

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

**Minutes of the October 12, 2023
Board of Education
Regular Board Meeting**

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

Others Present: Interim President Kevin LaCoste, VP/Provost Teena Toyas, Tom Ank, Helen Keefe, Pat Keefe, Heather Knight, Tammy Lambert, Cliff Fick, Roxanne Fick, Kristin Shauck, TJ Lackner, Julia Mabry, Rebecca Norden-Bright, Aziz Chebili, Greg Riehl, Evon Jacobson, Asher Finch, Kevin Leahy, Deborah Howe, Brett Nairn, Caroline Adler, Angee Hunt
Substitute Scribe of Minutes for board meeting: Julie Kovatch

Call to Order

Trudy Van Dusen Citovic called the meeting to order at 5:32 p.m. Roll was called. All present

Adoption of Agenda

Trudy Van Dusen Citovic would like to add S&P rating and joint meeting topics to the agenda. Ed Johnson moved to adopt the agenda as amended. Tim Lyman seconded the motion. Motion carried unanimously.

Introduction of Guests

Trudy Van Dusen Citovic: due to the number of attendees, she will not be asking all guests to introduce themselves. She asked that only guests who are not employees of the College introduce themselves. Guests introduced themselves.

Public Forum

Asher Finch (as student not ASG): Concern of no mental health counselor on campus.
Teena Toyas: it is being addressed and items to assist students in crisis are going up on website tomorrow, Oct. 13th. Links to external resources will be offered on website.
Tim Lyman: would like it easily accessible on website. Teena Toyas and Julie Kovatch will look into options.

Approval of Minutes

- July 12, 2023, Board Retreat Part II
- September 14, 2023, Regular Board Meeting
- September 18, 2023, Special Board Meeting

Tim Lyman moved to accept all the minutes as presented. Ed Johnson seconded the motion. The motion carried unanimously.

Standard & Poors (S&P) Global Rating Report

Kevin LaCoste: S&P Rating Report was emailed to Kevin on October 6th, 2023. Report states that CCC is being downgraded from A+ from A-. Kevin read the email he received from S&P that states the downgrade which reflects unexpected increases in leverage of loans and leases to finance the ERP system along with unexpected turnover in college leadership. CCC will be working closely with S&P to give information on progress CCC is making in regard to leadership and strategic plan to better the rating. Kevin states he is proud to be part of college and the downgrade is an issue and we need to come together and rise to challenge.

Trudy: this is validation of what the board has been saying. Agrees it is not as stable as it was in past. Confident CCC is on right track moving forward. This is a fair assessment of debt we have taken on.

Tim Lyman: News brings mixed emotions. This is not good news but those with blinders on get a reality check from this. He is surprised it took this long. Read letter wrote in December of 2020 concerning debt and expenses happening at that time. States our bill is coming due.

Lloyd Mueller: This is an accuracy of narrative about uncertainty of what we can do in the future. We can't borrow more money. How do we set goals realistically without overextending ourselves.

Ed Johnson-agrees with Lloyd

Jody Stahancyk-We are not anticipating going out for bonding at this time so this is not a bad time to have this happen. We should be in better position by the time we need to go out for a bond.

Ashley Flukinger-This is where we are at this time. Come together and fix this problem.

Trudy Van Dusen Citovic: Enrollment numbers from HECC came in and CCC is reported with a 16.1% increase in enrollment. Trudy requested HECC data and S&P data go out together to media to get full picture of status.

Mitra Vazeen: Is happy with recent good news about increase in enrollment and the \$500,000 increase to budget (HECC allocation).

Presentation

Kristin Shauck, Art Instructor and Royal Nebeker Gallery Director, "Mind and Hand: PNCA Community Showcase"

Kristen- Exhibit Opening and Reception is happening in the gallery at 6 pm on Thursday, Oct. 19th to promote connection with PNCA. PNCA is the leading art school in northwest. They offer 10 BFA programs for students. It is a private school with high price tag but we have scholarships through our partnership. Kristin would like to take students on a field trip to the college and wants to show the many opportunities for art students to get great careers.

Students in our art program will take specific classes at CCC and in Art and can automatically get \$5000 dollars in scholarships and renewable scholarships up to \$22,000 to complete degree.

Please come to reception. The show runs through Dec. 7th.

Kristin is part of the Astoria Visual Arts group and was part of the Open Studio Tour to get people up to the gallery. Student work was up during open studio and some was purchased and money went to wildlife center. There is an Art Summit in Towler Hall on Oct. 14th for artists looking at the business aspect of art.

A Lithography Press was donated to the Art department. We have a new Ceramics instructor and enrollment across all art classes is great. Second sections of classes have had to open. Tim Lyman: PNCA has an international reputation, and this is a big deal to have a partnership.

Reports/Discussion Items:

Report of the ASG Representative

Asher Finch: Elections for President and Vice President is happening now. Email for voting is going out to student body.

ASG is working on creating videos of guided tour through buildings. They will focus on historical importance of buildings and also offer an ADA accessible option for touring.

Report of the Board Chair

Trudy Van Dusen Citovic: addressed Cannon Beach City Council and reviewed same information as previous presentations at City Council meetings in Astoria and Warrenton. Trudy added in enrollment increases and the appointment of Teena Toyas as Provost to the presentation. Presentations went well and council seemed grateful to have direct communication.

Report of the Board Representatives:

OCCA

Lloyd Mueller: Lloyd and Kevin LaCoste attended an OCCA meeting. Lloyd is impressed with the work of Student Success Advisory Committee advocating for financial aid funds for students at community colleges.

Kevin LaCoste: OCCA could use more lobbying help. Colleges split an allocation of money in from a set pot of funds and we are in competition with universities for that pot of money and how much is allocated to community colleges. Also learned about the learning loss of high school students that happened during Covid. More students are at a less than college level and challenged by college level work. Students coming to college not quite ready. Community colleges are not getting enough funding at state level to serve the most needy students.

Lloyd Mueller: 4 year schools have pull for funding so get more money than we get. HECC seems to favor universities.

Trudy Van Dusen Citovic: ask TJ Lackner math class experience- TJ: has had to disenroll students from his college level class to go into lower level math to start in so they succeed. Redesigned structure to get students through low level pre-college classes to get to college level math that is required for degrees. Celeste Petersen gave a presentation on the corequisite process previously.

Teena Toyas: most states that have used this have shown students do better. CCC gets great praise for math faculty who have been leading Oregon in implementing corequisite class.

Tim Lyman inquired about use of placement tests.

TJ Lackner: CCC uses multi-measures with high school grades, testing, classes taken. Alex PPL style placement test has shown good results in placement that TJ is interested in having High schools implement it.

CEDR

Trudy: Refer to written report and adds that Forestry Tour is on October 13th and Kevin Leahy will be attending. The tour shows the balance of industry, economy, and environment.
Kevin LaCoste: Meeting next Tuesday with ColPac and going to MERTS. They want to see where they could assist with MERTS and maritime sector. Could be a positive partnership.

Foundation

Trudy Van Dusen Citovic: Saturday event: Bandit Scholarship Celebration will start at 4.
Mitra Vazeen by phone: Thank Fick for contribution to foundation and look forward to working with new chair, Len, next year. Will be joining the event on Saturday.

Board Policy Committee

Jody Stahancyk: Committee is meeting weekly to utilize Pat Schulte before she leaves. Have number of procedures to go before joint committee. Working on Honorarium degrees and trying to get as many important items as possible.

Board Engagement

Trudy Van Dusen Citovic: Announces the Open House
Mitra Vazeen: Will be at the Open house and greeting people at the social.

Ed Johnson: Would like to note the need for the addition of **presidential review committee** and get it on the agenda and meet. Tim, Jody, and Ed are supposed to meet. Tim Lyman says they will talk after meeting to set up committee meeting times.

Report of the President

Trudy Van Dusen Citovic: Refer to written report
Kevin LaCoste: met with Coraggio Group and will start the strategic planning process in November and end in September.
Teena Toyas: is encouraging by the Coraggio meeting. Adjusted timeline and we have an outline and are on target. She is securing who will be on committee now.
Kevin LaCoste: NWCCU meeting- Meeting was set for Tuesday, the 10th, but showed up on the 9th. College was out of compliance in 2020 due to strategic plan not being data informed. They were given update this past February and Coraggio was contacted and strategic plan is now in the works.
Teena Toyas: She will be meeting with NWCCU rep once a month going forward.
Kevin LaCoste: We want to show we are listening and responding.
Ed Johnson: The board was going to have a Student Success Report and would like to know where we are at and hear the report
Kevin LaCoste- Miranda Saari is out, but is doing good work and getting regular enrollment data. Kevin will have Miranda do presentation next month
Tim Lyman: Voices concern about enrollment number consistency in reports.
Teena Toyas: Numbers can be preliminary and numbers change over term due to classes that workshop through the term. CTE varies more than LDT numbers but will eventually be the same.

Ed Johnson: Inquires on if we have secured anyone to seek out grants. Tim would like to identify a grant committee. Tim would like a person looking at grants that the college can go after.

Nothing has been proposed to the Board of Education for what grants are possible yet.

Angee Hunt: There is a person writing grants in partnership with the foundation- Shane Jenson. Did not get one grant they just went after but some are in process. Kristen Wilkin using some grant money and looking at additional options of grants for short comings.

Ed Johnson: notes that in Astorian newspaper the county did an analysis of industries in the area focusing growth in industries by Clatsop county. Wants to know how we are engaging in this conversation.

Kevin LaCoste: Department of Labor had good information on trends in industry and markets.

Ed Johnson: would like to hit local need in a timely manner.

Jody Stahancyk: notes that it would help Angee if the board knew who was going for certain grants from certain foundations. It helps if you know people and if don't know can't help. We need to be open about sharing information.

Old Business-None

New Business

Agenda items for Joint Meeting with Foundation-

Cliff Fick: Foundation is traditionally a foundation for tuition and books. Look at broader spectrum of needs. Now help with obstacles to focus on being a student. Spent money on needs as opposed to books and tuition. Important to collaborate with board and college so we approach collaboratively and have common message as college and foundation. Theme of our meetings is to find common ground and collaboration and be effective in communicating to community.

Trudy Van Dusen Citovic: agrees with Cliff. At Joint meeting should start with intros of both boards and possibly do breakouts but also full group work to make sure goals are all the same and coordinated. Ask Kevin and Cliff to agree on agenda to figure out committee breakouts, assign committees and structure of meeting. Have Kevin send out to all of board.

Tim Lyman: would like to see reviews of committees, scope and what been accomplished.

Discussion of \$8 million MERTS Matching Grant

Tim Lyman: Motion to form an Oregon nonprofit corporation "CCC fund and a 501c3 of same name and charter be to raise money to match funds allocated by state. The officers be President- Chair of CCC Board of Education, Secretary or Vice Chair- CCC president, and remaining CCC Board Members make up rest of board. For people to donate to MERTS- need a 501c3 to be that for tax deductible. Kevin should be lead and oversight should be college board. Wants larger group looking at allocating money for college.

Jody Stahancyk: seconded the motion

Discussion- Trudy: ask Cliff Fick his impression of this motion

Cliff Fick: there are places we are spending money that aren't scholarships. On a capital campaign foundation can be the entity to pass through money for college to use as needed.

Foundation is 501c3 and college can use them. There would have to be added structure of

foundation and have person committed to capital campaign. There are options to look at. It needs evaluation to look if a separate 501c3 is appropriate.

Lloyd Mueller: establishment of separate entity would require audit requirements for new entity and could be additions that aren't great, and believes the foundation funds college needs.

Ashley Flukinger: difficult to set up non-profit. Make more sense to use existing foundation.

Tim Lyman: setting up 501c3 is easy. Reports can be burdensome.

Jody Stahancyk: asks Cliff if can promise that foundation is able to put energy and time in to commit funds and time to raise matching money.

Cliff Fick: No, can't promise. Foundation is conduit of money, the people pursuing the matching funds can be anyone at the college.

Jody Stahancyk: how would it impact the foundation for the college to start a non-profit?

Cliff Fick: Wouldn't take anything from foundation. Whichever is most effective should be the way to go.

Ed Johnson: Thinks the goal of the non-profit for the college is too narrow. Sees the foundation being the conduit makes sense.

Mitra Vazeen: Wants to talk with Tim more about idea and wants to see more money coming in to the college. We shouldn't have to pay \$20,000 for audit for foundation.

Trudy Van Dusen Citovic: does not have enough information to make a decision. Would like to see a committee to look into it

Tim Lyman: Inquires about the audit for the foundation

Cliff Fick: Foundation doesn't have to have an audit. The college tie requires that the audit happen for the foundation so that is why the college pays for it.

Tim Lyman- Concerned if money goes through the foundation the foundation is in control of the money.

Cliff Fick: we are not prepared to do a campaign with small staff. Not prepared to be capital fund agent for college unless have more staff.

Tim Lyman: Goal is to raise money to match the 8 million and disband the foundation. Has distrust of some foundation board members and officers. Lack of trust is a factor in this.

Jody Stahancyk: 501c3 doesn't need the level of analysis that we have been paying for. Agree if committee can access best way to go it may become a non-issue. We could create agreements with foundation if has been designated for certain things.

Lloyd Mueller: can we really raise 8 million dollars?

Kevin LaCoste: We have 2 years to raise money before our opportunity is gone with that money. Large amount of work to do in 2 years. We are talking on Tuesday with ColPac to see what can be done through them. This has to be fast acting and determine what is realistic.

Motion on table:

In favor: Tim Lyman, Jody Stahancyk, Mitra Vazeen

Opposed: Ed Johnson, Lloyd Mueller, Ashley Flukinger, Trudy Van Dusen Citovic

Motion does not pass.

Trudy proposes motion for subcommittee to look at recommendations on how to proceed to look at options for \$8 million match.

Trudy Van Dusen Citovic motion

Tim Lyman second

Discussion- Tim would like to see Lloyd, Ed and Jody on the committee.

Motion carries unanimously

Trudy Van Dusen Citovic: suggest Ed Johnson head committee

Board Agenda Prep Meeting Scheduling – Move to Wednesday two weeks prior at 1:30 p.m.

Trudy Van Dusen Citovic motioned: Tim Lyman second- No discussion- Motion carries unanimously.

Roberts Rules of Order Discussion

Tim Lyman: Motion that meetings be conducted by Roberts Rules of Order (12th edition)

Sees this as a leveling item. Shows no administrative power vested in the positions. Comes from a concern of power of positions in previous years on board. Sees it as a leveling device.

Ed Johnson: is there anything in current policies on how meetings are run

Tim Lyman- No wording other than structure of who leads meetings

Ed Johnson: seconds

Discussion-no

All in favor, motion carries unanimously

Announcements/Communications

New Hires- none

Upcoming Events

Anniversary Open House: Saturday, October 14

Bandit Scholarship Celebration: Saturday, October 14

Art Reception: Thursday, October 19th at 6 p.m.

Joint Board of Education and Foundation Board Meeting at MERTS: Wednesday, October 25

Board agenda prep meeting: Wed. Oct. 18th 1:30 p.m.

Board policy meeting 19th at 10 a.m. on Zoom

Next Board Meeting: Thursday, November 9, 2023, 5:30 PM, Columbia 219 with possible Karen Smith meeting prior if available.

New subcommittee for exploring 501c3 will be scheduled

Public Comment

TJ Lackner: reflection for minutes- 16% increase was not tuition increase, it is state appropriated funds. Also would like update on plan to hire a president.

Trudy Van Dusen Citovic: Will add that to next meeting as item.

TJ Lackner: For 501c3 consideration- wonder if public could have misunderstanding of who to donate to if we have 2 foundations. People used to our foundation and need to think about it.

Evon Jacobsen: Roberts rules - Ask Pat if anything in our processes and procedures would conflict with it. Policy 2310 of where and when meetings are held need to be updated.

Jody Stahanczyk: will clean that up

TJ Lackner: OCCA college purchased the package of typical policies colleges use and we fill in as needed as opposed to us writing them from scratch. Shows what is required and what is recommended.

Kevin LaCoste: Karen Smith will be able to answer questions about the policies.

Teena Toyas: Joint Committee is the committee at the college that looks at policies

Board Forum

Ed Johnson- no financial report in packet. Kevin will work on financials.

Tim Lyman- Good long meeting and moving forward.

No other comments.

The Meeting was adjourned at 7:59 p.m.

Transcript of October Board Meeting available upon request.