

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

**MINUTES OF THE AUGUST 10, 2023
BOARD OF EDUCATION
Regular Board Meeting**

Board Members Present: Ed Johnson, Tim Lyman, Lloyd Mueller, Jody Stahancyk, Trudy Van Dusen Citovic, Mitra Vazeen

Board Member Absent: Ashley Flukinger, excused.

Others Present: Peter Williams, Vanessa Garner, Eileen “Percy” Purcell, Rinda Johansen, Hazel Martinez, Evon Jacobsen, Jessica Newhall, Rebecca Norden-Bright, Teena Toyas, Angee Hunt, Miranda Saari, Ian Wilson, Fernando Rojas, Pat Schulte, Tammy Lambert, Mary Jackson, Rhonda, Ann Gyde, Interim President Kevin LaCoste, Recording Secretary Felicity Green

CALL TO ORDER

Chair Trudy Van Dusen Citovic called the meeting to order at 5:30 pm.

A. Roll Call – Roll was called.

B. Adoption of Agenda

The Chair asked to amend the agenda to move the election of officers to the beginning of the meeting, immediately following the introduction of guests. Tim Lyman **moved to adopt the agenda as amended**. Ed Johnson seconded the motion. **The motion carried unanimously.**

PUBLIC FORUM

Guests introduced themselves. There was no public comment.

ELECTION OF OFFICERS

Tim Lyman **nominated Trudy Van Dusen Citovic as Board Chair for FY 2023-24**. Ed Johnson seconded the motion. **The motion carried unanimously.**

Jody Stahancyk **nominated Tim Lyman as Vice Chair for FY 2023-24**. Mitra Vazeen seconded the motion. **The motion carried unanimously.**

APPROVAL OF MINUTES

Ed Johnson **moved to approve the Minutes of the June 13, 2023 Special Meeting, Public Hearing on the Budget and Regular Board Meeting as presented**. Tim Lyman seconded the motion. **The motion carried unanimously.**

PRESENTATION: *Adult Basic Education and GED – Vanessa Garner, Adult Basic Skills Coordinator and Eileen “Percy” Purcell, Outreach Literacy Tutor Coordinator*

Eileen “Percy” Purcell has been working with Adult Education at the College for 19 years. Adult Education is comprised of GED prep and ESL. She and Vanessa Garner are the only two salaried employees; they supervise about 18 part time tutors who work primarily with ESL. Fernando Rojas Galvan, full time Spanish instructor, also teaches some ESL classes. The program collaborates with K-12, Corrections, social services and others. They had one more person in the past but lost them due to funding cuts; they would very much like to see that position reinstated. They stressed that ABE students also need recruitment and persuasion to come to the College and right now, they do not have the people for this work.

GED and ESL are funded by three revenue streams: Title II federal money, state funding and money supplied by the College general fund. They have applied in the past for some Future Ready Oregon funds but did not receive them. Title II funds only English classes for ESL learners; it does not cover any other college courses. Percy is in charge of maintaining the TOPS database, which is key to generating Title II funding.

In the 2022-23 fiscal year, ESL and GED took in 352 students, which is a 37% increase from the year before. 95 of these students did not meet the 12 hours of instruction threshold to be considered FTE for state and federal reporting; however, the amount of work that had to be done to bring them into the College was the same. 60% were GED students and 40% were ESL; 47 students received their GED. The significant increase has been attributed to the COVID-19 pandemic, as many high school students turned to alternate avenues to complete their education.

ESL classes are very important; many immigrants arrive with no English and need at least basic competence before they can transition to other classes. There is a need for classes at the basic and transition level so that students can move into College classes. The GED program does not include any ESL instruction.

ABE programs feel they are in real need of more funding. They spoke about their success with students: last year’s Jack Kent Cooke scholarship recipient and valedictorian, Brandi Swiderski, began her educational journey in the GED program. ABE programs are vital for preparing students to move on to the College successfully. Students deserve a more robust program to help them succeed; it is these students who will form the bulwark of the middle class.

There was a question as to how many ABE students last year moved on to become College students. Vanessa Garner said that while it is too early for the final numbers, the Registrar indicated that by her records about 70 former ABE students have registered for College classes.

Vanessa Garner said that historically, ABE programs have not been seen as a pipeline for the College and ABE students have not been targeted for recruitment. She feels there has been a stigma against ABE programs and said that she was very anxious to hear the Board’s thoughts and suggestions for ABE programs going forward.

Chair Trudy Van Dusen Citovic said that she was very happy that Kasey White and Miranda Saari have started a cross departmental recruitment task force. Vanessa Garner is also on that task force and that is going to be very helpful.

There was a suggestion that ABE programs might consider using community member volunteers as student advocates. Community volunteers are already part of the program as literacy tutors. Percy Purcell said that the difficulty in implementing additional programs is that they require staff time to supervise and they are already stretched too thin. She was asked if presented with a volunteer, would she be able to use them? She said yes she would.

REPORT OF THE BOARD CHAIR

Chair Trudy Van Dusen Citovic & Interim President Kevin LaCoste attended Astoria & Warrenton city councils. Copies of their presentation were sent out to the Board.

OCCA

Ed Johnson reported that he is planning to attend the OCCA Board training on September 9.

REPORT OF THE INTERIM PRESIDENT

Interim President Kevin LaCoste reported that it is now his 4th week on the job. He attended the OPC (Oregon President's Council) retreat the first week in August. He has been doing intensive budget training with Vice President for Finance and Operations Shari Montazeri and Administrative Specialist Evon Jacobsen. He would like to change multiple things about the budget process including the way revenue is reported; as it stands it is difficult to figure net contributions to programs.

He attended the school district superintendents' lunch at McMenamins and was concerned by comments about a general lack of engagement with the College. He also met with Kasey White, Director of Admissions and they are working on a more formalized plan for recruitment. Dual Enrollment looks very promising as an avenue to generate more FTE. He has been pleasantly surprised at how much is going on at the College and how much good they do; however, he feels that there is a lack of focus. Given limited resources, focusing efforts will be very important. There is a great team here.

The Chair asked if he could update the Board on the progress of the ERP.

Interim President Kevin LaCoste reported that he spoke with Michael Quiner, Project Coordinator for the Ellucian implementation and he is impressed with how well the project is progressing. He said he was impressed that VPFO Shari Montazeri has been attending trainings. There are some concerns that in the fall when the students return it may be difficult to maintain the same level of progress as there may not be enough backfill temporary help for staff to do both their day to day work and the work of implementing the new ERP. For example, Financial Aid implementation begins at the end of August and that will be a very complex piece. He is most concerned about Margaret Antilla in the Business Office as there is no contingency in place for her. She plans to retire in December 2024.

One Board member had concerns about how the Ellucian training is structured. Shari Montazeri explained that at this point the training has moved on to implementation rather than straightforward training; staff are working in the system and asking questions as they go.

The Chair asked if Interim President LaCoste received updated information at the OPC retreat about the updated state revenue. The Vice President of Finance and Operations reported that the state revenue is going to be very close to the amount which was budgeted.

Shari Montazeri handed out a letter from CliftonLarsonAllen detailing the scope of their engagement to conduct the 2023-34 audit. (Appendix)

Ed Johnson commented that he spoke with Bill Fritz, superintendent of the Knappa School District and he was very pleased that Kevin LaCoste attended the superintendents luncheon.

Chair Trudy Van Dusen Citovic had to leave the meeting at 6:18 pm. Vice Chair Tim Lyman took over the meeting.

ANTHOLOGY EXPENDITURE REVIEW

Kevin LaCoste reported that the contract with Anthology was well written - for Anthology. He doesn't think there will be a big recovery or some sort of windfall for the college. He thinks it is still worth digging into but the lawyer says it's not likely. He is not sure of the total amount that has been spent so far.

REVISIT AND UPDATE BOARD LIAISON ASSIGNMENTS / 7 FOCUS AREAS

Tim Lyman said that two years ago the Board outlined seven areas of concern and assigned a liaison to each of those focus areas. He doesn't think it's necessary to continue that. But he thinks having reports structured around the seven or eight areas of concern would be helpful. He asked the Board Secretary to locate and areas of concern from the October 14, 2021 Board Retreat and bring them to the next Board meeting. He also suggested the Interim President consider structuring his Board reports around them.

DISCUSS HIRING STRATEGIC PLAN CONSULTANT

Peter Williams reported that the Strategic Plan Committee met in March to discuss the new strategic plan for 2023 – 2028. They decided hiring a consultant would be a good idea. He reached out to three consulting groups and got two proposals. The committee liked Corraggio Group, who advised Tillamook Bay Community College and Clackamas Community College on their strategic plans. However, there were concerns over the \$47,000 cost. Tim Lyman said he was hoping to find an outside source for that money but unfortunately it seems to have fallen through. He suggested that Kevin LaCoste and Peter Williams reach out to that donor or look elsewhere for that funding.

There was some discussion about whether donations like this one or the anticipated \$8 million from the state should go to the Foundation or directly to the College. The College is not a 501 (c)(3) organization and is not set up to receive donations but the Foundation is.

BOARD PUBLIC STATEMENT POLICIES

At the Special Meeting on July 21, there were concerns about Board members speaking for the Board. The Chair does not speak for the Board unless she has been authorized to do so. Jody Stahancyk **moved to have Trudy Van Dusen Citovic speak for the Board at city council and chamber meetings.** Ed Johnson seconded the motion. **The motion carried unanimously.**

DISCUSS COMMUNITY GARDENING DAY / CAMPUS BEAUTIFICATION (SEPTEMBER 16?)

This discussion was tabled until the September meeting.

PUBLIC COMMENT *on items discussed at this meeting.*

Evon Jacobsen asked if the College was going to use the Ellucian module for Human Resources. The answer was that yes, they are.

Shari Montazeri said that she wanted to provide more accurate data to the Board than that which was presented at the city council meetings in Astoria and Warrenton. Tim Lyman asked her to forward it to Kevin LaCoste who would then send it on to the Board.

BOARD FORUM

Tim Lyman thanked the GED and ESL people; he said he appreciates that they are here and appreciates their mission.

Jody Stahancyk reported that she was approached this week by Helena Langton, who said she will give \$10,000 to the Foundation but wants Jody to select what they will do with it.

ADJOURNMENT

With no further business, Vice Chair Tim Lyman adjourned the meeting at 6:41 pm.