bad and 9 means good. If a program has a low score, it may mean it needs more resources. The Program Prioritization scores are now in the hands of the Budget Advisory Committee. Program Prioritization is useful for deciding how to allocate scarce resources. However, the College is not contemplating any cuts for next year. Program prioritization won't be an annual process, but it will be a regular process.

College Council members provided feedback on the process of scoring the worksheets:

- Comparing revenue and expenses between the different programs was not comparing apples to apples.
- Some of the responses on the worksheets were very lengthy and some were short. It would be good to limit the number of words for each response.

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- Some of the worksheets were incomplete, e.g., did not include revenue and expense data.
- The process of scoring took a lot of time.
- The worksheets provided a great overview of all the programs on campus.
- The worksheets provided information on who is in the different departments and who they reach. It was eye opening.
- It was helpful to learn about what all the programs are doing.
- The worksheets covered the history of the programs, e.g., the maritime program started as a whaling program.
- The worksheets included a lot of information that could be shared with the public.
- The scoring of 1, 3, or 9 was good. If something was really outstanding, you could give it a 9.
- It was helpful to do my own program's worksheet. It was a great learning experience and hope it is continued in the future.

In response to questions and comments from the Board:

- Other institutions who have used Dickeson's Program Prioritization process have used it to make difficult budget decisions. It takes some of the subjectivity out of those decisions.
- External demand looked at incoming students, demand from the business community, etc. It depended on the program.
- President Breitmeyer just received an economic forecast for workforce demands by region.
- The worksheets asked a question about opportunities for growth if there were more resources. Some of the programs were really creative in talking about their opportunities for growth.
- Program Prioritization will help the College look more critically at legacy and other programs to determine if there is still demand for these programs.
- The impact criteria is related to how the program advances the mission of the College and the strategic plan.
- In terms of demand for a program, the College can look at partnering with other institutions to share a program where there is a need, such as the current truck driving program that is a partnership with Tillamook Bay. CCC students can share Tillamook Bay's curriculum.
- Programs and departments were divided into Academic and Educational Support programs. The worksheets had similar but slightly different questions.

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- There has been a certain amount of anxiety among some programs after they saw their scores. The President has had conversations with several programs about their scores to allay that anxiety.
- Communication is key. Really emphasized that program prioritization is a dataset, a piece of information – it's not the "end all." Program prioritization is not the final answer on any decision.

With no further discussion, the Work Session was adjourned at approximately 6:20 p.m.

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Chris Breitmeyer, President Robert Duehmig, Chair

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Pat Schulte, Board Secretary

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MINUTES OF THE MARCH 9, 2021
CLATSOP COMMUNITY COLLEGE
BOARD OF DIRECTORS
REGULAR BOARD MEETING

I. CALL TO ORDER

The meeting was called to order by Chair Robert Duehmig at 6:30 p.m.

Board members present: Robert Duehmig, Rosemary Baker-Monaghan, Karen Burke, Anne Teaford-Cantor, Sara Meyer, Tim Lyman, and Dave Zunkel. Board members absent: None. Others present: Peter Williams, Jerad Sorber, Jade Jaconetti, Desiree Noah, Mary Jackson, Rinda Johansen, Eldon Russell, Julie Kovatch, Siv Serene Barnam, Carolyn Adler, Tammy Heintz, Carla Moha, Greg Riehl, Helen Keefe, Deac Guidi, Kristen Wilkin, Angee Hunt, Kevin Leahy, Nichole Warwick, Margaret Frimoth, Krystal Brailsford, Stephanie Homer, Tina Kotson, Lloyd Mueller, Margaret Frimoth, Deac Guidi, TJ Lackner, Jabrielle Jones, Deputy Clerk JoAnn Zahn, President Chris Breitmeyer, and Recording Secretary Pat Schulte.

A. Adoption of Agenda

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

II. PUBLIC FORUM

A. Introduction of Guests

Chair Duehmig asked those present to introduce themselves.

B. Public Comment

Chair Robert Duehmig read the following statement: Public comment will be accepted by email addressed to pschulte@clatsopcc.edu or by mail to: Patricia Schulte, Board Secretary, 1651 Lexington Avenue, Astoria, OR 97103 before the close of business on Tuesday, March 9, 2021. Any submitted public comment will be included in the meeting minutes and shared with all Board members. *(Note from Board Secretary: no public comment was received.)*

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III. APPROVAL OF MINUTES

Karen Burke **moved to approve the February 9, 2021 Board Work Session and February 9, 2021 Regular Board Meeting minutes as presented.** Rosemary Baker-Monaghan seconded. The motion carried unanimously.

IV. CONSENT AGENDA

A. Policies and Corresponding Procedures for Review

- BP 7110 Delegation of Authority, Human Resources – 2nd reading and adoption
- BP 7350 Resignations – 2nd reading and adoption

Rosemary Baker-Monaghan **moved to put the consent agenda in 2nd reading by title only and adopt BP 7110 Delegation of Authority, Human Resources and BP 7350 Resignations.** Dave Zunkel seconded. The motion carried unanimously.

V. REPORTS/DISCUSSION ITEMS

A. Report of the Deputy Clerk

VP Zahn provided a summary of the Statements and Revenues and Expenditures FY20-21 and FY19-20 by fund source. The Financial Summary also included revenues and expenditures as of February 28, 2021 compared to revenues and expenditures as of February 28, 2020 and to the FY 2020-2021 Budget. Tuition and fees revenue recorded through February FY20-21 is $1.703 million or 52.93% of the adopted budget. For FY20-21, there was no increase in the tuition rate of $105 per credit. Tuition and fee revenue is posted as revenue on the first day of each academic term. Winter term tuition and fee revenue was reflected in the January 2021 financial report even though class registration began in November 2020. The spring 2021 tuition and fee revenue will not be recorded until the April financial report which will be presented at the May Board meeting.

State appropriations recorded through February FY20-21 are $2.745 million representing three of the four quarterly payments. State appropriations in the FY20-21 adopted budget is $4.218 million based on the second year of the $640 million community college allocation for the 2019-2021 biennium.

Property taxes recorded through February FY20-21 are $4.7 million and represent 98.01% compared to budget. The actual FY19-20 property taxes received are $4.786 million or 102.79% of the adopted budget. Other revenue recorded through February FY20-21 is $45,000. Timber Proceeds are budgeted at $450,000. The FY20-21 adopted budget beginning fund balance is $1.4 million, and the actual beginning fund balance is $1.849 million. The FY18-19 actual budgetary basis ending fund balance is $1.453 million. The FY17-18 General Fund ending fund balance was $1.748 million. Total actual General Fund expenditures through February are $7.708 million, or 54.30% of budget, compared to $7.940 million in February FY19-20 representing a 2.93% decrease. Total estimated actual General Fund expenditures in FY19-20 are $12.085 million or 90.15% of budget.

The second allocation of funding from the CARES Act allows the College to allocate for lost revenue, including tuition and fees, loss of fees in Patriot Hall, losses in the bookstore, etc. Anything the College can document, it can backfill. Information on the third allocation should be coming out in the next 30 days.

B. Report of the Board Chair

Chair Duehmig congratulated the Nursing Department on the successful OSBN (Oregon State Board of Nursing) site visit. He thanked the Board members who attended the Zoom meeting with the OSBN reviewer.

C. Report of the Board Representatives

OCCA

The state legislature is in the midst of the long session. There is a legislative update call every Tuesday afternoon. Because of the pandemic, the Capitol is operating differently than it normally does. A better way to contact a legislator is to send email through Voter Voice. There may be some funding coming from the federal government that can be used for one-time projects. Ms. Teaford-Cantor is hopeful that building projects like the MERTS project might benefit from that funding. OCCA is tracking several bills, including health insurance for part-time faculty, mandatory fee posting for classes, and the makeup and voting structure of the HECC. The Legislative Summit will be virtual and is likely to be held on April 16.

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CEDR

CEDR is co-sponsoring free online classes to learn about business. There is a class on March 18 on social media strategies. Individuals can go to SBDC or CEDR to register. There is a proposed 60% cut to funding for SBDCs. President Breitmeyer is working with community college presidents and Senator Betsy Johnson to reverse the 60% cut.

Foundation

The Foundation has been busy, but the Foundation Board has not met since the last meeting. Applications for scholarships will open on April 5. The Events and Outreach Committee is changing to the Community Engagement Committee which will raise money and community awareness. The Foundation will be putting out a newsletter at least three times per year. The first edition will be coming out later this month. Hard copies of the newsletter will be sent by direct mail to a database of 500 people the Foundation has connected with. There will also be a link to the newsletter on the website and a sign-up form to get an e-newsletter version.

Board Policy Committee

There is one new policy and two revised policies on the agenda. The next committee meeting is March 17; the committee will continue to move through HR policies.

Spirit of Clatsop Committee

The Spirit of Clatsop Committee has not met since the last meeting and will not meet again this fiscal year. There is an item in Old Business related to the Spirit of Clatsop Award.

D. Report of the President

President Breitmeyer provided a few updates. He commended the Nursing Program for its successful site visit. There were a few recommendations concerning how the College can be more supportive of the Nursing Program. Doris Jepson will bring these recommendations to the next Cabinet meeting. The College is working on summer and fall term COVID planning. Summer will be mostly remote with some classes on campus. In the fall, operations will be more normal following guidance from the Governor's Office and the

OHA. If faculty don't feel comfortable teaching in-person classes, they will be given the option to teach remotely. There will be another round of Federal relief funding to support students and shore up infrastructure. An in-person commencement will be held at CMH Field in June. The Board will be contacted soon about their role. An NWCCU ad hoc site visit will take place in April. VP Williams is taking the lead on accreditation. The next Board Work Session in April will take a deep dive into the reasons for enrollment declines over the past year. There are two main areas to focus on: short-term recruitment strategies to increase enrollment for fall and a long-term strategic enrollment management plan. The partnership with Eastern Oregon University is continuing.

President Breitmeyer provided a recap on how Campus Management (now Anthology) was chosen unanimously in 2018 by the five schools in the consortium. CNS (Campus Nexus Student) went live on June 15, 2020. There were severe issues with the product after Go Live, and it impacted registrations for Fall 2020 because students couldn't get into the system. It also led to a lot of issues for faculty and staff impacting workload and morale. Two letters of no confidence were received from the Classified and Faculty Associations which led to serious conversations around campus. Rogue Community College, one of the five schools in the consortium, sent a letter of dissolution to Anthology last fall. President Breitmeyer sent a letter of dissolution to Anthology on January 20 knowing there would be an update to CNS at the end of January. Of the nine issues with CNS that were identified, five have been significantly addressed. The issues that have been fixed were mainly compliance and reporting issues. What has not yet been fixed is the functionality for students and advising. After many conversations with users of the product, President Breitmeyer made the decision to stay with Anthology. Rogue Community College has moved forward with their dissolution and is in the middle of converting their data back to RogueNet. If CCC was to go back to RogueNet, it could not go back until summer. It would be a lot of work to move a full year's worth of data back, and there are costs involved as well. At this time, President Breitmeyer's recommendation is to move forward with Anthology.

E. Report of the VP Academic Affairs

VP Peter Williams introduced Mary Jackson, CTE Regional Coordinator and Career Pathway Coordinator, and Tammy Heintz, Career Pathway Specialist.

Mary Jackson has been with the College since 2016. She started in her current position in 2017-18. Tammy Heintz has been with the College since 2016.

Faculty and Instructional Staff Presentation – Mary Jackson, CTE Regional Coordinator and Career Pathway Coordinator, and Tammy Heintz, Career Pathway Specialist: *The Benefits of College Now and Career Pathway Opportunities*.

Mary Jackson shared a PowerPoint presentation on College Now and Career Pathway Opportunities. College Now is based on equity for students. The College Now program offers high school students the opportunity to earn college credit while still attending high school. The classes are taught at the high school by CCC approved high school teachers. High school CTE teachers must meet the qualifications and rigor of CCC instructors. Students can participate in College Now at the high schools, Coast Guard, and Tongue Point Job Corps.

Career Pathways are tied to the immediate region and focus on high demand, high wage jobs. Most Career Pathways are 12 to 24 credits. Career Pathway opportunities include Automotive Tech, Business, Criminal Justice, Historic Preservation, Welding, Fire Science, EMT/EMS, and Maritime Science. Tammy Heintz is the Career Pathway Specialist. She meets with students and encourages them to pursue Career Pathways. Ms. Heintz shared success stories of Career Pathway students. Career Pathway collaborating partners include Adult Basic and Secondary Education (ABE~ASE), Job Corps, Lives in Transition, U.S. Coast Guard, and Worksource Oregon.

VP Williams noted there is one correction to his report. Doris Jepson, Director of Nursing & Allied Health, was inadvertently left off the list of the members of the instructional team. The OSBN Site visit was a tremendous success. The report on CCC policies and procedures was submitted to NWCCU. Thank you to Pat Schulte for her assistance. *Vibes from the Veep*, which is sent to faculty and instructional staff, has been received with success. VP Williams will follow up on questions from the Board on whether the Living Machine needs to be upgraded to reach its full functionality.

F. Report of the VP Student Success

Enrollment is a little behind where it was last year at this time. It is about at the same point it was in 2020 when the College moved into remote operations

due to the pandemic. Headcount is a little below where it was a year ago. Pre-college TRIO submitted its application for a new grant. Jon Graves, the pre-college TRIO Director, is feeling optimistic. Twenty-five wireless hot spots were purchased using CARES Act funding and have all been distributed to students. Additional hot spots will likely be purchased. Student Services is gathering feedback on what is and isn't working for students. Pre-college TRIO provided feedback on how entry processes are working, including the application and orientation processes. Ben Palenske immediately started making changes based on the feedback. Student Services is more accessible on campus. When someone calls the First Stop, a staff person will pick up the phone. Students Services is changing the advising model. A 1.0 FTE in advising will be added while remaining budget neutral. The food pantry is open Tuesdays and Thursdays from 11:00 a.m. to 2:00 p.m. for both students and community members.

G. Report of the ASG Representative

ASG President Jabrielle Jones had to leave the meeting early, but her written report is in the packet.

VI. OLD BUSINESS

A. Update on COVID-19 Response Plan

There are no changes to the COVID-19 Response Plan. There may be some modifications for summer on who can use Patriot Hall. OSHA permanent COVID rules are under discussion right now. There may be changes to the plan in the future in conjunction with OSHA rules.

B. Spirit of Clatsop Award

Chair Duehmig presented the Spirit of Clatsop Award. The award is generally designed to be given to someone who supports the College but is not part of the College. This year, the Spirit of Clatsop Award has been given to the CCC faculty and staff for their outstanding and sustained support for CCC and its students during the COVID-19 pandemic. Chair Duehmig showed the Spirit of Clatsop Award plaque which will hang in a very public place on campus.

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VII. NEW BUSINESS

A. Policies and Corresponding Procedures for Review

BP 7130 Employee Compensation, BP 6300 Fiscal Management, and BP 6340 Bids and Contracts and their associated procedures have been reviewed by Cabinet, College Council, DEI Council, and the Board Policy Committee.

Rosemary Baker-Monaghan **moved to place BP 7130 Employee Compensation, BP 6300 Fiscal Management, and BP 6340 Bids and Contracts in 1st reading by title only**. Karen Burke seconded. The motion carried unanimously.

B. Rescind Policy 4.025 Personnel Selection and Term and Policy 4.525 Resignation – Confidential Staff

These policies need to be rescinded due to the new policies that were adopted earlier in the Consent Agenda.

Karen Burke **moved to rescind Policy 4.025 Personnel Selection and Term and Policy 4.525 Resignation – Confidential Staff.** Rosemary Baker-Monaghan Seconded. The motion carried unanimously.

C. Board Representatives' Reports

Tim Lyman proposed having Board representatives submit their reports in writing and move away from verbal reports. It will save time and give Board members a chance to formulate questions in advance of the meeting. Anne Teaford-Cantor said that providing an OCCA written report ahead of time would not be timely because things change so quickly, especially during the legislative session. While she could provide a written report, it would be "stale-dated" by the time of the meeting. Karen Burke felt that while she could support a written outline, it's important to provide verbal reports during the public meeting. Rosemary-Baker Monaghan supported having verbal reports during the Board meeting because it is a public meeting. She complimented the OCCA verbal reports because the information relevant to the College is summarized so succinctly. Sara Meyer said she is able to provide a CEDR/SBDC report ahead of time.

Tim Lyman **moved that Board representative reports (OCCA, CEDR, Foundation, Board Policy Committee, and Spirit of Clatsop Committee)**

will be submitted in writing; verbal reports eliminated. Sara Meyer seconded. Tim Lyman voted aye. Robert Duehmig, Rosemary Baker-Monaghan, Karen Burke, Anne Teaford-Cantor, Sara Meyer, and Dave Zunkel voted no. The motion did not carry.

D. Minutes from Other Meetings Board Reps Attend

Tim Lyman proposed having access to minutes from meetings other Board members attend even if they are draft minutes and noted it should not create additional work. Anne Teaford-Cantor agreed it's easy enough to do but could be old information depending on timing. Rosemary Baker-Monaghan regards the BPs and APs that are coming to the Board as the minutes. The Board Policy Committee is reviewing the work that has been done by internal groups. The committee's role is to review the policies and make sure they are compliant. Chair Duehmig asked if the Board can just go with an agreement to provide minutes but not necessarily put it to a vote. Mr. Lyman agreed.

E. Report from VP Student Success on Registration Failures for Fall 2020

Tim Lyman asked to amend his proposed motion to change VP Student Success to the President, because the Board's only employee is the President, and to change the date the report is due to April 13. Mr. Lyman noted that one of the common mistakes of really capable people is to assume they know why something has happened. The point is we all think we have a good idea about what happened in the fall. Before we move forward, we really need to know what we are trying to correct. The enrollment drop across all community colleges from fall 2019 to fall 2020 is 23%; CCC's was 53%. The other four small community colleges didn't experience much drop in enrollment. We can safely assume the 23% drop is due to COVID. Is the other 30% drop due to the ERP? We need to figure out the cause before we can move forward on assumptions that may be incorrect. Anne Teaford-Cantor expressed concern about the specificity of the proposed motion and whether it is overstepping the board's role into micromanagement. It goes too far in specifying how the information is to be gathered rather than, from a governance board perspective, asking the president to provide certain kinds of information and letting him determine how to gather the information. Mr. Lyman replied it wasn't done last fall when it should have been done. He doesn't see any movement at all or he wouldn't need to be specific. Chair Duehmig said the Board will be discussing enrollment at the next work session. The Board's role in April is

to set some of those measures. President Breitmeyer said he will be prepared to have a report on the enrollment patterns from the last year to inform the discussion at the April work session. What we need to do is a sound strategic enrollment management plan. He will look to the Board for setting some reasonable goals and metrics and meaningful and reasonable benchmarks for progress. The report for the April work session will provide information about what the College has been doing regarding enrollment. Mr. Lyman compared the situation to trying to bail out the Titanic with a Dixie cup. Dave Zunkel noted that it seems that VP Sorber and his group have been working on enrollment. The data is difficult to obtain. In an ideal world, he would love to have this information. With limited resources, he would prefer to put money and time into increasing enrollment. He doesn't believe we are trying to bail out the Titanic with paper cups. Chair Duehmig agrees with Mr. Lyman there is concern with the enrollment numbers and agrees with Dr. Zunkel that he is not panicked. April is the chance to take the discussion to the next level.

Mr. Lyman said he will amend the proposed motion that was included in the Board packet with the following changes: President Breitmeyer instead of Vice President of Student Success; April 13 due date instead of May 10; #2 – survey data to include data from a minimum of 15% of students instead of 80%; #5 – data from a minimum of 50% of instructors instead of 80%; and #6 – data regarding inbound, outbound calls amended to say if such data is available from the phone system.

Tim Lyman **moved that the President shall, by April 13, 2021, provide the Board with a comprehensive, fact-based report on the registration failure(s) of Fall 2020. The report shall include, at a minimum:**

1. **Survey of current/former students as to reasons for non-registration, and problems they encountered with the registration process.**
2. **Said survey to include data from a minimum of 15% of students enrolled in for credit and certificate programs during 2019-2020 academic year.**
3. **Survey of current/former staff and instructors as to problems they encountered with the registration process.**
4. **Said survey to include data from a minimum of 100% of registration and advising staff for the 2019-2020 academic year.**
5. **Said survey to include data from a minimum of 50% of instructors for the 2019-2020 academic year.**

6. **Data showing (if such data is available from the phone system):**
    a. **Number of inbound calls re: registration/advising**
    b. **Number and percentage of inbound calls re: registration/advising answered**
    c. **Number and percentage of inbound calls re: registration/advising to voice mail**
    d. **Number and percentage of inbound calls re: registration/advising to voice mail successfully returned (voice contact with student)**
    e. **Number and percentage of inbound calls re: registration/advising to voice mail unsuccessfully returned (no voice contact with student)**

There was no second. The motion died for lack of a second.

President Breitmeyer indicated the first sentence in the motion will help him form the template for his report and he will look at the questions Mr. Lyman has asked. Rosemary Baker-Monaghan commented that VP Sorber's report this month was very helpful and shared what was going on behind the scenes. President Breitmeyer said a lot of work has been done by the Student Services staff. It tends to fall on Student Services, but it's really a global issue.

F. Comprehensive Plan from President to Boost Fall 2021 Enrollment to Fall 2019 Levels

President Breitmeyer noted we are in the midst of developing a comprehensive plan for enrollment. Ms. Teaford-Cantor said she is concerned about the due date for the plan in the proposed motion because the Board hasn't had the April planning session yet. Mr. Lyman replied the date should have been last fall. He added that the Board hasn't done anything since last fall, and we have not heard what some of us feel we need to hear. The reason the due date is in May is because nothing gets done over the summer. If we have the report by May, it gives a couple of months to implement a plan. VP Sorber responded that we have been working on enrollment issues on multiple levels. For example, headcount is up but FTE is down, so perhaps CARES Act funding can be used to help students attend school full-time. VP Sorber reflected that what he is hearing is that they haven't been communicating enough about what they are doing regarding enrollment. Mr. Lyman said he has 100% confidence in the long-range planning, but his concern is that he is not seeing any sense of urgency

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or anything addressing what needs to be solved right now. Chair Duehmig said as a Board we have to have confidence in the team running the College. It's about more than increasing the numbers in the fall of 2021.

Mr. Lyman **moved that The President shall, by May 10, 2021, provide the Board with a comprehensive plan to boost Fall 2021 Enrollment to Fall 2019 levels. Said report shall contain plan specifics and metrics; it shall not be an outline, but a complete plan detailing specific, quantifiable actions to be taken by faculty and staff.** There was no second. The motion died for lack of a second.

The Board agreed they would like to have a longer work session in April to focus on enrollment. The Chair will work with the Board Secretary to schedule a two-hour work session separate from the Regular Board Meeting during the same week.

G. Clatsop Community College Relationship with Anthology

Mr. Lyman withdrew his proposed motion stating there is data he needs before proceeding.

Sara Meyer asked Greg Riehl about his frustrations with Anthology. Mr. Riehl replied that last fall when Rogue Community College submitted their letter of dissolution to Anthology, he was very much on the fence. He can now say with confidence that with the time, effort, and resources Anthology has put into the product, they have made a great leap forward. When the consortium selected the product, Anthology didn't have a foothold in the community college product. CCC is helping Anthology develop a good product that will work for us and other community colleges. Anthology has made great strides. From a technical standpoint, we are closer to the goal of having a really good product with Anthology. If we were to roll back to RogueNet, we would have a minimum of one year's data to move back. Mr. Riehl said he is on the record that at this point in the project we are far better off moving forward with Anthology with the caveat that Anthology has to continue to put in the same amount of focus and attention they have been putting in. With that focus and attention, we are going to have a very good product. Mr. Lyman asked if the Board could get a list of the milestones Anthology has to reach over the next few months to keep Mr. Riehl's confidence. President Breitmeyer said that what was upgraded and fixed in the last update was about compliance and reporting. Changes were not made in the front-facing for faculty and students which

are still to come. He acknowledged that he did not communicate the positive things Anthology had done and should have made the pitch and provided the reasoning for staying with Anthology. Mr. Riehl and President Breitmeyer will work on sharing that information with the Board and entire campus community.

VIII. ANNOUNCEMENTS

The next Regular Board meeting is on Tuesday, April 13, 2021 at 6:30 p.m. There will be a two-hour Board Work Session on Strategic Enrollment Management the week of April 12. The Board Secretary will work with the Chair to determine the date. The Board Policy Committee is meeting Wednesday, March 17 at 9:00 a.m. The Board Agenda Prep Meeting is on Thursday, March 25 at 9:00 a.m. The WINGS virtual conference is Saturday, March 13.

IX. BOARD FORUM

Anne Teaford-Cantor congratulated the Nursing Program. She gave a shout-out to Kristin Shauck for her Ales and Ideas presentation. She listened in to the all-campus meeting and was really impressed with everyone's engagement and camaraderie.

Karen Burke congratulated the Nursing Program.

Tim Lyman said he has a great deal of confidence in the staff and faculty. What he has seen them do in the face of COVID and revamping the College is nothing short of miraculous. His only concern is that he doesn't see the sense of urgency in terms of enrollment numbers he hopes to be seeing.

Sara Meyer thanked everyone for tonight. She will run again for four more years.

Rosemary Baker-Monaghan said tonight was a good meeting. There was some good needed discussion. She has been concerned about enrollment and is glad we will be discussing it. In her opinion, the Nursing Program is the best in the state.

Bob Duehmig thanked everyone who was at the OSBN presentation. He appreciates everyone's dedication and hard work. Congratulations to the faculty and staff on winning the Spirit of Clatsop Award.

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X. ADJOURNMENT

Without further business, the Regular Board meeting was adjourned at approximately 9:10 p.m.

Chris Breitmeyer, President

Robert Duehmig, Chair

Pat Schulte, Recording Secretary

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Policies and Procedures for 04.13.2021 Board Meeting

2nd Reading and Adoption

- BP 7130 Employee Compensation - Legally Required
    - AP 7130 Employee Compensation (Rescinds 4.105 Salary Placement)
- BP 6300 Fiscal Management (updated)
    - AP 6300 Fiscal Management (updated)
- BP 6340 Bids and Contracts (updated)
    - AP 6340 Bids and Contracts (updated)

BP 7130 Employee Compensation

References:

34 Code of Federal Regulations Part 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended)
ORS 348.586

Prohibition of Incentive Compensation

Clatsop Community College shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as “covered employees” for purposes of this policy.

END OF POLICY

President’s Cabinet Approval Date:	January 26, 2021
College Council Approval Date:	January 28, 2021
Board Adoption Date:	April 13, 2021
Last Revised:	April 13, 2021

AP 7130 Employee Compensation

References:

34 Code of Federal Regulations Part 600 et seq. (U.S. Department of Education Program Integrity Rules)
ORS 348.586

The Office of Human Resources is responsible for maintaining the College's employee compensation and classification system. The system is maintained by participating in salary surveys, reviewing positions prior to recruitment, when processing requests for reclassification reviews and ongoing position review. Classification and reclassification recommendations are based on market data and internal alignment, as appropriate, through the classification committee in accordance with applicable laws, regulations, and collective bargaining agreements.

Classified Employees:
The Collective Bargaining Agreement will establish and maintain classified salary schedules, and benefits. Classified employees will receive all compensation, including pay and benefits, following the terms and conditions of the negotiated agreement.

Confidential Classified Employees:
The College will designate positions as Confidential Classified positions. Employees in confidential classified positions are not subject to the classified collective bargaining agreement. Confidential classified positions are non-exempt.

Confidential classified positions assigned 599 hours or more per year over the 12-month period beginning July 1 are "regular" positions. Positions over 600 hours are PERS eligible. Positions over 1500 hours are benefit eligible (health, dental, vision). Such positions will be paid in accordance with placement on the classified salary schedule and will receive pay increases in accordance with classified salary agreements.

Initial placement on the salary schedule for new confidential classified employees will be at Step 1 of the salary schedule unless a higher placement is determined by the College, based on qualifications and experience.

Service/Supervisory and Administrative Employees:
Positions designated by the College to be service/supervisory and administrative employees are at-will employees. Employees designated as service/supervisory or administrative working 1000 hours or more per year over the twelve-month period beginning July 1 receive individual annual employment agreements.

Service/supervisory and administrative employees, except for the College President, will be paid in accordance with the Board approved salary schedule. Initial placement on the

salary schedule for new employees will be at Step 1 unless a higher placement is determined by the College, based on qualifications and experience.

Part-Time Temporary Employees (non-faculty):
Classified employees hired to work less than 600 hours per year and service/supervisory employees hired to work less than 1000 hours per year are deemed part-time temporary employees. These employees will be hired according to temporary employment agreements (hire/pay authorizations) for specific lengths of service ending no later than the end of the fiscal year. Salary schedule placement will be as follows:

A. Part-time temporary employees will ordinarily be paid in accordance with the part-time temporary staff salary schedule.

B. Part-time temporary employees hired for professional, administrative, or executive positions of less than 1000 hours per year may be paid at an hourly rate consistent with placement on the service/supervisory salary schedule.

Employees (non-exempt) are prohibited from working more than forty (40) hours per week without prior approval of their supervisor. Hours worked in excess of this limit are considered overtime. Employees' work schedules must be approved by their supervisors.

Overtime must be requested by the immediate supervisor or employee in advance and be approved by the administrator in charge of that area.

When overtime is necessary, the supervisor is to make every effort to allow compensatory time off as soon as possible. Unless there are exceptional circumstances, approved by the President, all compensatory time must be taken within thirty (30) calendar days of the date accrued. Compensatory time off will be at the rate of time and one-half for overtime hours worked.

If overtime is allowed and compensatory time cannot be taken within thirty (30) calendar days, the employee will be paid at the rate of time and one-half for hours worked overtime. The employee's supervisor shall be responsible for advising the payroll office concerning the option selected.

Employees (non-exempt) shall receive a 10% shift differential for time worked between 6 p.m. and 7 a.m. There shall be no shift differential for overtime hours.

Full-time Faculty:
A. Salary placement and status for regular, full-time faculty are defined in the Agreement between Clatsop Community College and Clatsop Community College Faculty Association. A full-time faculty member is a faculty member, employed 50% or more on annual contracts.

B. Temporary full-time faculty may be hired to fill temporary vacancies for fixed term assignments. Such positions will be eligible for participation in the College's benefit package as provided under the collective bargaining agreement.

Part-Time Temporary Faculty:

Part-time temporary faculty teach less than one-half (1/2) of a full-time faculty academic year work-load. All newly hired part-time temporary faculty will be placed at Step 1 of the salary schedule.

A. Salary placement for part-time temporary faculty who are subject to the part-time faculty collective bargaining agreement is defined within that Agreement.

B. Salary placement for part-time temporary faculty who are not subject to the part-time faculty collective bargaining agreement is contained in the following:

1. Part-time Temporary Faculty Pay Schedule for Non-Credit Instruction
2. Part-time Temporary Faculty Pay Schedule for Credit Instruction

Prohibit of Incentive Compensation

Senior managers and executive level employees who are only involved in the development of policy and do not engage in individual student contact or the other covered activities will not generally be subject to the incentive compensation ban.

END OF PROCEDURE

President's Cabinet Approval Date:	February 23, 2021
College Council Approval Date:	February 25, 2021
Last Revised:	February 25, 2021

Rescinds: 4.105

BP 6300 Fiscal Management

References:

2 Code of Federal Regulations Sections 200.302(b)(6)-(7), 200.305, 200.400, et seq.
NWCCU Standards 2.E.3
ORS 294.305 to 294.565

The President shall establish procedures to assure that the College's fiscal management is in accordance with state and federal law.

Adequate internal controls shall exist.

- Fiscal objectives, procedures, and constraints are communicated to the College Board of Education and employees.
- Adjustments to the budget are made in a timely manner, when necessary.

The President shall also establish procedures that satisfy the U.S. Education Department General Administrative Regulations (EDGAR) Second Edition for any Federal funds received by the College.

The Board of Education at its annual organizational meeting in July or at other times deemed necessary by the Board, shall designate such bank or banks, as the Board deems safe and proper depositories for district funds.

The Board of Education may authorize borrowing funds for the purpose of meeting current expenses and other legal expenditures when provision has been made for such expenditures in the adopted budget.

Appropriate staff member(s) will be available at any Board of Education meeting, upon the Board's request, to respond to questions and to present current financial information.

The President or designee will present regular reports showing the financial and budgetary conditions of the College to the Board of Education. The President will notify the Board at any time of substantial deviations (defined in glossary) in the anticipated revenues and/or expenditures.

The books and records of the college shall be maintained pursuant to federal and Oregon State law.

END OF POLICY

President's Cabinet Approval Date:
College Council Approval Date: June 18, 2020
Board Adoption Date: April 13, 2021
Last Revised: April 13, 2021

Clatsop Community College

Rescinds: 3.105, 3.115, 3.130

AP 6300 Fiscal Management

References:

2 Code of Federal Regulations Parts 200.302(b)(6)-(7), 200.305, and 200.400 et seq.;
NWCCU Standards 2.E.3
ORS 341.290
ORS 341.703 (Custodial of Funds/ Bank designation)

The Chief Financial Officer shall:

- Provide for responsible stewardship of available resources.
- Provide for safeguarding and managing College assets to ensure ongoing effective operations; maintenance of adequate cash reserves; implementation and maintenance of effective internal controls; determination of sources of revenues prior to making short-term and long-term commitments; establishment of a plan for the repair and replacement of equipment and facilities.
- Provide for an organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability.
- Provide that appropriate administrators keep the Board current on the fiscal condition of the College as an integral part of policy and decision-making.
- Provide for development and communication of fiscal policies, objectives and constraints to the Board, staff and students.
- Provide for an adequate management information system that gives timely, accurate and reliable fiscal information for planning, decision-making and budgetary control.
- Provide for appropriate fiscal policies and procedures and adequate controls to ensure that established fiscal objectives are met.
- Provide a process to evaluate significant changes in the fiscal environment and to make necessary, timely, financial and educational adjustments.
- Provide both short-term and long-term goals and objectives, and input based on shared governance coordinated with the College's educational planning.
- Procedures for determining allowability of costs in accordance with EDGAR Second Edition Subpart E Cost Principles.
- Procedures to implement the requirements of 2 Code of Federal Regulations Section 200.305 governing payments.

END OF PROCEDURE

President's Cabinet Approval Date: January 26, 2021
College Council Approval Date: January 28, 2021
Last Revised: January 28, 2021

BP 6340 Bids and Contracts

References:

2 Code of Federal Regulations Part 200.318
ORS 279A, ORS 279B, ORS 279C
Community College Rules of Procurement

The Board of Education delegates to the President or designee the authority to enter into contracts on behalf of College and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the entity that exceed $50,000 shall require prior approval by the Board of Education.
- Bids lower than $50,000 may be approved by the President or President's designee.
- Bids will be called for on all orders for equipment or supplies and on building additions or construction estimated to equal or exceed the amount set by law requiring public bidding.
- Exceptions include cases where the Board of Education acts in an emergency and follows applicable laws and administrative rules.
- The dollar amounts that determine whether it is necessary to require a bidding process are set by law.
- When bids are required according state bidding laws the President or designee shall award each such contract to the lowest responsible bidder who meets the specifications published by the entity and who shall give such security as state law, or the Board of Education requires or reject all bids.

Opportunity will be provided to all responsible suppliers to do business with the College.

END OF POLICY

President's Cabinet Approval Date:
College Council Approval Date: June 18, 2020
Board Adoption Date: April 13, 2021
Last Revised: April 13, 2021

Rescinds: 3.145

AP 6340 Bids and Contracts

References:

2 Code of Federal Regulations Part 200.318
ORS 279A, 279B
Community College Rules of Procurement (CCRP)
BP 3310 Record Retention and Destruction

The College is a member of the Participating Oregon Community Colleges (POCC) that have adopted on March 112, 2019 the Community College Rules of Procurement (CCRP) and follows those rules related to public contracting and consistent with ORS 279A, and 279B.

Limits

Bids or quotations shall be secured as may be necessary to obtain the lowest possible prices as follows:

- Purchase of goods or services up to the $5,000 will not require documentation of price comparison. A department that historically purchases more than $5000 in goods from a single vendor during a fiscal year should pursue informal written quotes.
- Purchase of goods or services of $5,000 to $49,999 will require documented quotes.
- Purchase of goods or services in excess of $50,000 will require formal advertised bids.

In securing bids or quotations, the **College** will avoid acquisition of unnecessary or duplicative items. Contracts involving expenditures that require competitive bidding require approval by the Board of Education prior to award.

Bid Specifications

Bid specifications shall include a definite, complete statement of what is required and, insofar as practical, shall include pertinent details of size, composition, construction, or texture of what is specified, and minimum standards of efficiency, durability, or utility required of what is specified.

Procurement of Product or Service from Qualified Rehabilitation Facility (QRF)

The College shall procure the product or service from a qualified nonprofit agency for individuals with disabilities, if the product or service is of the appropriate specifications and is available within the period the public agency requires.

Notice Calling for Formal Advertised Bids
All bid opportunities will be posted to the Oregon Procurement Information Network (ORPIN). Additional advertising may include a Public Notice placed in the newspaper of general circulation, trade publications and direct mail.

Bid and contract documents shall be prepared and maintained by Chief Financial Officer or designee. All applicable statutory provisions and board policies shall be observed in preparation of the bids and proposal documents.

The Chief Financial Officer shall be responsible for ensuring that the bid specifications are sufficiently broad to encourage and promote open competitive bidding. The Chief Financial Officer shall be responsible for ensuring that bidders comply with requirements to provide bid bonds or performance bonds.

Chief Financial Officer or designee shall make available to the prospective bidders bid documents with sets of specifications and drawings and shall provide a convenient method wherein bidders, subcontractors, and materials personnel may examine the specifications and drawings.

When permitted, a deposit for sets of plans and specifications may be required and may be refunded when such documents are returned.

Awarding of Bids and Contracts
The awarding of bids and contracts shall be subject to the following conditions:

- Any and all bids and contract proposals may be rejected by the College.
- All bids shall be opened publicly, and bidder shall be given the opportunity to make record of the bids received.
- Bid and contract award recommendations to the Board of Education shall show a tabulation of the bids received in reasonable detail.
- Bid and contract awards shall be made to the lowest responsible bidder substantially meeting the requirements of the specifications. The College reserves the right to make its selection of materials or services purchased based on its best judgment as to which bid substantially complies with the quality required by the specifications.

Duration of Continuing Contracts for Services and Supplies
Continuing contracts for work or services furnished to the **College** are to be reviewed through the annual budget renewal process in the Chief Financial Officer's office.

Emergency Repair Contracts without Bid
The awarding of emergency repair contracts shall meet the requirements of ORS 279B.080. An agency must document the nature of the emergency and describe the method used for selecting the contractor.

The President or designee must authorize the procurement and document the Emergency Procurement justification prior to executing the procurement.

Record Retention
The **College** will retain records sufficient to detail the history of procurement as required by Oregon law. These records include: rationale for the method of procurement, selection of contract type, contractor selection and rejection, and the basis for the contract price.

END OF PROCEDURE

President's Cabinet Approval Date:	January 26, 2021
College Council Approval Date:	January 28, 2021
Last Revised:	January 28, 2021

April 2021 President's Report to the Board

Strengthen the Academic Environment

Federal Funding

With the third round of stimulus allocated to CCC in hand we are identifying ways in which we can improve our service to students. A significant portion of the money will be allocated directly to students to help support them so that they can continue to succeed in courses at CCC. In addition, all areas of the College are reviewing the impacts of the pandemic on their operations and identifying costs associated with these impacts. Once these impacts are identified we will allocate resources needed to address the challenges brought on by the pandemic, with the goal of improving our instructional and institutional infrastructure carrying us into the post-pandemic era.

Cultivate Connections with the Community

SBDC Webcasts

In March, we had 249 businesses and individuals register for our six webcasts and on-demand classes. Social Media Strategies for Success webcast was archived and offered "on demand" at no charge thanks to CARES Act funding.

We also partnered with Google for a series of three webcasts, and Jessica Newhall "co-hosted" them with our CCC SBDC branding prominent.

For April, we will be holding a very important "Check, please-Applying for Restaurant Relief Grant Program" webcast. This is a $28.6 billion dollar federal relief program to help the restaurant sector who has been impacted so much by the Pandemic. The webcast will be in English, and we also plan to offer a live presentation to the Latino community at the Lexington Campus.

Marketing Efforts

- Radio Ads – Ran Spring term ads on four radio stations. Highlighted online and in-person options and funding available.
- Coast Guard Welcome Kit – ADHDA creates kits when new batches of Coast Guard come to town. Julie Kovatch was able to contribute CCC materials she created to welcome them and invite them to utilize military benefits at CCC. Also included CCC swag.

- Social Media –
    - Created paid advertising on Facebook and Instagram for Spring Registration.
    - Creating Ads for website and social media focusing on Spring Term classes that are unique.
    - Rotating through classes through the month of March.

Commit to Equity and Inclusiveness

Towler Exhibit

Anya Hamilton is a local Oregonian artist featured in Clatskanie's late art gallery and the Astoria Visual Arts (AVA) virtual art show. As a work-study intern for Clatsop Community College, Hamilton researched the legacies of Black lives that liberated a new generation of change in America. This inspired an exhibit in honor of Black history month, showcasing the individuals that carved a path of light through all forms of oppression, combined with an artistic interpretation from a first-year college student. The exhibit will be up through April.

Advance Institutional Accountability

SBDC Accreditation

Accreditation for the statewide SBDC organization occurred the week of March 30th. SBDC State Directors from Virginia, Georgia, Vermont, and Louisiana served as the Accreditation team. This was the first Virtual Accreditation in the Country. All 19 Centers in the State met with the team. Clatsop was teamed with TBCC & OCCC. I shared my and the college's strong support for the integral work the Clatsop SBDC does to support the business community and CCC Mission, Vision and Strategic Plan. Associate Director Jessica Newhall and Office Manager Tammy Lambert also participated. The meeting was very positive and actually went 30 minutes over the scheduled time. With record results last year at our center and throughout the state, and daily "debrief" meetings held at the end of each day for Directors during the week, all indications are this will be a very positive rating for OSBDCN (Oregon Small Business Development Center Network).

NWCCU

A team of two Northwest Commission on Colleges and Universities (NWCCU) evaluators is scheduled to conduct a virtual site visit on Thursday, April 29. We recently completed an Ad Hoc Report to the NWCCU concerning Recommendation 2 from the 2019 Fall Mission Fulfillment and Sustainability Evaluation. The recommendation stated, "Review and revise its institutional planning processes to ensure that data collectively support mission fulfillment and

effective strategic decision-making (2020 Standards: 1.B.1, 1.B.3, 1.B.4).” The site visit is scheduled from 8:30 AM to 5:00 PM. The evaluators are Dr. Jeff Wagnitz, Special Assistant to the President, Bates Technical College, and Dr. Jason Pickavance, Associate Provost for Academic Operations, Salt Lake Community College.

Report to the Board
Vice President of Academic Affairs

Summary

Mary Jackson, CTE Regional Coordinator and Career Pathway Coordinator, recently learned that there will be an additional $9,000 awarded with the Perkins Special Population Grant that was awarded previously in January. Julie Brown, English faculty member, provided encouraging words at the end of the All Campus Meeting on March 8. A team of two Northwest Commission on Colleges and Universities (NWCCU) evaluators is scheduled to conduct a virtual site visit on Thursday, April 29.

Conclusion

Strengthening the Academic Environment for Students

Mary Jackson, CTE Regional Coordinator and Career Pathway Coordinator, recently learned that there will be an additional $9,000 awarded with the Perkins Special Population Grant that was awarded previously in January. This grant will help support work around innovative training to support CTE programs and equity.

Commit to Equity and Inclusivity

Near the end of the All Campus Meeting on March 8, Julie Brown offered the following words of wisdom (she approved my use of this transcription):
"I think it's good for us to remember that we've been working for a whole year with covid, working from home, and we haven't seen each other in person. I'm observing a lot of negative spirals that we're getting ourselves into, where we're focusing on something that's not going the way that we want and we're in this dire spiral of negativity. I think some of that might be just the fact that we're stressed out by this way that we've had to work together over the past year. I think it would be worth, I'll just say for myself, it would be a good challenge to try to find ways to be positive and constructive in how we're solving our problems and remember that next fall we will be all be back together again. This isn't going to last forever. I'm seeing it in every group that I'm part of, this kind of fixation on what's not going right. And a lot of things are going right. I appreciate the $500 stipend for a computer that I had to buy. I appreciate the fact that you're supporting us and putting classes online. I really appreciate the fact that you paused the bookstore decision and you listened to us. We were worried about it and now you're giving us time to think about it. I appreciate this meeting today. I hope we can remember how much we mean to each other."

Advance Institutional Accountability

A team of two Northwest Commission on Colleges and Universities (NWCCU) evaluators is scheduled to conduct a virtual site visit on Thursday, April 29. I recently completed an Ad Hoc report to the NWCCU concerning Recommendation 2 from the 2019 Fall Mission Fulfillment and Sustainability Evaluation. This Ad Hoc Report is available on the Accreditation page of Clatsop's web site. The recommendation stated, "Review and revise its institutional planning processes to ensure that data collectively support mission fulfillment and effective strategic decision-making (2020 Standards: 1.B.1, 1.B.3, 1.B.4)." The site visit is scheduled from 8:30 AM to 5:00 PM. The evaluators are Dr. Jeff Wagnitz, Special Assistant to the President, Bates Technical College, and Dr. Jason Packavance, Associate Provost for Academic Operations, Salt Lake Community College. They have been provided with a list of staff, faculty, and students who serve on various College committees and groups. On Friday, April 2, I met remotely with both evaluators. We had a good discussion largely focused on details of the site visit. Together we developed a tentative schedule of meetings. The Clatsop employee groups and individuals that the evaluators wish to meet with have been notified. Campus members have been encouraged to review the Strategic Plan 2018-2023.

Medical Assistants: The Real Heroes in Healthcare
Presentation by Holly Tumbarello, Medical Assisting Instructor

Medical Assistants have been and will continue to be a very important part of health care, particularly in our community. Due to the overwhelming need of health care providers, Medical Assistants are in VERY high demand with more openings than bodies to fill them. CCC continued to provide safe, in person instruction during the pandemic closures including clinicals. I will provide an update on our instruction methods, ideas to increase our numbers, as well as answer any questions regarding this program.

Student Success Report to the Board

April 2021

Summary

Student Services staff continued to work to onboard students for Spring Quarter as well as complete the spring quarter startup processing while also continuing to work with the vendor in order to improve the implementation of the Campus Nexus Student System.

While raw admissions applications are down slightly against the previous year, several high schools have waived their previous requirement for all seniors to apply to Clatsop Community College. Despite this, there was a 20.7% increase in the number of students completing the admissions application process. The majority of these applications are for Fall term. There will be an in-depth conversation during the work session regarding enrollment trends and influences in the future.

Data

Enrollment Data

	Winter FTE	Spring FTE	Winter Headcount	Spring Headcount
2019-20	391.72	173.79	2495	766
2020-21	239.49*	165.6	968	708
% Change	-38.9%*	-4.7%	-61.2%	-7.6%

*Includes 13.44 FTE from the DPSST program which are not entered into the college's data system

Admissions & Recruitment

	YTD Admissions	YTD Applications
2019-20	333	739
2020-21	402	700
% Change	+20.7%	-5.6%

*These numbers are derived with help from CNS. A report for admitted students by date was run in RogueNet for the above noted 19-20 dates and a report was generated in CNS documenting all students who were admitted (cleared to register) over the 2020-2021 dates. The RogueNet numbers only count new admits. Our current system allows us to admit only students who have indicated they will attend CCC.

Student Appointments

- 38 pre-scheduled and 61 unscheduled admissions appointments.

Events/Meetings

- Bi-Weekly with ASG Student Ambassadors to plan recruitment activities.
- Currently working with the Latino Club to develop a virtual college tour https://drive.google.com/file/d/1CtRrXKvo-TKKpfgwEdzJSNXGu8r-zaWM/view
- Currently working with Marketing to feature college programs for prospective students https://www.youtube.com/channel/UCb_DSASDSPn8nqrE6LX5cCA/videos
- Currently working with the 6 target schools (Naselle, Ilwaco, Astoria, Warrenton, Seaside, Knappa) to provide virtual recruitment events for their students.
- March 4: Meeting with Allied Health Staff re: onboarding of Fall 2021 Medical Assisting Cohort
- March 5: College and Career Meeting with AHS counseling staff and students. Presentation re: CTE programs.
- March 8: Lives in Transition Program presentation re: programs and degrees.
- March 10, 11: Spring Registration Drives. Recruited current and new student to complete registration for spring term.
- March 11: Meeting with Anthology Staff re: CRM (Engage) implementation.
- March 11: Meeting with consortium admissions SME's re: Accuplacer integration.
- March 13 (Saturday): WINGS Conference. Virtual conference in collaboration with AAUW. Planned, recruited, and implemented a virtual conference for women interested in going to college.
- March 15: Collaboration meeting with GED staff re: Bridge Program onboarding.
- March 16: Collaboration meeting with Advising Staff re: fall 2021 onboarding for current high school seniors.
- March 17: Technical training session with Anthology Staff re: mail merge functionality within CNS.
- March 18, 19: Call drive with ASG Student Ambassadors. Outreach to unregistered students.
- March 18: On air radio interview w/ Boomer on 94.9 the Bridge. Spring Term Registration highlighted.
- March 26: Outreach to Crossroads Community Church in Knappa. Program overview given and marketing materials mailed.

Upcoming Events/Meetings

- March 10 (week of): Virtual advising events for incoming high school seniors.
- Additional development of virtual recruitment materials (working with Marketing)

Advising

- 63 total advising appointments (combination of entry, Veteran/Active Duty, general class selection, high school programs, and SAP petitions) in March 2021
- Advising Structure Update
    - To better serve our students in advising, Student Services is proposing an updated advising model. In this new model, the Director of Access and Advising will direct and support the advising process through training for faculty, professional development, integration of universal design into advising, assistance in developing procedures and policies, and enhanced communication.
    - Within this model, TRiO SSS Director and Support Specialists will continue to provide the same level of advising support to the college and support from the Admissions Coordinator.
    - Additions to this model are: Pre-College TRiO will support entry advising directly from the high school, as well as the addition of a full-time advising case manager. Other options are also being explored to increase advising capacity to provide support to the entire college.
    - The entry process will remain unchanged. After being admitted and completing orientation, new students will meet with an entry advisor. This advisor will work with the student to determine an appropriate program, select and self-register for classes, and are given the online tools and campus resources they may need as they start their first term.
    - The Director of Access & Advising will assign the student a long-term advisor to help the student navigate their academic path, set and achieve goals, mentor, and support them through their educational journey.

Counseling Services

- 18 Student sessions
- 0 Intakes (new)
- 3 Referrals to local resources
- 0 Cancellations/No-shows
- 1 Drop-ins
- 1 Consultations (faculty & staff)
- 0 Presentations
- 6 Student Support Group: Getting Things Done!

Common themes included discussions about how the Counseling Center can be of assistance to individual students:

1. Covid-19: Local resources to support rent, utilities, internet payments
2. Loss/grief
3. Depression & anxiety
4. Referrals to local community services:
    a. Astoria Community Action Center
    b. Clatsop Public Health
    c. Columbia Behavioral Health
    d. The Beacon Club House
    e. Local Food Pantries

Most frequently identified sources of stress Mar2021: (not ranked)

- Procrastination/Motivation issues
- Stress/anxiety (self-harm, self-medicating)
- Depression
- Community Resources
- Relational tensions
- Lack of emotional support
- Financial Concerns
- Alcohol/Drug

Goals/Objectives

Goals derived from Counseling Services' mission statement:

1. Promote the psychological and emotional wellbeing of students.
2. Enhance students' academic and personal functioning.
3. 2019 – 2020: Assist students to increase levels of resiliency and build self-efficacy.

Activities

- Established new student support group: Getting it Done!
- Maintaining connection with students in need of help: Anxiety and Depression associated with stressful events, personally and nationally.
- Development of a college outreach program focused on mental health & well-being including alcohol & drug prevention program: AToD
- Maintaining and utilizing a reliable list of community resources for students in need (ongoing).
- Assisting students to connect with community services (OHP, Snap, medical attention).
- Oregon Compliance Requirements 2021 Update (Webinar)
- Practical Hope during Covid19 (Webinar)
- Strategies for Improving Care Provided to LGBTQI Communities (Webinar)

- Film: *Medicating Normal* with Worcester Withdrawal Group (Webinar)
- APA Town Hall: Addressing Stress in America and APA's Role in This Reality (Webinar)

Incident Reports

- 0 incident reported for the month of March, 2021

Pre-College TRIO Programs:

Grant	Target	Current
Talent Search	671	586
Upward Bound	73	73

- Staff conducted virtual field trips to Linn Benton Community College, Southwestern Oregon Community College and the Northwest College of Construction.
- Staff have been working to have seniors apply to colleges, finish their FAFSA and apply for the Oregon Promise.
- There are high school seniors who did poorly fall 2020 with online education and will not qualify for the Oregon Promise any more. Losing the Oregon Promise is another impact of the pandemic.
- All staff received logins and access to CampusNexus in March. Staff will be trained to advise incoming TS and UB students at CCC this spring. Staff plans to do the class advising to all CCC bound TS and UB students this year.

Student Access Services

- The final number of enrolled students that received accommodations for Winter 21: 46 (6 more than Winter of 2020, despite enrollment challenges)
- New projects & updates:
    - Admissions has resumed oversight of the testing center. GED proctoring will continue to be every T/Th afternoon.
    - Student Access has continued to oversee the Bandit Food Pantry Project. The Bandit Food Pantry aims to serve CCC students but also the community. In its first three weeks of operation, the pantry distributed over 360 pounds of food to students, community members, and families.
    - Upcoming Training: Title II/504 training needs one final review by the VP for Student Success, then the training can be sent out to faculty. Due to the current pandemic, and timing constraints at the all staff in-service, this will be an asynchronous training. SAS will set up small group sessions for faculty to sign up for if they wish. These sessions are for those who have follow-up questions, want additional support, or want other scenario specific training.

Retention Update

In addition to previously reported items, the following initiatives have been implemented since the previous report:

Financial Aid Distribution: The business office and the financial aid team have implemented a new processing timeline which allowed for students to receive their financial aid refunds during the first week of the term. Students who adjust enrollment upwards during the first week may also subsequently receive additional funding based on their new enrollment level. This will allow students to purchase supplies as well as utilize their financial aid in order to cover living expenses during the first several weeks of the term. The college's previous process timeline did not release financial aid funds until final enrollment levels were determined at the end of the first week, which resulted in refunds being received by students no earlier than the third week of the term. This initiative is expected to both increase retention for students who are able to get off to a better start during the term as well as increase the number of new students since previous messaging from advisors was to encourage students to prepare to have several weeks of expenses saved in advance if they were going to reduce work hours in order to attend college.

Wireless Hotspots: Wireless hotspot checkouts are currently being renewed for returning students. The college currently has 35 hotspots available for student use and will order more as necessary utilizing federal stimulus funding. Hotspots are expected to increase both retention and new student enrollment by eliminating a barrier to access for online coursework.

Continued First Stop Implementation: The transformation of the current Welcome Center to the new "First Stop" model is continuing with additional training around financial aid processes and policies. Staff are now able to answer general financial aid questions, review and explain financial aid processes and requirements, and assist students with securing financial aid resources.

Satisfactory Academic Progress Process: Student services leadership team members are currently working to design a supportive process for students who are not maintaining a minimum 2.0 cumulative GPA. This effort has been collaborative with faculty representatives with the goal of providing a series of positive interventions in order to prevent the loss of financial aid, damage to GPA, and disenrollment.

Advising Restructure: The current restructure in advising is in the hiring and applicant review process. A bottleneck in student service advisor capacity currently exists during term breaks. This has been partially resolved through the expansion of the

advising team to include staff from TRIO SSS, TRIO Upward Bound, and Admissions as well as through providing additional training and flexibility for the GED bridge program. The current plan includes the addition of up to two dedicated advising staff while remaining budget neutral which should allow for capacity to serve the incoming student population as well as certain identified populations such as Running Start and veterans receiving benefits who utilize student services staff as their advising resources. This initiative will hopefully result in additional retention by reducing the time lag for students to receive an advising appointment as well as by providing more in-depth advising and connection with appropriate resources.

ASG PRESIDENT'S REPORT FOR THE BOARD
April 2021

ASG Campus Collaborative Partnerships:

- **Guided Pathways Committee:**
    - ASG President Jones, and ASG Student Ambassador, Steven Ellsberg, serve on this Committee and our focus area is ensuring that Diversity is represented throughout the cohort's collaborative efforts.
- **Bookstore Strategic Committee:**
    - Committee postponed. Sessions to resume at a later date.
- **DEI Council:**
    - ASG Clubs Coordinator, Ford Bauer, and ASG Student Ambassador, Steven Ellsberg, are now serving as Student Representatives on the Council.
    - ASG President Jones is committed to launching the recruitment campaign for DEI Student Representatives simultaneously with the spring launch of the ASG Officer Recruitment Campaign for the 2021-2022 academic year.
- **Food Pantry Committee:**
    - ASG President to present to the ASG the recon of purchasing hygiene kits for the Food Pantry to have available for our community visitors/students. ASG vote to follow. ASG President, Jabrielle Jones, serves on this Committee.
- **Commencement Committee:**
    - The ASG President, Jabrielle Jones, and Student Ambassador, Steven Ellsberg serves on this committee.

- ASG will be officially voting at our regular session on Monday, the 12th of April, to approve ASG sponsorship of this year's commencement medallions.

- ASG is committed to assembling the Commencement Kits for this year's ceremony. A recon of the items to be included in the kits is currently underway.

Legislation of the ASG:

- ASG Constitution is currently being workshopped and we have successfully completed phase two (2), and we have entered phase three (3).
- ASG Bylaws are currently being workshopped and have successfully completed phase three (3), and we have entered phase four (4).
- ASG will resume reviewing College policies pertaining to the ASCCC/ASG and submit any revisions for the College Council to vote upon all at once.

ASG Events and Workshops:

- **The End of the Year ASCCC and ASG Awards Event:** The ASG has begun the planning process of our Virtual Awards Event. The ASCCC and ASG Awards will now be a combined streaming show. The ASG will also explore a way to incorporate the College's Awards into the same production. More details to come at the Board meeting in May.
- **The ASG Officers Oath of Office and Transitional Event:** This is returning as well after an absence of several years. The logistics of this event is currently being tabled with a possible result being a virtual experience similar to the Awards Show.
- **Recruitment Campaign for Candidates:** Advertisement Campaign launch date tentatively slated for Friday, the 16th of April for ASG Officer positions for the 2021-2022 academic year.

END REPORT

/P/ JABRIELLE VALERIE JONES **06 APRIL 2021**

Jabrielle Valerie Jones Date
ASG President
GSA Club President

Policies and Procedures for 04.13.2021 Board Meeting

1st Reading

- BP 3820 Gifts **– Recommended as good practice**
    - AP 3820 Gifts **– Recommended as good practice**
- BP 7140 Collective Bargaining **– Recommended as good practice**
    - No AP

BP 3820 Gifts

References:

ORS 341.290(5), (11), (19)

See also BP 6620 Naming of Buildings

NOTE: *Although this policy is **recommended as good practice**, it is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture.*

The ~~Board of Education~~President or President's Designee shall consider all gifts, donations, and bequests made to ~~the~~Clatsop Community College (CCC) ~~[***entity***]~~. The President or President's Designee ~~The Board of Education~~ reserves the right to refuse to accept any gift which does not contribute toward the goals of the College ~~[***entity***]~~ or the ownership of which would have the potential to deplete resources of the College ~~[***entity***]~~. Any and all donations to Clatsop Community College must be ~~managed~~ coordinated through the CCC Foundation (i.e., followed up with appropriate action).

All solicitation of donations and/or gifts by College employees and/or the Board of Education should be coordinated through the Foundation office.

Clatsop Community College~~The [***entity***]~~ shall assume no responsibility for appraising the value of gifts made to the College ~~[***entity***]~~.

Acceptance of a gift shall not be considered endorsement by Clatsop Community College~~the [***entity***]~~ of a product, enterprise, or entity.

NOTE: *Consider adding the following language if applicable to the entity:*

In no event shall ~~the~~ Clatsop Community College~~[***entity***]~~ accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, military or veteran status, or physical or mental disability; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.

The practice of the College is to support underrepresented groups in order to bring equity in education to marginalized populations. The College will consult with legal counsel if ~~confronted with~~ there is a donor who wishes to make a donation of a scholarship that will be tailored to help historically underrepresented groups. ~~Generally, the College will not~~

~~accept a donation from a donor when the stated purpose of the donation is to facilitate discrimination on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, military or veteran status, or physical or mental disability.~~

NOTE: *The entity should consult with counsel if confronted with a donor who wishes to make a donation of a scholarship that will be tailored to help historically underrepresented groups. Generally, an entity should not accept a donation from a donor when the stated purpose of the donation is to facilitate discrimination on the basis of nationality, religion, age, gender, [gender identity, gender expression], race or ethnicity, medical condition, genetic information, ancestry, [sexual orientation], marital status, [military or veteran status], or physical or mental disability.*

END OF POLICY

President's Cabinet Approval Date:	March 23, 2021
College Council Approval Date:	April 5, 2021
Last Revised:	April 5, 2021

AP 3820 Gifts

References:

NWCCU Standard 2.F.8
ORS 341.290(5), 341.290(11), 341.290(19)

NOTE: *Although this administrative procedure is **recommended as good practice**, it is up to the entity to determine the applicability of this administrative procedure given state law and the entity's organizational culture. Local practice may be inserted, and should address:*

- *Responsible personnel or office*
- *Criteria for accepting donations or gifts*
- *Forms, if any*
- *How gifts are reported or submitted to **[Governing Body]** for acceptance*

The Clatsop Community College (CCC) Foundation is the entity that ~~manages~~ coordinates any and all donations (i.e., follows up with appropriate action).

The practice of the College is to support underrepresented groups in order to bring equity in education to marginalized populations. The College will consult with legal counsel if there is a donor who wishes to make a donation that will be tailored to help historically underrepresented groups.

Anyone wishing to make a gift to Clatsop Community College in the way of monetary donations, bequests, real property, tangible items, or any other donation, should contact the Foundation Office. The Foundation Director, or ~~his/her~~ their designees, will guide the donor through the process and provide any necessary forms.

For in-kind donations to the College, a donation form must be completed to confirm intent by the College to receive the donated item(s).

- College programs/departments can accept items valued at up to $5,000 that do not have restrictions on their use that discriminate against any person on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, military or veteran status, or physical or mental disability; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.
- The Foundation Office must be notified of all pending donations.
- Documentation associated with the donation must be submitted to the Foundation Office (e.g., receipt, appraisal of item's value, etc.)

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- Donations valued over $5,000 must have a written appraisal before a tax receipt can be issued.
- The Foundation Office will provide a contemporaneous written acknowledgement to the donor with tax receipt information.
- If applicable, the College Business Office will mail a copy of the IRS Form 1098c within 30 days of the date of donation.
- Donors requesting a signature on an IRS Form 8283 should be directed to the VP Finance & Operations.

Donors should be directed to their tax professional when they have additional questions regarding tax deductions for their donation.

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END OF PROCEDURE

President's Cabinet Approval Date:	March 23, 2021
College Council Approval Date:	April 5, 2021
Last Revised:	April 5, 2021

BP 7140 Collective Bargaining

References:

ORS 243.650 to 243.782

NOTE: Although this policy is **recommended as good practice**, it is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture.

~~**[Insert policy on collective bargaining, which may address:]**~~

- ~~The identity of the exclusive representatives of each bargaining unit;~~
- ~~The [entity's] duty to meet and negotiate;~~
- ~~The scope of the duty to bargain;~~
- ~~Presentation of bargaining proposals.~~

Clatsop Community College is a public employer within the meaning of the Oregon Collective Bargaining Law.

The College will meet and negotiate in good faith on matters within the scope of bargaining, as defined by law, with exclusive representatives of an appropriate unit of employees under the provisions of the National Labor Relations Act and Oregon Bargaining Laws.

~~Agreements reached on matters within the scope of negotiations will prevail over any contradictory policy. Policies will apply to all employees unless specifically modified by a negotiated agreement.~~

~~All employees not represented by specific agreements will be governed by Board policies, administrative procedures and the employee handbook.~~

See also BP 2610 Presentation of Initial Collective Bargaining Proposals.

END OF POLICY

President's Cabinet Approval Date:	March 9, 2021
College Council Approval Date:	March 11, 2021
Last Revised:	March 11, 2021

Board Policy Rescinds April 13, 2021						
Old Policy #	**Title**	**Procedure #/Title**	**Ready to Rescind**	**Rescind Date**	**New Policy #/Title**	**Procedure Number/Title**
4.105	Salary Placement	N/A	Yes	4/13/2021	BP 7130 Employee Compensation	AP 7130 Employee Compensation

Please note that 3.105, 3.115, and 3.130 were rescinded March 12, 2019.
3.145 was rescinded May 14, 2019.

Clatsop Community College

Code: 4.105
Adopted: 1/25/95
Revised: 12/19/02

SALARY PLACEMENT/STATUS

1. Full-time Faculty

A. Salary placement and status for regular, full-time faculty are defined in the Agreement between Clatsop Community College and Clatsop Community College Faculty Association. A full-time faculty member is a faculty member, including student services counselors and librarians, employed 50% or more on annual contracts.

B. Temporary full-time faculty may be hired to fill temporary vacancies for fixed term assignments. Such positions will be eligible for participation in the College's benefit package as provided under the collective bargaining agreement.

2. Part-Time Temporary Faculty

Part-time temporary faculty teach less than one-half (1/2) of a full-time faculty academic year work-load. All newly hired part-time temporary faculty will be placed at Step 1 of the salary schedule.

A. Salary placement for part-time temporary faculty who are subject to the part-time faculty collective bargaining agreement is defined within that Agreement.

B. Salary placement for part-time temporary faculty who are not subject to the part-time faculty collective bargaining agreement is contained in the following:

1. Part-time Temporary Faculty Pay Schedule for Non-Credit Instruction
2. Part-time Temporary Faculty Pay Schedule for Credit Instruction

3. Regular Staff

Salary placement for regular positions is based on the College approved classification system.

A. **Classified Employees** Classified employees who work 1000 hours per year or more over the twelve-month period beginning July 1 are deemed to be "regular" employees. In addition, classified employees who perform the duties of Instructional Assistants will be deemed to be regular employees if they work 500 or more hours per year.

Pay rates for regular classified employees and movement on the salary schedule are defined in the collective bargaining agreement

Initial placement on the salary schedule for new classified employees will be at Step 1 of the salary schedule unless a higher placement is determined by the College, based on qualifications and experience.

B. **Confidential Classified Employees** The College will designate positions as Confidential Classified positions. Employees in confidential classified positions are not subject to the classified collective bargaining agreement. Confidential classified positions are non-exempt.

Confidential classified positions assigned 1500 hours or more per year over the 12-month period beginning July 1 are "regular" positions. Such positions will be paid in accordance with placement on the classified salary schedule and will receive pay increases in accordance with classified salary agreements.

Initial placement on the salary schedule for new confidential classified employees will be at Step 1 of the salary schedule unless a higher placement is determined by the College, based on qualifications and experience.

C. **Service/Supervisory and Administrative Employees** Positions designated by the College to be exempt positions as defined by the Fair Labor Standards Act and Oregon law will be called Service/Supervisory or Administrative positions. Service/supervisory and administrative employees are at-will employees. Employees designated as service/supervisory or administrative working 1000 hours or more per year over the twelve-month period beginning July 1 receive individual annual employment agreements.

Service/supervisory and administrative employees, except for the College President, will be paid in accordance with the Board approved salary schedule. Initial placement on the salary schedule for new employees will be at Step 1 unless a higher placement is determined by the College, based on qualifications and experience.

4. Part-Time Temporary Employees (non-faculty)

Employees hired to work less than 1000 hours (500 hours for Instructional Assistants) per year are deemed part-time temporary employees. These employees will be hired according to temporary employment agreements (hire/pay authorizations) for specific lengths of service ending no later than the end of the fiscal year. Salary schedule placement will be as follows:

A. Part-time temporary employees will ordinarily be paid in accordance with the part-time temporary staff salary schedule.

B. Part-time temporary employees hired for professional, administrative, or executive positions of less than 1000 hours per year may be paid at an hourly rate or by stipend consistent with placement on the service/supervisory salary schedule.

END OF POLICY

Legal References:

Fair Labor Standards Act

OAR 839-24-000
OAR 839-20-005
OAR 839-20-004 (20)

ORS 279.340
ORS 279.342
ORS 653.10 (10)
ORS 653.020
ORS 653.025

See Also:

Collective Bargaining Agreements between Clatsop Community College
and Clatsop Community College Faculty Association
and Oregon School Employees Association, Chapter 154
and Clatsop Community College Part-time Faculty Association
Procedure 4.025P: Procedures for Part-time Temporary, College Work study and Federal workstudy employment

Clatsop Community College

memo

To: Board of Education

From: Desiree Noah

CC: TJ Lackner, FT Faculty Union President; Seth Tichenor, PT Faculty Union President

Date: March 25, 2021

Re: Faculty Appreciation Week

Title:	Proclamation of Clatsop Community College designating the first full week of May as Faculty Appreciation Week.
What:	This proclamation honors and recognizes all Classified employees of Clatsop Community College.
Why:	This is an annual tradition at Clatsop Community College.
Recommended Action:	Move to proclaim the first full week of May as Faculty Appreciation Week and authorize the Board Chair to sign and conduct the public reading of the attached proclamation into the record.

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 13th day of April, 2021

Robert Duehmig
CHAIR, CLATSOP COMMUNITY COLLEGE BOARD OF EDUCATION

Clatsop Community College

memo

To: Board of Education

From: Desiree Noah

CC: President, CCC

Date: March 25, 2021

Re: Student Employment Week

Title:	Proclamation of Clatsop Community College designating the second full week of April as Student Employment Week.
What:	This proclamation honors and recognizes all student employees of Clatsop Community College.
Why:	This is an annual tradition at Clatsop Community College.
Recommended Action:	Move to proclaim the second full week of April as Student Employment Week and authorize the Board Chair to sign and conduct the public reading of the attached proclamation into the record.

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.

Adopted this 13th day of April, 2021

Robert Duehmig
CHAIR, CLATSOP COMMUNITY COLLEGE BOARD OF EDUCATION

Clatsop Community College

memo

To: Board of Education

From: Chris Breitmeyer

Date: April 13, 2021

Re: Community College Month

Title:	Proclamation of Clatsop Community College designating the month of April 2021 as Community College Month.
What:	This proclamation acknowledges community colleges and the important contributions they make to the richness and accessibility of higher education in the United States.
Why:	It is proper and fitting for the Board of Education to recognize the 17 Oregon community colleges and pay tribute to the meritorious efforts of Clatsop Community College.
Recommended Action:	Move to proclaim the month of April 2021 as Community College Month and authorize the Board Chair to sign and conduct the public reading of the attached proclamation into the record.

Community College Month

Whereas, The Board of Directors for Clatsop Community College is pleased to honor and salute the 17 community colleges in Oregon in recognition of April 2021 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 Directors for Clatsop Community College:

That this Board of Directors hereby commends the 17 Oregon community colleges, pays tribute to the meritorious efforts of Clatsop Community College, and declare the month of April 2021 "Community College Month."

Clatsop Community College
Board Meeting
April 13, 2019
Submitted by: Greg Riehl

Title: Approval to Purchase Network Firewalls

What: The college needs to purchase new firewalls as part of a project to improve internet access speeds at all campuses.

Why: Purchases exceeding $50,000 require Board approval. Internet access speed at the college is far too low for today's cloud-based world. Currently, a single 100MB/Sec uplink exists to the internet for use by all campuses. Outlying campuses are connected to the Lexington campus via switched circuits through Spectrum. That architecture will be replaced by a 1GB/Sec symmetrical link at the Lexington Campus, a 500MB/Sec link at the MERTS Campus, and a 200MB/Sec link at the South County Center.

In this configuration, each campus will require a firewall at the demarcation point with Spectrum. The firewalls will house persistent VPN tunnels between campuses for secure network traffic. Cost of the firewalls will be $64,700, and will be paid for with COVID funding, as the infrastructure upgrade is a needed upgrade to our ability to stream course content remotely.

Recommended Action: Approval to purchase firewalls for network use.

Clatsop Community College

To: **Board of Directors**

From: Desiree Noah

Date: March 24, 2021

Subject: **New Hire**

We are pleased to announce that **Ollie Baker** has been selected as our new Patriot Hall Lead of Operations, effective March 23, 2021.

Reporting to our Dean of Transfer Education, Ollie takes on the Patriot Hall Lead of Operations role after spending the past two years as an adjunct instructor in PE and Patriot Hall Monitor for Clatsop Community College. Prior to that, Ollie worked at High Life Adventures leading zipline tours.

Ollie holds a Bachelor of Science degree in Health and Wellness from Eastern Oregon University and is currently pursuing a Master's in Sports Rehabilitation from Logan University.

Clatsop Community College

To: **Board of Directors**

From: Desiree Noah

Date: March 18, 2021

Subject: **New Hire**

We are pleased to announce that **Andrew Zingg** has been selected as our new Academic Success Coordinator, effective April 5, 2021.

Reporting to our Director of TRIO Student Support Services, Andrew takes on the Academic Success Coordinator role after spending the last year as a grant writer for Phalen Leadership Academies. In that role, he was responsible for writing and submitting grant proposals to fund quality educational initiatives supporting students from underserved communities, in upwards of $4.7 million in federal, state and foundation funding. Prior to that, Andrew worked as a Tutor Coordinator, Pre-College TRIO Programs and writing instructor with Clatsop Community College.

Andrew holds a bachelor's degree in English and Latin American Studies from Wesleyan University and a Master of Fine Art degree in Creative Writing from Oregon State University.