

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

Bethany Fritz Gunn, Nursing Club Events Co-Coordinator

Argie Mendez-Alvarez, Nursing Club Events Co-Coordinator

**Nursing Program Presentation**

Overview: Tonight's presentation includes

1. An introduction of Nursing Club officers and an overview of Nursing Club activities for 2023-24 by Bethany and Argie
2. An update from Doris on the Clatsop Nursing Program.

**Professional Biographies:**

DORIS R. JEPSON, MSN, RN, ALUMNUS CCRN

A.S. Nursing, Southern Oregon State College, 1975; B.S. Nursing, Oregon Health Sciences University, 1999; M.S. Nursing, Walden University, 2007; at Clatsop Community College since 2019. Doris has 49 years' experience in nursing practice and 23 years' experience in teaching in an academic setting, which includes 17 years in nursing administration.

CAROLYN ADLER, MS, RNC, CHSE

A.A.S. Nursing, Cochise College, 1991; B.S Nursing, St. Joseph's College, 2001; M.S Nursing, Walden University, 2006; at Clatsop Community College since 2005.

BETHANY FRITZ GUNN

Bethany is a first-year nursing student. She has been a phlebotomist at CMH.

ARGIE MENDEZ-ALVAREZ

Argie is a first-year nursing student. She has been a medical assistant at CMH.

The Clatsop Community College Nursing Program has had 645 graduates since its first class graduated in 1985. The Program continues to be an important component of the college's strategic plan in cultivating connections with the community and providing incumbent workers who are qualified to safely deliver healthcare in the 21st century.

Across our nation a strong need for nurses continues as evidenced by the Bureau of Labor Statistics Occupational Outlook Handbook. Their most recent update states: *"Employment of registered nurses is projected to grow 6 percent from 2022 to 2032, about as fast as the average for all occupations."* <http://www.bls.gov/ooh/healthcare/registered-nurses.htm>

The Clatsop CC Nursing Program is a partner school with the Oregon Consortium for Nursing Education (OCNE). Clatsop Nursing uses a curriculum jointly developed by faculty from the 9 OCNE community college nursing programs and the 6 Oregon Health and Science University (OHSU) campuses.

The Program is proud of its strong ties with local healthcare agencies who provide support, clinical sites and participate on our Advisory Committee. Facilities currently participating on the Advisory Committee include Columbia Memorial Hospital, Providence Seaside Hospital, and Clatsop County Public Health.

Training for students in the Clatsop CC Nursing Program includes clinical experiences in several Clatsop County healthcare agencies, including the agencies listed above as well as Astoria Birth Center, Clatsop Behavioral Healthcare, and Clatsop Care Health & Rehabilitation. In Clatsop CC's Nursing Skills and Simulation Labs, students are assigned "patients" to care for and can practice their nursing skills in a safe environment. Simulation also allows students to experience some clinical situations which may not be common in our rural area—thus better preparing graduates for their future roles in nursing.

The Clatsop CC Nursing Program maintains an excellent pass rate on the national licensure exam (NCLEX-RN). Our most recent graduating class scored a 100% first-time attempt pass rate and are licensed as registered nurses. After licensure, 67% accepted positions at local facilities, including Tongue Point Job Corp, Columbia Memorial Hospital and Providence Seaside Hospital.

Clatsop CC Nursing Program graduates who achieve licensure are eligible to complete a bachelor's degree in nursing at OHSU, Linfield University, or at many other institutions. This allows them to work as RNs while they complete their next degree online. Linfield hosted a table at the Nursing Job & Career Fair held in Towler Hall on 2.26.24. OHSU held an information session in Columbia Hall on 4.15.24.

Other Allied Health training programs offered at Clatsop CC include Medical Assisting (9-month certificate) and Nursing Assistant 1 (2-month training course).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**The meeting was adjourned at 12:29 pm.**

**MINUTES OF THE APRIL 11, 2024  
BOARD OF EDUCATION  
Regular Board Meeting**

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

**Others Present:** Bill Meck, Kevin Leahy, Asher Finch, Julie Brown, Kama O'Connor, Rebecca Norden-Bright, Tammy Lambert, Fernando Rojas, Evon Jacobsen, TJ Lackner, Helen Keefe, Deborah Howe, Carla Moha, C. Johnson, Sarah Geleynse, Aziz Chebili, Rinda Johansen, Board Secretary Felicity Green and Interim President Teena Toyas

Ed Johnson called the meeting to order at 5:29 pm.

**Approval of Agenda**

Jody Stahancyk **moved to approve the agenda as presented.** Lloyd Mueller seconded the motion. **The motion carried unanimously.**

**PUBLIC FORUM**

There was no public comment.

**TEN MINUTE PRESENTATION:** *Julie Brown and Kama O'Connor: English Department Outreach*

Julie Brown, who has been a CCC instructor for 29 years, and Kama O'Connor, a brand new teacher this year, spoke about outreach in the English Department. They have been meeting all year to do outreach with the goal of both bringing in and retaining students. They visit schools, get to know high school principals and faculty, and participated in senior preview day. They have found that student clubs, which combine an educational and a fun component, are a crucial part of their process and they have created an English club. The May club meeting is going to incorporate a trip on the Forerunner with writing haiku about the river and then discuss transition to university. The club helps surmount the difficulty in building community at community colleges. They have also been working with local high schools on AI policy as well as with high school language arts students. They are also working on a program to recognize local high school teachers. They asked CCC students to nominate the high school teachers who were most inspirational and key to getting them to pursue their education and were surprised to find out that they came from all disciplines.

They spoke about the Ales & Ideas program, which they feel has been very successful in connecting the College to the community. They have both given very well attended talks at Ales & Ideas. Last October, Julie Brown gave a talk on ship burials and boat graves, which lead to an appearance on the Think Out Loud program on Oregon Public Radio (OPB) and a talk at Deschutes County library in Bend. Kama O'Connor was also featured on OPB after her Modern Love talk at Ales & Ideas and will also be going to Bend and Sisters to speak at the libraries there. They also spoke about RAIN magazine, which had huge community involvement this year.

Kama O'Connor has published multiple romance novels under the pen name Christine Linn. Jody Stahancyk said she would seek some out and Kama O'Connor offered to bring her some copies. Sheila Roley said she went to the Ales & Ideas presentation and learned so much about romance novels.

Tim Lyman said that he was concerned about the way that the state has chosen to deal with low high school graduation rates by lowering requirements for graduation. He said the result was that the College was getting students who were not prepared to enter college and he thinks this will continue to be a challenge. Julie Brown said that while they do get some students who are very low skills, there are tutors available and they have found that with extra help the student can quickly come up. She says it is helpful that all transfer students must take at least two English classes. She also said that English teachers are currently most concerned about AI chatbots writing papers.

Julie Brown and Kama O'Connor meet every week and discuss their concerns; one of the reasons they have become so involved with area high schools is due to skills deficit. They feel that this increased communication between the high schools and the College has been very helpful; Kama O'Connor has also been working on the dual credit syllabus. Julie Brown said that it was important to remember that today's students were in high school during Covid and are having trouble accordingly. Teena Toyas said she has been talking with Fernando Rojas about doing corequisites to bring students up to par. Kama O'Connor said that while in Arizona she taught a five credit corequisite class that was specifically designed to bring students up to the level they need to be. She is glad that the Board is thinking about this systemic problem. Sheila Roley asked about ESL students. Julie Brown said that ten years ago there were more ESL students who were struggling with written English but it's much better now and there are more good services available to help them. Sheila Roley agreed that there has been substantial improvement in ESL programs over the last decade. Kama O'Connor said that some ESL students are among her best writers.

## **CONSENT AGENDA**

Jody Stahancyk **moved to approve the following Minutes:**

*February 8, 2024 Regular Board Meeting (amended)*

*February 20, 2024 Special Board Meeting and Vacancy Interviews*

*February 26, 2024 Special Board Meeting*

*March 14, 2024 Regular Board Meeting*

Ashley Flukinger seconded the motion. Ashley Flukinger, Ed Johnson, Lloyd Mueller, Sheila Roley, Jody Stahancyk and Mitra Vazeen voted Aye. Tim Lyman abstained. **The motion carried.**

Tim Lyman said that he wanted to bring up to the Board that for two years they have been waiting for a solution for Jody Stahancyk to be able to hear better in meetings and that it hasn't happened. He said that Zoom could send a transcription to a tablet for her. Teena Toyas asked Felicity Green to check with Tom Ank about the microphones that were proposed in the past; she thinks there was a grant. Jody Stahancyk said that she had gotten new hearing aids which worked better. She said that the College needs to be cognizant of everyone with challenges.

## **VERBAL REPORTS / DISCUSSION ITEMS**

### **Report of the President**

Teena Toyas gave a Strategic Plan update; it is going well. The Board will be participating in the Leadership focus group on Monday; the Corraggio Group has already interviewed Betsy Johnson and some other community leaders.

Teena Toyas offered to include any updates of interest to the Board in her weekly wrap-ups. The President's Cabinet recently met with Justin Smith, the data analyst at Linn Benton who handles institutional research for the College. After the new ERP, Colleague, goes live, they will have to integrate the system into their system, which will take most of the summer. He anticipates, however, that it should be easier than the Anthology import and when complete will integrate more thoroughly. Spring FTE has increased to 178 from 153; this is not the full FTE, which will come in later and go up as will headcount.

She also distributed current org charts. These do not reflect the current budget reports or the layoffs and budget adjustments that the College will be making soon. Those charts cannot be given out until after the changes have been made and all staff and faculty notified of cuts. They are currently talking with the unions about these plans. Next week she plans to meet with the entire staff and faculty about the budget. There was some discussion of the timing of the budget process.

### **Financial Report**

Bill Meck gave the financial report and stated that March was a good month trendwise. Last month the College was \$80,000 behind a year ago and now it is \$101,000 ahead. Since December in general, revenues are up and expenses are down. Next month there will be some additional large revenues posted. They will be adjusting as the College moves towards the end of the year; he is hoping that they will not be in as large a hole as expected by June 30 when the books close. He and Teena Toyas have been making a lot of progress on next year's budget.

Mitra Vazeen asked what contributed to this increase? Bill Meck said that the property tax revenue came in and it had gone up as well as a general slowdown in the payroll. Ed Johnson asked why there was a payroll slowdown? Bill Meck explained that it was caused by a combination of open positions and the big payout from last July averaging itself out. Jody Stahancyk asked about the status of the Employee Retention Credit (ERC) money. Teena Toyas said that she asked Senator Merkley to look into it and has followed up with him and his assistant. She is hoping to hear back soon.

Mitra Vazeen asked if the College was planning to fill the vacant positions and if so, would the College lose money? Bill Meck said that any vacant positions have been included in next years budget. Until the positions are filled, the College does benefit from the money not being spent but going into next year that money is accounted for. He said that the only way last years' budget balanced was spending reserves and the College should be in a better position going into 2024-25. Teena Toyas said due to restructuring, two currently open positions, Dean of Student Success and Registrar, will be combined, which will save money as well as being the best fit for the College. Interviews for the Human Resources Director position will be starting next week and Advising is also being restructured. She said

that the College is looking at several ways to restructure or change that would be more efficient and effective.

Jody Stahancyk asked if the reason the College had spent the reserves was due the money that was negotiated by two employees who are not longer here that the Board agreed to confirm. Bill Meck said that he felt that was accurate. Jody Stahancyk said that if the College had not given those raises, then would they be in this situation? Bill Meck said that it would have helped. Tim Lyman said he thought the impact of those raises was about \$400,000. Bill Meck said that he would find that out and communicate that information back to the Board.

Bill Meck said that the College has now spent just under 50% spent of the ERP budget. Tim Lyman asked how much the College will spend in total? Bill Meck said that they borrowed \$3 million and while the total is still unknown, he thinks it will all be spent for additional training, implementation and other issues that will probably arise. He and Teena Toyas reiterated that these are restricted funds.

Jody Stahancyk asked that speakers in the room please identify themselves as otherwise their names will not appear on the Zoom transcript.

#### **Report of the Board Chair**

Ed Johnson said that he was concerned about how the College is planning to come up with the money to cover the shortfalls. He said that he thought furlough would be better than a layoff as he had seen five day across the board furloughs work at the Knappa School District but that Teena Toyas had convinced him that at the College it would not work. He said she had explained that restructuring was a longer-term solution rather than a furlough, which would just delay the cuts. Teena Toyas said that a furlough was not out of the question as the budget has not yet been decided and it can always be added. However, there are some groups who cannot be furloughed. Part-time employees at .75 FTE would also lose their benefits if a furlough was implemented. There was some discussion of furloughs and the history of furloughs at CCC. Employees do not work on Fridays in July and August; those unpaid days are left over from a past furlough process.

#### **WRITTEN REPORTS**

##### **Report from CEDR**

Kevin Leahy said that he wanted to add to his written report that he received notification yesterday that Wauna mill has approved a big investment to put in a new paper machine. He hopes this will lead to other big investments in the county. He and Jessica Newhall had lunch with four state legislators at the recent SBDC conference; 17 of the 20 SBDCs in the state are affiliated with community colleges. There are currently 118 applicants for Clatsop Works summer paid internships.



**Report from the Presidential Search Committee**

Jody Stahancyk reported that the Presidential Search Committee is complete and their first meeting will be on Monday at noon. Preston Pulliams of Gold Hill Associates will be attending and plans to lead a discussion about the state of community colleges currently around the US as well as guiding the committee on what steps come next. He has a description of qualifications for the next President and as soon as the committee approves it, she plans to ask the Board to approve it. She said she would like to call a special meeting to approve those qualifications and is hoping the last day of the search will be June 14. Mitra Vazeen read the names of the Presidential Search Committee, below:

Craig Hoppes  
Mike Brosius  
Jody Stahancyk  
Mitra Vazeen  
Tim Lyman  
Russ Hunter  
Cliff Fick  
Asher Finch  
Kathy Laughman  
Fernando Rojas  
Nichole Warwick  
Jesse Fulton  
Kurt Donaldson  
Amy Magnussen  
Kevin Leahy  
Teena Toyas  
Greg Dorcheus

Jody Stahancyk **moved to officially appoint these individuals as members of the Presidential Search Committee.** Tim Lyman seconded the motion. **The motion carried unanimously.**

**OLD BUSINESS**

**Appoint Mitra Vazeen as Vice Chair to Board Presidential Search Committee**

Jody Stahancyk **moved to appoint Mitra Vazeen as Vice Chair to the Board Presidential Search Committee.** Ashley Flukinger seconded the motion. **The motion carried unanimously.**

**Policies and Corresponding Procedures for Review**

***BP 7370 for Second Reading and Adoption***

Ashley Flukinger read the policy. Jody Stahancyk **moved to approve BP 7370 for second reading and adoption.** Tim Lyman seconded the motion. **The motion carried unanimously.**

**NEW BUSINESS**

**Policies and Corresponding Procedures for Review**

***BP 7230 for First Reading***

Ashley Flukinger read the policy. No motion was made.

**Faculty Appreciation Week Resolution**

Ed Johnson read the resolution. Ashley Flukinger **moved to adopt the faculty appreciation week resolution.** Jody Stahancyk seconded the motion. **The motion carried unanimously.**

**Appoint New Budget Committee Members:** *Temese Szalai, Richard Winn, Marcy Dunning*

Mitra Vazeen asked how the Budget Committee were appointed. Felicity Green said that the College advertised three vacancies and three people responded by sending in resumes and cover letters. She said that the qualifications for serving on the Budget Committee are only that volunteers must be eligible to vote in Clatsop County.

Tim Lyman said that several months ago there were three people on the committee whose terms had expired and the Board was going to vote to reappoint or not reappoint them and that was tabled. He asked if these three members are in addition to those three or the same. Ed Johnson replied that those three are on the Budget Committee as well. Felicity Green said she did not realize those reappointments had been tabled. Ed Johnson said he did not remember that either. Tim Lyman said he would have liked to see the resumes from the Budget Committee candidates as they were received. He said he had done some internet research on their names and didn't see anything that qualified any of them as having financial expertise. He also said he would like a full list of the Budget Committee. Ed Johnson asked if the College had ever required financial expertise to be on the Budget Committee. Tim Lyman replied that yes, that was supposed to be a cornerstone of why people are on the Budget Committee but that the requirement has not always been met. He reiterated that it has always been a requirement.

Tim Lyman asked if there was a statutory requirement that there be a certain number of people on the Budget Committee. Ed Johnson said that he thought it had to be equal to the number of Board members. Evon Jacobsen said that the College was supposed to make their best effort to fill those seats and that they were allowed to have an equal number of members of the public as they have the Board, or seven members. Tim Lyman asked if that was a minimum or maximum number and if this was a statutory requirement. Evon Jacobsen replied that it was a statutory requirement and that it was neither a minimum nor a maximum but a match. She said that after the College had made their best effort, if they could only find six volunteers, then they would only have six. She reiterated that the College was supposed to put out their best effort to fill those seats. Jody Stahancyk asked her to cite the statutory authority for what she was saying. Evon Jacobsen said that she would look it up but it would take about two minutes.

Tim Lyman moved that the Board do not vote on Budget Committee members that night but set a special meeting for one week from today to take a vote on Budget Committee members in that the Board in the meantime recruit additional potential Budget Committee members. He added that he was open to changing that date. The motion was not seconded. Evon Jacobsen asked that the Board please

follow the same procedure for the additional people as the current applicants. Jody Stahancyk said that she was going to need to call a special meeting for the Board to approve the qualifications for the Presidential search and that the two meetings could be combined. There was some discussion of possible dates and deadlines for new Budget Committee candidates to submit their materials to the Board.

Tim Lyman **moved that the Board not vote on Budget Committee members tonight but that they continue to run the ad for Budget Committee members allowing time to recruit additional potential Budget Committee members with a deadline of submission of noon on Monday, April 20 and that the Board have a special zoom meeting on Monday, April 20 to consider the Budget Committee applicants and also to potentially consider matters related to the Presidential Search Committee.** Mitra Vazeen seconded the motion.

Sheila Roley said that she was concerned that with the first Budget Committee meeting already scheduled for April 25, candidates would not be able to attend a meeting so soon. Tim Lyman said that the date of the first meeting or the complete meeting schedule could be included in the ad but that that did not need to be part of the motion. There was some discussion of the ad. Ed Johnson said that if the Board is going to ask for more candidates, then they need to commit to do some recruiting. Tim Lyman said that he had a candidate in mind, a former economics professor at Portland State University who lives in Knappa. Ed Johnson said they would be recruiting for three positions. Jody Stahancyk said it might be six positions. Ed Johnson said that he was assuming the Board would appoint the three members who were not appointed at the last meeting. They had indicated that they wanted to continue on the committee.

Ed Johnson called for a vote on the motion, saying that essentially the Board would also be going out and recruiting more qualified people with a financial background. **The motion carried unanimously.**

Tim Lyman **moved to approve the people whose reappointment was postponed or that the Board thinks was postponed, if they were in fact reappointed to confirm that reappointment; if they were not reappointed to then reappoint those people.** Mitra Vazeen seconded the motion. **The motion carried unanimously.**

Ed Johnson said the three people to be reappointed were Jim Alegria, Al Arp and Jamie Woods. Felicity Green said that David Oser should also be added.

Evon Jacobsen said that she had found the correct statute and it was ORS 294.414. She offered to read the Department of Revenue paraphrase or the actual statute. Ashley Flukinger said she would pull it up and read it. Ed Johnson tasked Felicity Green with contacting the three candidates for the Budget Committee who were not appointed, informing them of the Board's decision and seeing if they were still interested in being considered. She said she would do so and would send the Board all of their information.

Tim Lyman said he was looking at ORS 294.414 and read out the following text from the statute: *The budget committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of electors of the municipal corporation appointed by the governing body; if there are electors fewer than the number required, the governing body and the electors who are willing to serve shall be the budget committee; and if there are no electors willing to serve, the governing body shall be the budget committee.* He said that he would welcome the interpretation of the lawyers but that his interpretation was that if there are two openings and three people, then the Board would need to select two of those three people but if there are two openings and two applicants then those two applicants are automatically in. Jody Stahancyk said that she believed that as the Board has to appoint these people, that if the Board did not believe that they would be of assistance to the Board, then they would not be required to appoint them. Ashley Flukinger thanked Evon Jacobsen for finding the statute and said that it read exactly as she had said it did. She said that she felt that if there were people willing to do it, then they should be included. She said that the statute only reads that there should be an equal number of people who are from the Board to volunteers on the Budget Committee but if there are not enough, then it doesn't get filled. She doesn't know that any application is required or that if there were willing volunteers that they shouldn't be included. She said a diversity of opinion is always good.

Ed Johnson read the list of upcoming meetings. Evon Jacobsen asked him to include the special meeting on April 20.

TJ Lackner asked that the March 14 minutes be amended to reflect that the faculty union has not submitted a proposal for a COLA for next year. He said that the comment should say that this was an unofficial proposal. Ashley Flukinger **moved to have Felicity Green correct these minutes**. Tim Lyman seconded the motion. **The motion carried unanimously.**

Ed Johnson adjourned the meeting at 7:02 pm.

**May Report to the Board**  
**Teena Toyas**  
**Interim President**  
**5/2/2024**

**Strategic Planning Update:**

Director, Marketing and Communications, Julie Kovatch, Executive Coordinator to the President and the Board of Education, Felicity Green, and Interim President, Teena Toyas continue to meet with Cara Meyer of the Coraggio Group every other Wednesday to review all aspects of the strategic planning process. All targeted leadership interviews have been successfully concluded and according to Cara, all went very well. All Staff meeting to provide feedback for the strategic plan is scheduled for May 21, 2024, at 3:00 PM via Zoom.

The Strategic Planning targeted discussions and insight meetings are on the following timeline:

- April meetings all went well and have been completed.
- Insight Report Sharing for the Core Strategic Planning Team, CCC Staff and Students, and the College Board of Education are scheduled in May 2024.
- The Stakeholder Feedback and Engagement meetings will be scheduled in late June and early July.

Strategic Planning Milestones:

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

**The Accreditation Schedule of Reports and Visits:**

Accreditation updates remain consistent:

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

## **Events and Community Meetings Attended by the Interim President:**

- ❖ Justin Smith, Director of Data and Decision Support at Linn Benton Community College visited the CCC campus on Thursday April 4, 2024, where he met with college administrators individually. On Friday April 5, 2024, he met with the President's Cabinet and the Instructional Leadership Team and provided research updates, information, and provided an extensive question and answer session. Linn Benton provides institutional research for CCC.
- ❖ Attended Senator Jeff Merkley's Townhall in Patriot Hall. Was a participant in the Clatsop County Leadership session and the open Townhall.
- ❖ Continues to meet and work with Lower Division Transfer Full-time faculty, Julie Kovatch, and Russ Dickerson to make decisions for implementing successful marketing on the CCC website and other marketing strategies for various areas of study.
- ❖ Attended the Oregon President's Council meeting at Chemeketa Community College on April 18, 2024. On April 19, 2024, the Interim President joined the Clatsop All Oregon Academic Team award winners Kris Reid and Taylor Falconer along with their families for an awards luncheon at Chemeketa Cellars.
- ❖ Met with Jewell High School and Rinda Johansen to discuss Dual Credit course possibilities on April 11, 2024.
- ❖ Continues to serve as the provost and is conducting classroom visits for Full-time faculty members that are scheduled for an annual instructional evaluation.
- ❖ On April 17, 2024, DEI Co-Chairs Jon Graves and Amanda Cortez met with the Interim President, Margaret Antilla, and Angee Hunt to discuss proposed DEI projects and priorities. The DEI Co-Chairs and the DEI Council are doing a fantastic job of organizing and implementing DEI training courses, opportunities, and much more. Look for upcoming announcements for the various DEI events and opportunities that will be provided soon.
- ❖ Donna Lewelling, Director of Community College Workforce Development for the Higher Education Coordinating Commission was on the CCC Lexington Campus. The discussion centered around current events at CCC, budget, operational needs, and other instructional related topics.
- ❖ Continues to meet with Mike Brosius, Kristen Wilken, Kevin Leahy, Jesse Fulton, Angee Hunt, and others to evaluate opportunities for funding CTE courses specifically for welding to help meet the needs of Clatsop County businesses, stakeholders, and potential partners.
- ❖ Assisted the Patriot Hall staff to host the Astoria High School annual prom on Saturday, April 27, 2024. The students and staff of Astoria High School had a successful night of dancing and fun.
- ❖ The Oregon Community College Association is in search of a new Executive Director. Interviews with the finalists for the position will be held at Chemeketa Community College were held on Thursday, May 2, 2024. All Oregon Community College Presidents were invited to attend and be active participants during the interviews.

## **Presidential Search Committee Updates and Thanks:**

Presidential Search Committee Chair Jody Stahancyk continues to facilitate the meetings to ensure the needs for the CCC Presidential search are successfully moving forward. The Committee meetings have been collaborative, and the process continues to move forward. Clatsop faculty and staff have been an integral part of providing valuable insight and contributions to the process. The Clatsop Community Board of Education would like to extend a sincere and earnest thank you to the Presidential Search Committee.

The Presidential Search Committee members are Amy Magnussen, Fernando Rojas, Jessie Fulton, Asher Finch, Cliff Fick, Craig Hoppes, Greg Dorcheus, Kevin Leahy, Mike Brosius, Mitra Vazeen, Russ Hunter, Tim Lyman, Kurt Donaldson, Nichole Warwick, Kathlene Laughman, and Teena Toyas. We also want to thank Felicity Green for the support she is providing the Committee during the process.

## **Employee Layoffs and Reduction of Hours:**

The following employee positions were notified of job changes that will be occurring starting July 1, 2024:

- Writing Instructional Assistant- Reduction of hours.
- College Store Manager- Reduction of hours.
- Buyer/Lead Clerk- Reduction of hours.
- EMT/Paramedic Coordinator- Reduction of hours.
- Building Maintenance Technician- Reduction of hours.
- 2 Academic Success Advisors- Position eliminations with strategic restructuring.
- Library Assistant 1- Elimination
- Foundation Administrative Assistant 3- Elimination
- Accounting Specialist-A/R Student Accounts- Elimination
- Accounting Clerk 1- Position elimination with strategic restructuring.
- Distance Learning Coordinator- Reduction of hours.
- Lead Technical Services Specialist- Reduction of hours.
- Registrar- Strategic restructure
- DEI Project Coordinator for Alliance for Equity in Education- Strategic restructure
- 4 ERP Contract Employees- Contracts will end on June 30, 2024, and not be renewed.

Anticipated July 1, 2024, organizational charts will be provided at the Board Meeting on May 9, 2024.

Clatsop Community College Fund Summary as of April 30, 2024

	General Operating Fund 11		Restricted-Grants and Financial Aid Fund 21		Plant Fund 41		Plant-ERP (Bond Proceeds) Fund 41	
	FY2023	FY2024	FY2023	FY2024	FY2023	FY2024	FY2023	FY2024
	Full Year Actual	Year-to-Date Actual	Full Year Actual	Year-to-Date Actual	Full Year Actual	Year-to-Date Actual	Full Year Actual	Year-to-Date Actual
<b>Beginning Balance</b>	\$ 1,361,974	\$ 1,662,359	\$ -	\$ -	\$ 204,063	\$ 1,309,663 *	\$ -	\$ 2,314,895
<b>Total Revenue</b>	\$ 14,170,441	\$ 13,100,915	\$ 6,275,023	\$ 4,876,251	\$ 1,851,798	\$ 704,321	\$ 3,048,500	\$ -
<b>Total Expenditures</b>	\$ 13,870,056	\$ 11,690,572	\$ 6,275,023	\$ 5,089,033	\$ 746,198	\$ 809,966	\$ 733,605	\$ 806,763
<b>Ending Balance</b>	\$ 1,662,359	\$ 3,072,702	\$ -	\$ (212,782)	\$ 1,309,663 *	\$ 1,204,018	\$ 2,314,895	\$ 1,508,132

	Plant-Debt Service Fund 42		C & O-Expendable Trust Fund 54		Non-Plant Debt-PERS Fund 60	
	FY2023	FY2024	FY2023	FY2024	FY2023	FY2024
	Full Year Actual	Year-to-Date Actual	Full Year Actual	Year-to-Date Actual	Full Year Actual	Year-to-Date Actual
<b>Beginning Balance</b>	\$ -	\$ -	\$ 57,907	\$ 60,881	\$ (2,825,422)	\$ (2,450,045)
<b>Total Revenue</b>	\$ 1,658,974	\$ 1,658,331	\$ 22,198	\$ 23,631	\$ 565,719	\$ 561,153
<b>Total Expenditures</b>	\$ 1,658,974	\$ 202,555	\$ 19,224	\$ 31,850	\$ 190,342	\$ 81,282
<b>Ending Balance</b>	\$ -	\$ 1,455,776	\$ 60,881	\$ 52,662	\$ (2,450,045)	\$ (1,970,174)



Clatsop Community College Financial Report as of April 30, 2024

General Operating Fund		FY2022			FY2023			FY2024			
Fund	Description	Fiscal Year Actual	Year-to-Date Actual	% of Full Year	Fiscal Year Actual	Year-to-Date Actual	% of Full Year	FY Rev/Exp Estimate	Year-to-Date Actual	% of Full Year	Year-to-Date Change
11	Beginning Fund Balance	\$ 2,446,011			\$ 1,361,974			\$ 1,662,359 *			
	<b>Revenue</b>										
11	Tuition and Fees	\$ 2,520,305	\$ 2,385,120	94.64%	\$ 2,760,350	\$ 2,722,016	98.61%	\$ 2,935,000	\$ 2,875,386	97.97%	\$ 153,370
11	State Appropriations	\$ 4,191,126	\$ 4,191,126	100.00%	\$ 3,771,129	\$ 3,771,129	100.00%	\$ 4,106,512	\$ 4,106,512	100.00%	\$ 335,383
11	Property Taxes	\$ 5,287,617	\$ 5,079,093	96.06%	\$ 5,610,168	\$ 5,299,161	94.46%	\$ 5,825,000	\$ 5,615,679	96.41%	\$ 316,518
11	Other Revenue Including Transfers	\$ 1,356,055	\$ 539,932	39.82%	\$ 2,028,794	\$ 455,109	22.43%	\$ 1,175,000	\$ 503,338	42.84%	\$ 48,229
	<b>Total Revenue</b>	\$ 13,355,103	\$ 12,195,271	91.32%	\$ 14,170,441	\$ 12,247,415	86.43%	\$ 14,041,512	\$ 13,100,915	93.30%	\$ 853,500
	<b>Expenditures by Function</b>										
11	Instruction	\$ 5,224,084	\$ 4,088,861	78.27%	\$ 5,170,308	\$ 4,027,378	77.89%	\$ 5,323,981	\$ 4,227,430	79.40%	\$ 200,052
11	Instructional Support	\$ 1,748,586	\$ 1,434,937	82.06%	\$ 1,632,496	\$ 1,355,673	83.04%	\$ 1,793,176	\$ 1,566,665	87.37%	\$ 210,992
11	Student Services	\$ 1,529,740	\$ 1,220,360	79.78%	\$ 1,571,357	\$ 1,257,134	80.00%	\$ 1,603,140	\$ 1,277,231	79.67%	\$ 20,097
11	Institutional Support	\$ 4,223,801	\$ 3,496,347	82.78%	\$ 3,689,254	\$ 2,866,344	77.69%	\$ 3,906,670	\$ 3,041,503	77.85%	\$ 175,159
11	Operation and Maintenance of Plant	\$ 1,546,734	\$ 1,295,793	83.78%	\$ 1,638,689	\$ 1,379,870	84.21%	\$ 1,684,725	\$ 1,387,350	82.35%	\$ 7,480
11	Scholarships & Tuition Waivers	\$ 166,195	\$ 154,694	93.08%	\$ 167,952	\$ 163,535	97.37%	\$ 195,000	\$ 190,393	97.64%	\$ 26,858
11	Other	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 35,424	\$ -	0.00%	\$ -
	<b>Total Expenditures</b>	\$ 14,439,140	\$ 11,690,992	80.97%	\$ 13,870,056	\$ 11,049,934	79.67%	\$ 14,542,116	\$ 11,690,572	80.39%	\$ 640,638
	<b>Net Revenue (Expenditures)</b>	\$ (1,084,037)	\$ 504,279		\$ 300,385	\$ 1,197,481		\$ (500,604)	\$ 1,410,343		\$ 212,862
	<b>Ending Fund Balance</b>	\$ 1,361,974			\$ 1,662,359 *			\$ 1,161,755			
	<b>Expenditures by Category</b>			% of Total			% of Total			% of Total	
	Salaries and Fringe Benefits	\$ 10,869,628		75.28%	\$ 10,749,041		77.50%	\$ 11,576,916	\$ 9,328,548	79.34%	\$9,328,548
	Contracted Services	\$ 1,750,072		12.12%	\$ 2,009,150		14.49%	\$ 1,875,000		12.85%	
	Materials, Supplies, and Travel	\$ 575,117		3.98%	\$ 664,415		4.79%	\$ 670,000		4.59%	
	Other Expenditures Including Transfers	\$ 1,164,806		8.07%	\$ 379,998		2.74%	\$ 400,000		2.74%	
	Capital Outlay	\$ 79,517		0.55%	\$ 67,452		0.49%	\$ 70,000		0.48%	
	<b>Total Expenditures</b>	\$ 14,439,140		100.00%	\$ 13,870,056	\$ -	100.00%	\$ 14,591,916	\$ 9,328,548	100.00%	



# Clatsop Community College

## **Board of Education Meeting – FY23-24 Financial Summary – April 30, 2024 FY22-23 Financial Summary**

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

April represents ten months, or 84 percent of the FY23-24 fiscal year. The FY22-23 financial statements were presented by our audit firm, CliftonLarsonAllen (CLA), at the December 2023 Board meeting.

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

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

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

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

### **General Operating Fund**

- (a) Tuition and fee revenue recorded through April FY23-24 is \$2.86 million, or 89.35 percent of the adopted budget representing summer, fall, winter and spring term revenue. There will be late registrations through the first week of June. April 2024 tuition and fees represent a 5.63 percent increase compared to April 2023. FY22-23 actual tuition and fee revenue are \$2.76 million.
- (b) State Appropriations received through April is \$4.11 million representing four quarterly payments.
- (c) Property tax revenue received through April is \$5.62 million. The actual FY22-23 property taxes received are \$5.615 million, or 103.97 percent of the adopted budget.
- (c1) FY23-24 other revenue recorded through April is \$503 thousand. Timber proceeds are budgeted at \$450 thousand and have not been received as of the end of April. Timber payments received for Sept and Dec have been posted to the Debt Service fund to pay obligations. The final 2 payments for the year will be split between the Debt Service and General Funds.
- (c2) The FY23-24 adopted budget beginning fund balance is \$1.852 million and the actual beginning fund balance was \$1.662 million. The FY22-23 actual budgetary basis ending fund balance is \$1.362 million.
- (d) Total actual General Fund expenditure through April is \$11.69 million, or 75.6 percent of budget, compared to \$11.05 million in April FY22-23 representing a 5.8 percent increase.

**Grants and Financial Aid Fund**

(e) FY23-24 expenditure through April is \$5.09 million representing 91.6 percent compared to budget.

**Plant Fund**

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

(f1) FY23-24 Plant Fund April expenditure is \$810 thousand and \$ 807 thousand for the ERP implementation

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

**Non-Plant Debt Fund**

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

Expenditures  
All-Funds  
Comparing YTD April 2024 to April 2023

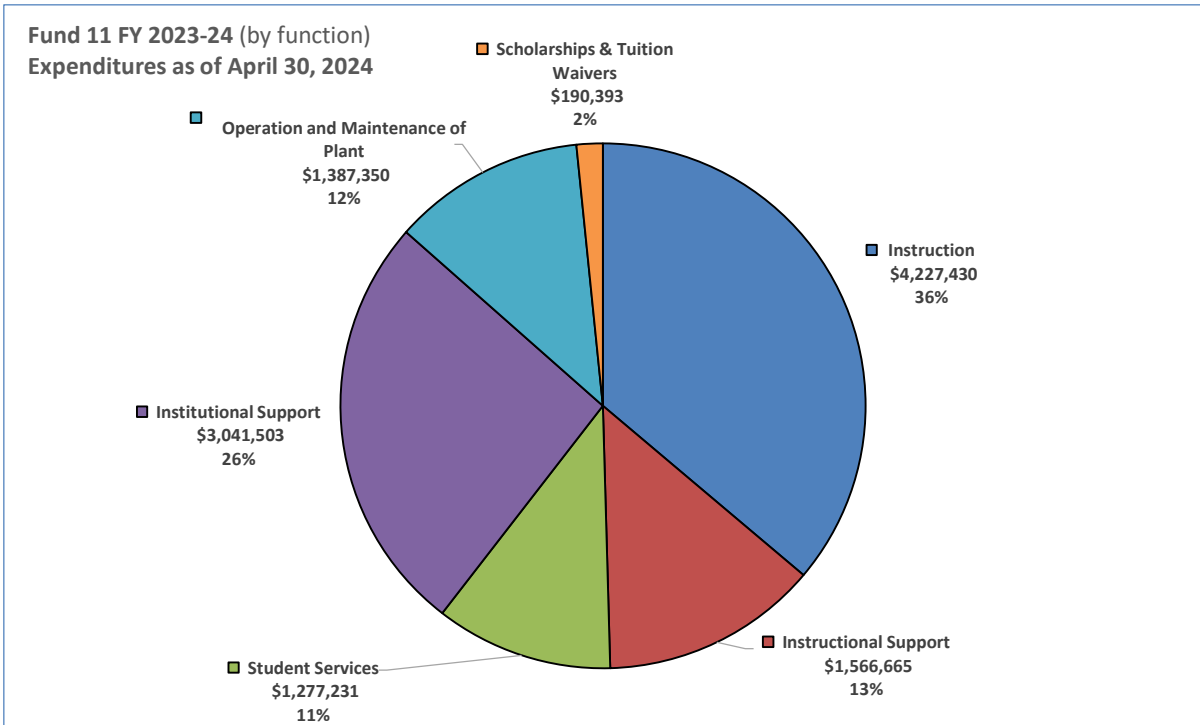
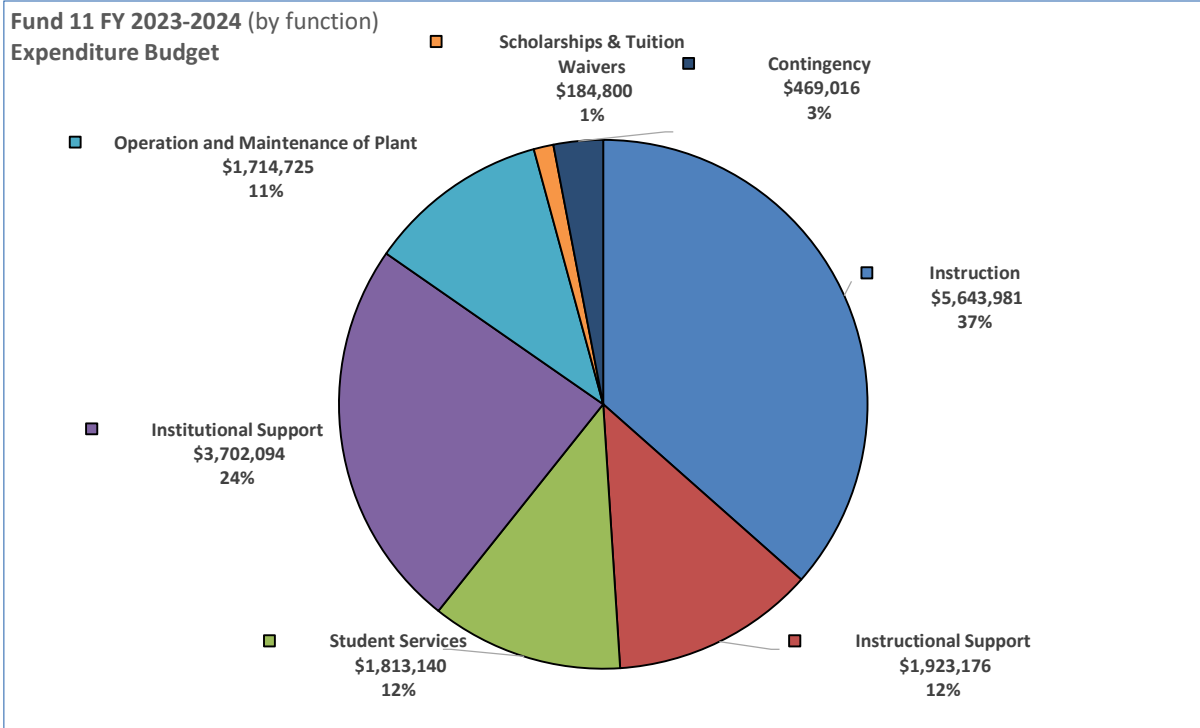
REVENUES							% Change April 24 compared to April 23	
Fund	Description	FY 2023-2024 Budget		Revenue as of 4/30/2024		% Received	Revenue as of 4/30/2023	
11	Tuition and fees (a)	\$ 3,218,183	21%	\$ 2,875,386	19%	89.35%	\$ 2,722,016	5.63%
11	State Appropriations (b)	\$ 3,885,176	25%	\$ 4,106,512	28%	105.70%	\$ 2,798,972	46.72%
11	Property Taxes ( c)	\$ 5,561,500	36%	\$ 5,615,679	38%	100.97%	\$ 5,299,161	5.97%
11	Other (c1)	\$ 933,741	6%	\$ 503,338	3%	53.91%	\$ 455,109	10.60%
	Beg. Fund Balance (7/1/23)	\$ 1,852,332	12%	\$ 1,662,359	11%	89.74%	\$ 1,361,974	22.06%
	<b>Total General Fund</b>	<b>\$ 15,450,932</b>	<b>100%</b>	<b>\$ 14,763,274</b>	<b>100%</b>	<b>95.55%</b>	<b>12,637,232</b>	<b>16.82%</b>
21	Grants and Financial Aid (e)	\$ 5,556,733		\$ 4,876,251		87.75%	\$ 4,761,929	2.40%
41	Plant (f)	\$ 1,718,822		\$ 704,321		40.98%	\$ 1,030,108	-31.63%
	Plant - ERP Implementation	\$ 1,876,038		\$ 2,314,895		123.39%	\$ 3,048,500	-24.06%
42	Plant - Debt (g)	\$ 1,658,637		\$ 1,658,331		99.98%	\$ 965,710	0.00%
54	C&O - Special Revenue	\$ 72,718		\$ 23,631		32.50%	\$ 16,908	39.76%
60	Non-Plant Debt Fund (i)	\$ 1,172,000		\$ 561,153		47.88%	\$ 455,626	23.16%
	<b>Total Revenues</b>	<b>\$ 27,505,880</b>		<b>\$ 24,901,856</b>		<b>90.53%</b>	<b>\$ 22,916,013</b>	<b>8.67%</b>

EXPENDITURES							% Change April 24 compared to April 23	
Fund	Description	FY 2023-2024 Budget		Expended as of 4/30/2024		% Expended	Expended as of 4/30/2023	
11	General Operating (d)	\$ 15,450,932		\$ 11,690,572		75.66%	\$ 11,049,934	5.80%
21	Grants and Financial Aid (e)	\$ 5,556,733		\$ 5,089,033		91.58%	\$ 5,370,882	-5.25%
41	Plant (f)	\$ 1,718,822		\$ 809,966		47.12%	\$ 40,816	1884.43%
	Plant - ERP Implementation	\$ 1,876,038		\$ 806,763		43.00%	\$ 603,888	33.59%
42	Plant - Debt (g)	\$ 1,658,637		\$ 202,555		12.21%	\$ 151,330	100.00%
54	C&O - Special Revenue	\$ 72,718		\$ 31,850		43.80%	\$ 13,786	0.00%
60	Non-Plant Debt Fund	\$ 1,172,000		\$ 81,282		6.94%	\$ 95,171	0.00%
	<b>Total Expenditures</b>	<b>\$ 27,505,880</b>		<b>\$ 18,712,021</b>		<b>68.03%</b>	<b>\$ 17,325,807</b>	<b>8.00%</b>
	<b>Total Receipts over (under) Total Expenditures</b>	<b>\$ -</b>		<b>\$ 6,189,835</b>			<b>\$ 5,590,206</b>	

GENERAL FUND (11)  
EXPENDITURES BY FUNCTION

							% Change April 24 compared to April 23	
	Description	FY 2023-2024 Budget		Expended as of 4/30/2024		% Expended	Expended as of 4/30/2023	
11	General Operating (d)	\$ 15,450,932		\$ 11,690,572		75.66%	\$ 11,049,934	5.80%
	<b>By Function</b>							
	Instruction	\$ 5,643,981	37%	\$ 4,227,430	36%	74.90%	\$ 4,027,378	4.97%
	Instructional Support	\$ 1,923,176	12%	\$ 1,566,665	13%	81.46%	\$ 1,355,673	15.56%
	Student Services	\$ 1,813,140	12%	\$ 1,277,231	11%	70.44%	\$ 1,257,134	1.60%
	Institutional Support	\$ 3,702,094	24%	\$ 3,041,503	26%	82.16%	\$ 2,866,344	6.11%
	Operation and Maintenance of Plant	\$ 1,714,725	11%	\$ 1,387,350	12%	80.91%	\$ 1,379,870	0.54%
	Scholarships & Tuition Waivers	\$ 184,800	1%	\$ 190,393	2%	103.03%	\$ 163,535	16.42%
	Contingency	\$ 469,016	3%		0%	0.00%	\$ -	
	<b>Total General Fund Expenditures</b>	<b>\$ 15,450,932</b>	<b>100%</b>	<b>\$ 11,690,572</b>	<b>100%</b>	<b>75.66%</b>	<b>\$ 11,049,934</b>	<b>5.80%</b>

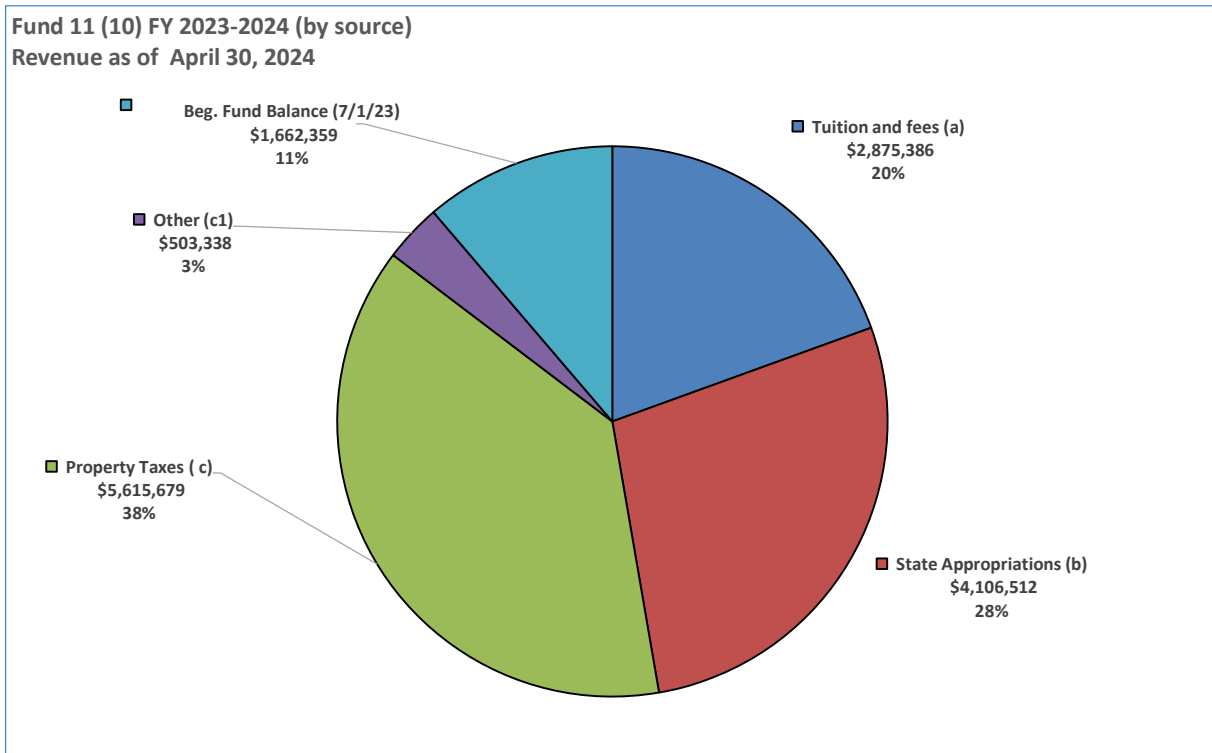
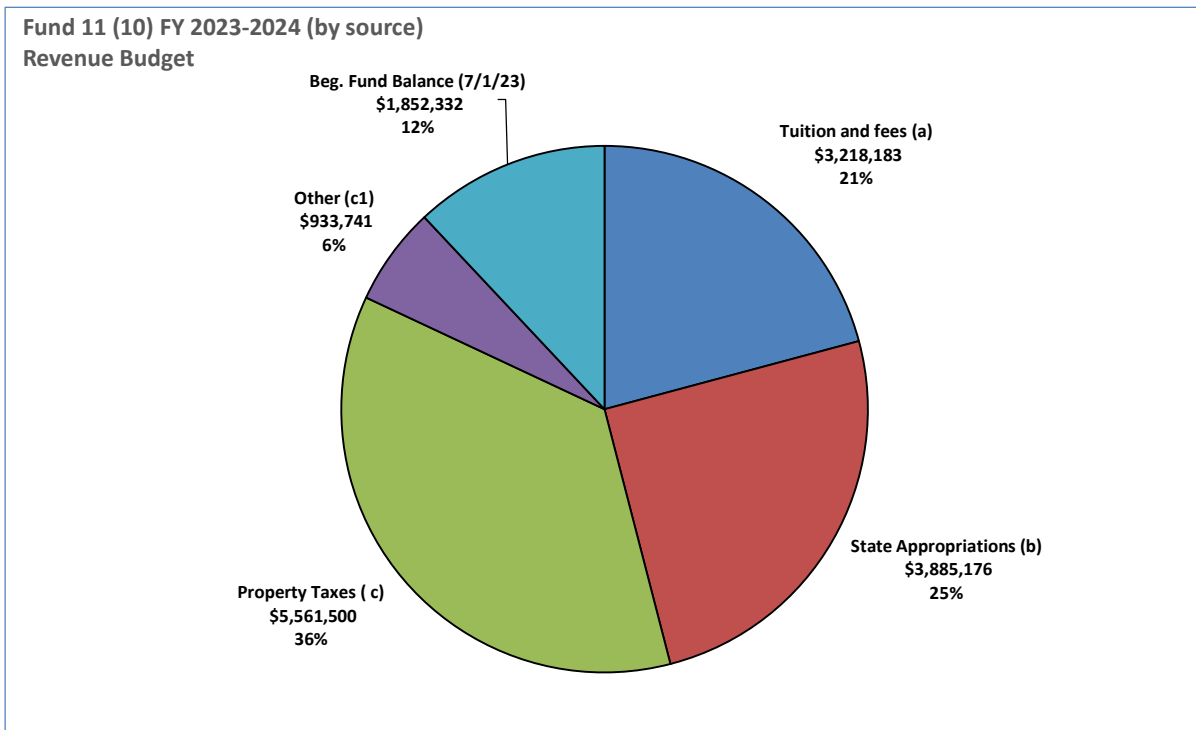
**General Fund (11) FY 2023-2024**  
**by function**  
**Expenditures**



# General Fund (11) FY 2023-2024

by source

## Revenue



## Associated Student Government Report for Thursday, May 9th, 2024 BOE Meeting

Submitted by Asher Finch, 5/3/24

### Student Initiatives

- Setting elections for President and Vice President for the 2024-25 year.
  - Several candidates interested for positions, holding informal meetings to talk about responsibilities and questions with ASG positions
  - One team “set” to run as President & VP pairing
- Relocation of student hang-out spaces
  - Moved half of the couches in the Bandit-Burrow space to the first floor of Towler Hall, increasing student awareness of social spaces on campus
- Creating more social-spaces for students on campus
  - Offered couch from old LIT space for ASG use and relocating, trying to place more “comfortable” locations on campus for students to hang out and work, opposed to tables with hard plastic chairs
- Goal setting for 2024-25 academic year
  - Conversations about having a school-wide event for student goal planning for 24-25 academic year, led by ASG. Sharing goals and duties of ASG and assisting students to create their goals for time on campus.

### Events – Recent and Upcoming

- April 17<sup>th</sup>, Club Planning Event
- April 30<sup>th</sup>, ASG Office Open House (POSTPONED)
- May 1<sup>st</sup>, Letter Writing Party
- May 29<sup>th</sup>, Graduation Cap decorating

### Collaborations

- Partnership with English Club for letter writing event on 5/1/24
- Co-sponsoring 2024-25 new student orientation
- Partnering with 65<sup>th</sup> Anniversary event for June bonfire (providing smores)
- ASG Student Speech at Commencement Ceremony
- Test-ran new website shell with Russ in Marketing

### Other

- ASG President Asher Finch went to a conference with English Faculty Kama O’Connor to present on Rain Magazine and Literary Magazine impact on student, tied to CCC. Asher used portions of this time to connect with the Associated Student Council at Peninsula College, where the event was hosted. They gained insight into the systems and goals of other community college student governments, and brought back ideas for their home-team at CCC.



## OCCA Update for College Boards – May 2024

### **Students Honored During AOAT Luncheon**

The 2024 All-Oregon Academic Team (AOAT) was honored during the AOAT Luncheon on April 19 at Chemeketa Eola Center in Salem. This special event recognized the outstanding academic and civic contributions of 55 community college students from all 17 colleges around the state. State Representative Tawna Sanchez provided an inspiring keynote speech, and four featured student speakers shared their stories of perseverance and courage on their paths to an education. The student speakers included Chad Doherty (Blue Mountain CC), Salome Alford (Columbia Gorge CC), Jay Benke (Mt. Hood CC), and Kayla Kelly (Treasure Valley CC). Thank you to all who attended the luncheon to support Oregon's incredible students!

### **OCCA Executive Director Search Update**

The search committee for the hiring of the new OCCA Executive Director interviewed select candidates at the end of April, and finalists are set to be interviewed by the full OCCA Board the first week of May. The search remains on track for a hiring announcement in late May and a summer start date for the new Executive Director.

### **Changes to Upcoming OCCA Lunch & Learn Webinars**

Due to scheduling conflicts, the April and May OCCA Lunch & Learn webinars have been rescheduled. The "Dive into DEI" will now take place on May 9, while "Funding 101" will take place on May 30. Both webinars are scheduled to begin at 12:00 p.m. PST. Register for both on OCCA's Lunch & Learn [web page](#).

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

### **2025-27 Community College Support Fund (CCSF) Budget Planning**

OCCA is working with college presidents, business officers and other stakeholders to develop the Current Service Level (CSL) and budget request for the Community College Support Fund (CCSF) for the 2025-27 biennium. In May, OCCA will present the CSL and policy option package requests to the Higher Education Coordinating Commission's (HECC's) Funding & Achievement Subcommittee as part of the HECC's agency request budget development process. The Policy Option Package requests OCCA submitted include new investments in cybersecurity, corequisite education, adult reconnect programs, applied baccalaureate programs, and restoring the deferred eighth-quarter payment of the biennium.

### **Save the Date: 2024 OCCA Annual Conference**

Mark your calendars! OCCA's 2024 Annual Conference will take place Nov. 6-8 at Salishan Coastal Lodge in Gleneden Beach on the beautiful Oregon Coast. This year's theme is "Charting the Course to the Future," and details will be released in the coming months. A call for presentations will be released later this spring. Stay current on conference updates on [OCCA's website](#).

### **OCCA Digest e-newsletter**

The *OCCA Digest* is a monthly e-newsletter that highlights updates during the Legislative Session,





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

###

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

## **BOARD REPORT – May 09th, 2024**

### **CEDR**

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

### **CEDR**

*Submitted by: Kevin Leahy, CEDR (Clatsop Economic Development Resources) Executive Director & CCC (Clatsop Community College) Associate Vice-President*

- **The CEDR annual business awards event will be held on Thursday, May 16 at Patriot Hall from 5:30-7:30. Board members are all invited and those in attendance will be introduced from the stage. To purchase tickets, go to [clatsopbusiness.com](http://clatsopbusiness.com).**
- Working with Interim President Toyas, Dean Wilken, Director Hunt, and Mike Brosius on funding strategies to expand the Welding Program.
- Regional Solutions team meetings with the City of Gearhart & Warrenton.
- Attended Spring SBDC (Small Business Development Center,) Directors Meeting in Eugene with Associate Director Jessica Newhall April 8-10.
- Represented CCC at the 30<sup>th</sup> anniversary regional meeting of Col-Pac at the OMIC Center in Scappoose on April 11.
- Awarded \$258,322 from Business Oregon for CCC SBDC. Details below. HUGE win for our Center! Review in process by DOJ as dollar amount is over \$250,000. The contract will be issued by June 1 (expected) and needs to be spent down by 6/30/25.

### **CENTER FOR BUSINESS, COMMUNITY & WORKFORCE DEVELOPMENT**

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

### **Clatsop SBDC**

Clatsop SBDC was awarded \$258,322 as part of a competitive grant process for funds allocated by the legislature. Only 15 of the 20 SBDC centers that applied received funding.

Below is a summary of what the Clatsop SBDC grant proposal included that we received funding for.

The Clatsop Community College SBDC HB3410 proposal requests funding for a comprehensive small business education program. It includes developing an extensive online resource library of small business courses (Small Business Academy) and expanding existing live, in-person and virtual comprehensive bootcamps into sectors including Mainstreet (food & beverage and retail) and traded sector food innovation. The project focuses on providing core business education while also addressing specific critical and emerging industry needs. Funding is sought for program and project

management, curriculum framing, content development, paying instructors (Spanish and English), business advising (Spanish and English), technical assistance outreach activities, Spanish translation services, technological support, and program administration.

#### Community Ed & Workforce Training/ Professional Development

- Year to date registration numbers look strong for both Community Education and Workforce Training. CE is up 13.4% compared to 2023 and WT is up 24%
- Bandit Community Fitness paid community term registrations are down 11%, while punch cards are up 6%.
- Community Education and Workforce Training summer program launches 5/1 with several new offerings including: Google Analytics, Digital Marketing Essentials, Adobe Illustrator for Beginners, Canva, Computer Basics, and more!
- 

#### **Clatsop WORKS Paid Internship Program & CCC Cooperative Work Experience**

*Submitted by Misty Bateman, Program Manager*

#### **Clatsop WORKS**

- For Summer24, we have 28 employers registered with 44 internship positions
  - North County: 18 employers registered with 28 internship positions
  - South County: 10 employers registered with 16 internship positions.
- The deadline for students to apply for an internship opportunity was April 4<sup>th</sup>. We have 119 students who applied for an internship opportunity!  
Student apps:
  - Astoria High: 36
  - Warrenton High: 25
  - Clatsop Community College: 22
  - Seaside High: 16
  - TPJC: 11
  - Jewell School: 7
  - Knappa High: 2
- Employers have begun interviewing & hiring students for summer internships. The employer deadline to hire is May 15<sup>th</sup>.

#### **Cooperative Work Experience (CWE)**

- Currently we have six CCC students enrolled in Cooperative Work Experience in Spring24 term! Two for WLD280, one for AUTO280, one for SOC280, one for ED280, and one student taking the Career Readiness Seminar CWE281.

**Foundation Board Report for Thursday, May 9, 2024 Board of Education Meeting  
Submitted by Angee Hunt, April 29, 2024**

1. **CELEBRATE 2024 annual fundraiser on Saturday, April 13, 2024-CURRENT TOTALS**
  - a. Community support related to this fundraising effort was amazing. Overall, nearly \$180,000 was raised from the 2024 CCC Foundation CELEBRATE fundraising campaign.
  - b. Over \$100,000 alone was raised from the April 13<sup>th</sup> event.
  - c. The paddle raise for the Magic Opportunity Fund raised \$73,000, which was the 2<sup>nd</sup> largest amount raised at a CCC Foundation event.
  - d. The Foundation would like thank the members of the College of Education Board who attended and partnered with the Foundation in support of this fundraising effort.
  - e. **ALL funds raised from the event supports the CCC Foundation and our mission to reduce financial barriers for Clatsop CC students.**
2. **UPDATES-New Plumbing Apprenticeship Scholarship: Spring Term 2024** For the first time, the CCC Foundation will be providing financial assistance to the North Coast Plumbing Apprenticeship program offered through the CCC. Applications were provided to the Spring term 2024 cohort of plumbing apprenticeship students. A total of 7 students submitted applications. Four of the students are sponsored by an employer. Three students are not. After reviewing applications and consulting with Sarah Geleynse in the Financial Aid Office, students who are not sponsored were awarded \$500 scholarships and those who are sponsored received \$250. These funds can be used to cover the cost of tuition, fees, books, and other supplies that will allow them to complete the term. A total of \$2,500 was awarded. The hope is the success of this pilot program will generate funding support from community partners who are associated with the plumbing industry.
3. **CCCF Scholarship Application REMINDER:** In collaboration with Financial Aid, CCCF Scholarship applications have been increased to capture student applications at the time they register for classes. May 15<sup>th</sup> is the closing date for the Spring 2024 scholarship cycle. Community members are welcome to serve as reviewers of the applications.
4. **2024-25 Student Ambassadors.**
  - a. Currently, over 50 students have indicated an interest in serving.
  - b. The Student and Community Engagement Committee will be developing a process to review and select finalists.
  - c. The Student Ambassador program was established in 2022-23. For the first year, 12 students applied and 5 were selected. The purpose of the program is to provide a student voice to speak to the impact of scholarships. Videos from the student ambassadors were included in the CELEBRATE event Special Appeal/Paddle Raise. In addition, student ambassadors attended various events throughout the year in support of the College and Foundation to engage with the community. During Spring term, student ambassadors receive a \$500 stipend in return for approximately 15 hours of volunteer time during the year.
  - d. For the pilot year, the student ambassador program has been an impactful source of community engagement and sharing the stories of these students who can speak to the various ways that CCC and support from the Foundation has helped them to succeed.
5. **SAVE THE DATES:**
  - a. **May 15, 2024.** End date for submitting Spring cycle CCCF scholarship applications.

## Communications and Marketing Report for Thursday, May 9th, 2024 BOE Meeting

Submitted by Julie Kovatch, 5/1/24

### Communications - Internal

- Website-
  - April website use: Users: 6.6K
  - Highest visited pages for Mar.: Homepage, Canvas, Faculty Staff, MyCCC, Library
  - Presidential Search Committee and recruitment page developed.
  - Branding, messaging, and website alterations done for the release of the new MyCCC system.
- Ongoing work with Student Support Services to update maps and directional signage for ADA and Title IV compliance. This is a large, detailed project with weekly meetings.
- Creation of promotions for April and May events: Ales & Ideas, Library reading event, Trantlerfest, English Club events, Art Gallery shows, Foundation event
- Acting as an advisor for the Associated Student Government until someone is hired in Student Success area that would be more appropriate to serve in that capacity. Meeting with ASG weekly, assisting with PO's and purchases and activities as requested.
- Working with graduation committee and assisting in preparations for commencement: streaming, photography, set up, supplies
- Member of New Student Orientation committee: assist with promo materials, messaging, activities
- Announcements of start of term, registration for summer and Fall opening, access to counseling services, budget reductions, Rain Launch Party all went out respectively.
- Meeting with representation from student body, recruitment, and leadership to better organize website and reduce clutter for easier navigation for our target audiences. Focus groups have started and we will continue to test the new layout with students this month then seek Cabinet approval before going live.

### Communications - External

- Conversation with Recology on partnering with college on campus clean up days since CCC no longer has a groundskeeper position. They are interested in future collaborations but cannot assist this May.
- Part of Astoria Rotary Scholarship Committee- reviewed and awarded local student scholarships
- Announcements and Press releases for Ales & Ideas, Oregon Retired Educators on campus, Commencement and Guest Speaker announcement, CCC's All-American Academic Team student scholars and scholarship semifinalists announced, and Arts & Ideas Community events.
- Meeting weekly with Corragio on strategic planning tasks, timelines, and communications.

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

## Communications and Marketing Report for Thursday, May 9th, 2024 BOE Meeting

Submitted by Julie Kovatch, 5/1/24

- Negotiating with Astorian for yearly rates for newspaper and weekend editions
- Promoted April/May events at CCC on website with news, events and ads, and social media: Trantlerfest, Ales & Ideas, CCC Student Art Show, Registration for Summer/Fall open, Community Education classes
- Confirmed CCC participation in supplying info and item in Coast Guard Welcome Bags going to all incoming Coast Guard families and persons this year. Gathering up the items now and will be assisting in assembling approximately 200 bags for this effort.
- Trantlerfest Event was promoted to the community as a “gathering of unity with art, music, and word”. As part of the Arts and Ideas committee we pulled off a lineup for the event that allowed attendees including students and community members to come experience campus and the art building for a free event that incorporated interactive art, music and dance performances and gave a chance for people to mingle and feel included at the college. This was the inaugural year celebrating the Trantler sculpture and we hoped for 50 people to attend. We got closer to 150! The event was a great success and we hope to celebrate Trantler next year in a similar format and create a tradition at CCC around it. (Photos attached at end of report)
- Ads focusing on Oregon Promise and Transferability are being played during Astoria sports and college sports broadcasts. Creating new radio to run May/June promoting starting at CCC before transferring on.
- Social Media- Audience- April. #'s-
  - Facebook followers: 3,416
  - Instagram Followers: 1,202
  - Organic post reach #'s Facebook: 8.3K Instagram: 551
  - Paid Reach #'s Meta Platform: 4,988

### Events – Recent and Upcoming

- May 9- Open Mic
- May 15- Monster Movie Day in the CCC Library
- May 16- Student Art Show Reception
- May 24- College Clean-up Day
- CCC events and important dates can be seen on the CCC Calendar at:  
[www.clatsopcc.edu/events/](http://www.clatsopcc.edu/events/)

**Communications and Marketing Report for Thursday, May 9th, 2024 BOE Meeting**

Submitted by Julie Kovatch, 5/1/24

CCC's First Annual Trantlerfest:





## MERTS

(Prepared by Kristen Wilken, Dean of Workforce Education and Training)

Dean Kristen Wilkin, Mary Jackson, CTE Director, Jesse Fulton, Welding Faculty, and Thad Nolan, Automotive Faculty, attended the Associated General Contractors North and Central Coast Regional Workforce Coalition Breakfast at the Warrenton High School CTE Building on April 19, 2024. Along with a tour of the Warrenton Career Tech and Innovation Center the group discussed recruitment and hiring, regional training solutions and the AGC Construction Educator Externship.

The Pacific NW Agricultural Safety and Health Center Scientific Advisory Committee met at the MERTS Campus for their spring meeting on April 22 and 23 to discuss regional and local programming around Oregon and Washington Sea Grant work, Fisherman safety programming, and future educational activities. During their time at MERTS they participated in a campus tour and Dean Kristen Wilkin spoke about the history of the campus and the partnerships that CCC has with NOAA, the U.S. Coast Guard, and OSU for training and the partnership with the Columbia River Inter-Tribal Fish Commission.

The MERTS Campus welcomed Daniel Casey, Marine Inspector and instructor for the U.S. Coast Guard Sector Columbia River, for a Designated Training of new Marine Inspectors utilizing our Training Ship FORERUNNER for a “mock-inspection” training. Huge thanks to our part-time vessel operator Darroch Cahen for arranging this new partnership activity for us.

Dean Kristen Wilkin, Mary Jackson, CTE Director, and Christine Riehl, Director of TRIO Student Support Services, attended the OCCA sponsored Bringing Adults Back Convening on April 24, 2024. The 1-day event focused on examining data, guiding documents, and policies related to adult learners and developing short-term action plans to generate progress on bringing adults back.

The MERTS Campus welcomed several tour groups this past month including: The Roundhouse Foundation of Sister, Oregon; Wahkiakum High School; 6<sup>th</sup> and 7<sup>th</sup> graders from the Pre-College TRIO Programs; Naselle High School; and representatives from Cascadia Tech of Vancouver, Washington.

KC Andrew from the HECC performed an annual CTE site visit with Dean Kristen Wilkin and Mary Jackson, CTE Director and Regional Coordinator for the Carl Perkins grant. The review was successful and CTE has a busy year ahead.

# Enrollment

FTE for Spring term is showing a slight increase at 175 compared to last year's 157 at this point in time.



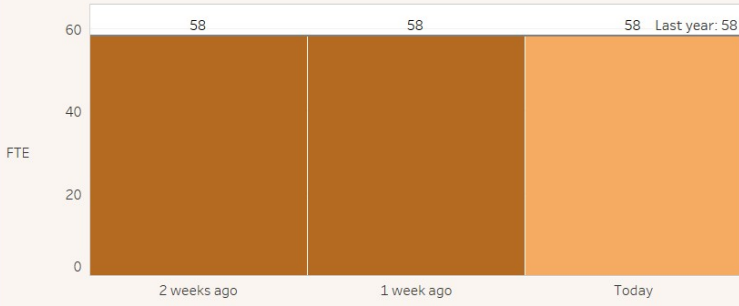
## Daily Snapshot

Adjust target line: Start of Term

Turn on filter: (None)

Clatsop

### Summer 2023-24



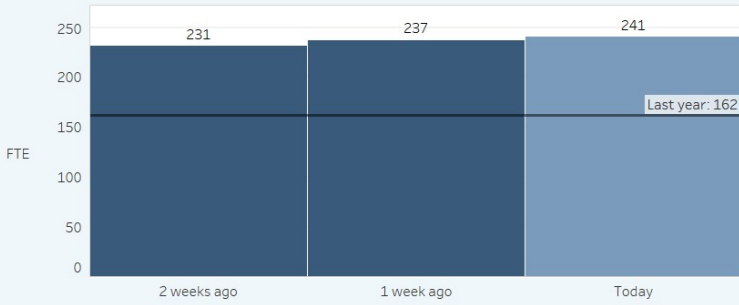
Headcount	2 weeks ago	1 week ago	Today
	429	429	429

### Fall 2023-24



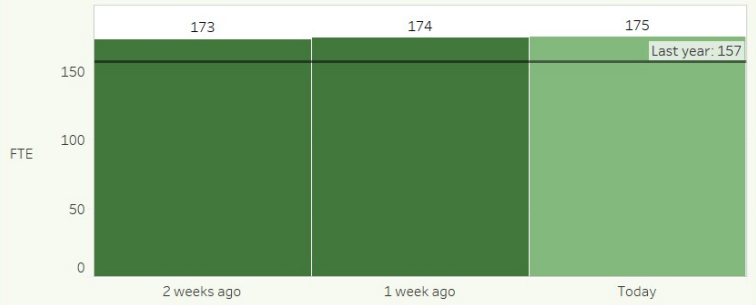
Headcount	2 weeks ago	1 week ago	Today
	1,381	1,383	1,383

### Winter 2023-24



Headcount	2 weeks ago	1 week ago	Today
	1,265	1,298	1,338

### Spring 2023-24



Headcount	2 weeks ago	1 week ago	Today
	785	798	811

## Financial Aid

	Fall			Winter			Spring		
	<u>22-23</u>	<u>23-24</u>	<u>% Change</u>	<u>22-23</u>	<u>23-24</u>	<u>% Change</u>	<u>22-23</u>	<u>23-24</u>	<u>% Change</u>
Total \$ all Financial Aid / Scholarships	\$ 1,001,215	\$ 1,038,469	104%	\$ 883,858	\$ 984,947	111%	\$ 775,016	\$ 889,374	115%
# students (unduplicated)	341	355	104%	307	341	111%	271	298	110%
<b>Federal</b>									
Pell	\$ 337,628	\$ 390,294	116%	\$ 304,158	\$ 381,289	125%	\$ 277,436	\$ 333,838	120%
# Students	215	234	109%	192	237	123%	176	206	117%
Direct Loans	\$ 115,094	\$ 134,666	117%	\$ 102,575	\$ 172,052	168%	\$ 110,330	\$ 153,634	139%
# students	50	53	106%	43	63	147%	41	55	134%
<b>State</b>									
Oregon Opportunity / Promise	\$ 222,590	\$ 250,009	112%	\$ 186,762	\$ 192,666	103%	\$ 162,966	\$ 164,407	101%
# students	196	215	110%	176	178	101%	145	142	98%

Financial aid has continued to see steady increases in year over year headcount as well as funding amounts.

Implementation of the financial aid portion of the ERP continues, we have loaded Fafsa data and will begin making awards for 2024-2025 soon.

## Admissions

279 new students have been admitted for Summer/Fall and have records created in Colleague. 208 applicants are from local high schools, 71 students are transfer and adult learners.

May 2nd CCC staff will have an all day admissions and registration event at Astoria High School.

Warrenton and Ilwaco High Schools have opted to bring their students to campus for admission and advising workshops scheduled for early May.

Configuration of the new admissions module 'Recruit' is underway.



**To:** Board of Directors  
**Prepared By:** Greg Dorcheus  
**Date:** May 2, 2024  
**Subject:** New Hires, Job Postings, Separations, and Position Changes

**NEW HIRES**

Amy Magnussen, Director, TRIO Pre College

**Jobs Posted**

No New Postings

**SEPARATIONS**

David Souza – Swing Shift, Custodial / Maintenance Assistant

Nathan Williams – Technology Support Technician

**POSITION CHANGES**

None

**Board Policy Committee Report**  
Prepared by Pat Schulte on May 2, 2024

The Board Policy Committee met on Thursday, April 25 and reviewed the following policies and procedures:

- BP 7230 Non-Academic Employees – included in this board packet for 2<sup>nd</sup> reading and adoption.
- BP 2432 Succession of the President – included in this packet for 1<sup>st</sup> reading.
- BP/AP 7120 Recruitment and Hiring – the Board Policy Committee revised some of the language in this policy and procedure and is sending it back to the Joint Policies and Procedures Committee for 1<sup>st</sup> reading at their next meeting on Monday, May 13.
- BP/AP 3410 Non-Discrimination – will be going to the Joint Policies and Procedures Committee for 1<sup>st</sup> reading on May 13.
- BP/AP 4110 Honorary Degrees – the Board Policy Committee determined that additional work needs to be done on this policy and procedure. Ashley Flukinger is tasked with updating this policy and procedure and will bring them back to the next Board Policy Committee meeting on Thursday, May 23.
- BP/AP 2110 Vacancies on the Board of Education – the Board Policy Committee is sending this policy and procedure to the Joint Committee for review at their May 13 meeting. Since Chapter 2 policies and procedures apply to Board functioning, they do not need to be approved by the Joint Committee. However, in the interests of transparency, the Board Policy Committee is asking the Joint Committee for their feedback.
- BP/AP 2200 Board of Education Duties and Responsibilities – the Board Policy Committee is sending this policy and procedure to the Joint Committee to review and provide feedback at their May 13 meeting.
- AP 7232 Classification Review – provided to the Board Policy Committee for informational purposes only. The Board of Education does not approve procedures.
- AP 7234 Overtime – provided to the Board Policy Committee for informational purposes only. The Board of Education does not approve procedures.

The Board Policy Committee meets the 4th Thursday of the month from 10:00 to 11:00 a.m. on Zoom. The next meeting is Thursday, May 23.

<https://clatsopcc.zoom.us/j/85948811656>

# 2<sup>nd</sup> Reading and Adoption



## **BP 7230 Non-Academic Employees**

### **References:**

ORS 341.290(1)

Administrators, Service & Supervisory (S&S), Classified, and Confidential Classified employees are those who are employed in positions that are not-academic positions. The employees and positions shall be known as the non-academic service.

Subject to ORS Chapters 238 and 238A, the Board of Education's designee, subject to confirmation by the Board of Education, may define the duties of the members of the non-academic service. (Also see BP 7110 Delegation of Authority)

The President shall establish procedures to assure that the requirements of state law and regulations regarding the non-academic service are met and shall inform the Board of Education of any changes to the procedures.

**Joint Policies & Procedures Committee Approval:** March 11, 2024

**Board of Education Adoption:**

**Last Revised:**

**Juneteenth Payroll Information:**

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

**Current Employee Cost for Juneteenth:**

Classified Staff	\$7,081.46(Is considered a paid holiday in the current Classified Employee contract.
Confidential Classified Staff	\$1683.14
Service & Supervisory/Administration	\$10,806.54
<b>Total Cost of the Holiday</b>	<b>\$19,571.40</b>



### **Recommendation of the Ad Hoc Committee, May 1, 2024**

The Ad Hoc Committee has evaluated the complaint and reviewed the meeting recording. It is their determination that misconduct has occurred, and they leave it to the Board to discuss further.

# 1<sup>st</sup> Reading



## BP 2432 Presidential Succession

### References:

There is no Oregon statutory requirement.

The Board of Education delegates authority to the President to appoint an acting President to serve in ~~his/her~~their absence for short periods of time, not to exceed 22 business days at a time. The Board of Education, by a majority vote during a regular or special meeting, may overturn the President's decision and name the acting President.

The President at all times shall have a written list of succession in ranked order of no less than three individuals approved by a majority vote of the Board of Education in a regular or special meeting and kept in the Office of Human Resources. In the absence of the President and when an acting President has not been named, the individual on the President's written list of succession shall be (in ranked order), administrative responsibility shall reside with (in order):

\_\_\_\_\_ Vice President of Finance and Operations  
Vice President of Academic Affairs  
Or as designated by the President

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The Board of Education shall appoint an acting President for periods exceeding 22 business days\*.

*\*Mirrors the number of vacation days in the President's Contract*

END OF POLICY

Board Adoption Date:  
Last Revised:

Rescinds: None; no applicable policy



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*\*Mirrors the number of vacation days in the President's Contract*

**END OF POLICY**

Board Adoption Date:

Last Revised:

Rescinds: None; no applicable policy

**MAY AND JUNE 2024 UPCOMING EVENTS**Updated  
05/02/2024

<b>EVENT</b>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
Budget Committee Meeting	Tuesday, May 14	5:30 pm	Columbia 219 or Zoom
Presidential Search Committee Meeting	Monday, May 13	12:00 noon	Zoom
Spring Monster Movie Day	Wednesday, May 15	All Day	Doris Badollet Library
2024 Annual Student Art Show Opening	Thursday, May 16	6:00 pm	Royal Nebeker Gallery
Presidential Search Committee Meeting	Monday, May 20	12:00 noon	Zoom
Joint Meeting of Board of Education and Foundation Board	Wednesday, May 22	5:30 pm	Columbia 219 or Zoom
Budget Committee Meeting (if needed)	Thursday, May 23	5:30 pm	Columbia 219 or Zoom
Memorial Day Holiday: College Closed	Monday, May 27	All Day	All Campuses
Student Awards Ceremony	Thursday, June 6	7:00 pm	Fort George
Shinrin-Yoku Art Hike	Friday, June 7	12 – 2 pm	Lexington Campus, Lower Parking Lot Trailhead
Board of Education Regular Meeting	Thursday, June 13	5:30 pm	South County Campus or Zoom
Commencement	Friday, June 14	5:30 pm	Patriot Hall