

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

NOTICE OF MEETING

REGULAR BOARD MEETING

DATE: Wednesday, February 19, 2020
TIME: Executive Session, 5:30 p.m.
Board Work Session (immediately following Executive Session)
Regular Board Meeting, 6:30 p.m.
PLACE: Community Mtg. Room (COL 219)
Lexington Ave. Campus
Astoria, OR

EXECUTIVE SESSION

EXECUTIVE SESSION in accordance with ORS 192.660(2)(i) to review and evaluate the employment-related performance of the President.

BOARD WORK SESSION

The Board will meet in a work session to discuss Student Success Metrics.

REGULAR BOARD MEETING

I) CALL TO ORDER

A. Adoption of Agenda

II) PUBLIC FORUM

A. Introduction of Guests

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

Attachment

III) APPROVAL OF MINUTES

A. January 14, 2020 Regular Board Meeting

A

IV) CONSENT AGENDA

- A. None

V) REPORTS/DISCUSSION ITEMS

- A. Report of the Deputy Clerk B
- B. Report of the Board Chair
 - Proclamation of Classified Employee Appreciation Week C
March 2 – 6, 2020
- C. Report of the Board Representatives
 - OCCA
 - Foundation
 - CEDR
 - Board Policy Committee
 - ACCT Community College National Leadership Summit and Meetings in Washington, DC
- D. Report of the President D
 - Staff Presentation by Greg Riehl, Director, Computer Services
 - Report of the VP Academic Affairs E
 - Report of the VP Student Success F
- E. Report of the ASG Representative

VI) OLD BUSINESS

- A. Report Out on Executive Session – President’s Evaluation

VII) NEW BUSINESS

- A. Consider Setting a Time and Place for the July 2020 Board Retreat
- B. Consider Appointing Members to the 2020/2021 Budget Committee *Handout*
- C. New Hires G

VIII) ANNOUNCEMENTS/COMMUNICATIONS

- A. Board Work Session, Columbia Hall 219, 5:30 p.m., Tuesday, March 10, 2020
- B. Regular Board Meeting, Columbia Hall 219, 6:30 p.m., Tuesday, March 10, 2020
- C. Au Naturel Art Opening, Royal Nebeker Art Gallery, 6:00 p.m., Thursday, February 20, 2020
- D. Kukatonon Blemabii Dance Ensemble, Patriot Hall, 3:00 – 4:30 p.m., Friday, February 21, 2020
- E. WINGS Conference, Columbia Hall, 9:00 a.m. – 4:00 p.m., Saturday, March 14, 2020

IX) BOARD FORUM

X) ADJOURNMENT

Strategic Initiatives

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

Board Priorities for FY 2019-2020

- *Continue to assess and evaluate whether CCC is meeting the educational needs of our community through:*
 - *Accelerated learning*
 - *Developing, fostering, and investigating partnerships with SBDC/CEDR/Clatsop Works*
 - *Incorporating appropriate partnerships into the Strategic Plan*
- *Actively support accreditation follow-up.*
- *Support Student Government and Leadership.*
- *Celebrate and recognize positive contributions and accomplishments of College employees' professional development (quarterly recognitions).*
- *Continue to promote a college community that is committed to diversity, equity, and inclusion as well as the success, health, dignity, and worth of every person.*
- *Incorporate the assessment and expansion of offerings in arts programming into the strategic planning process.*
- *Continue to support the implementation of a Strategic Plan that includes the four strategic initiatives, namely: A strategic plan that strengthens the academic environment for students, cultivates connections with the community, is committed to equity and inclusion, and advances institutional accountability.*
- *Assess distance education possibilities and initiatives.*

Non-Discrimination Declaration

It is the policy of Clatsop Community College that there will be no discrimination or harassment on the grounds of race, color, sex, gender, marital status, religion, national origin, age, sexual orientation, gender identity or expression or disability in any educational programs, activities, or employment. Questions or complaints should be directed to Naomi Garbutt, Affirmative Action/Gender Equity (Title IX) Officer, Towler Hall, Suite 110, ngarbutt@clatsopcc.edu 503-338- 2450; TDD 503-338-2468. The Director of Disability Services, Mallory Vollner, is located in Towler Hall, Suite 104A, mvollner@clatsopcc.edu 503-338-2474.

Accommodations

Persons having questions about or a request for special needs and accommodation should contact JoAnn Zahn, Vice President of Finance and Operations, at Clatsop Community College, 1651 Lexington Avenue, Astoria, Oregon 97103, Library Suite 110, jzahn@clatsopcc.edu Phone (503) 338-2421 or TDD (503) 338-2468. Please send special needs and accommodations requests here. Contact should be made at least two business days in advance of the event.

Declaración de no-discriminación

Es la política de Clatsop Community College que no habrá ningún tipo de discriminación o acoso por razón de raza, color, sexo, género, estado civil, religión, origen nacional, edad, orientación sexual, identidad de género o expresión de discapacidad en los programas educativos, actividades o en la contratación. Preguntas o quejas deben ser dirigidas al Naomi Garbutt, Oficial de Acción Afirmativa / Título IX localizado en Towler Hall número 110 ngarbutt@clatsopcc.edu número de teléfono 503-338-2450, TDD (discapacidad auditiva) 503-338-2468. Director de Discapacidad Services, Mallory Vollner, se encuentra en Towler Hall, número 104A, mvollner@clatsopcc.edu número de teléfono 503-338-2474. Para ADA y otras peticiones de servicios llame al 503-338-2474 o para TDD (discapacidad auditiva) 503-338-2468.

Ayuda a personas discapacitadas

En cuanto a las personas discapacitadas, se les pide que se comuniquen con JoAnn Zahn, la Vice Presidente de Finanzas y Operaciones en Clatsop Community College, 1651 Lexington Avenue, Astoria, Oregon 97103, Library Suite 110, jzahn@clatsopcc.edu número telefónico (503) 338-2421 o a TDD (503) 338-2468. Haga el favor de notificar a la oficina para que se le pueda proporcionar apoyo. La comunicación debe tomar lugar por lo menos dos días de trabajo antes del evento por el cual se requiera tal ayuda. Para más información, vea la página Web de Clatsop Community College bajo Información en Español.

Clatsop Community College
Board of Education
Work Session
Student Success Metrics
February 19, 2020

2019 #RealCollege Survey Report
Institution Report
January 2020

EMBARGOED UNTIL FEB. 12, 2020



2019 #RealCollege Survey Report

Institution Report

January 2020



HOPE4COLLEGE.COM

EMBARGOED UNTIL FEB. 12, 2020

2019 #REALCOLLEGE SURVEY RESULTS

INSTITUTION REPORT FOR CLATSOP COMMUNITY COLLEGE

**Prepared by
The Hope Center for College, Community, and Justice
at Temple University**

January 2020

OVERVIEW

* Invitations to complete the questionnaire were sent by email to approximately 800 students from Clatsop Community College and 110 students participated. Thus, the estimated response rate is 14.6%.

*** Overall Basic Needs Insecurity Rates:**

- 40% of respondents experienced food insecurity in the prior 30 days
- 54% of respondents experienced housing insecurity in the previous year
- 20% of respondents experienced homelessness in the previous year

* 63% of students at Clatsop Community College experienced at least one of these forms of basic needs insecurity in the past year.

* There is substantial variation in basic needs insecurity across subgroups.

* 21% of food insecure students utilize SNAP benefits and 10% of homeless students utilize housing benefits.

For more information on the research methodology and survey participants, please refer to the online appendices for the 2019 National #RealCollege Survey report (available at www.hope4college.com).

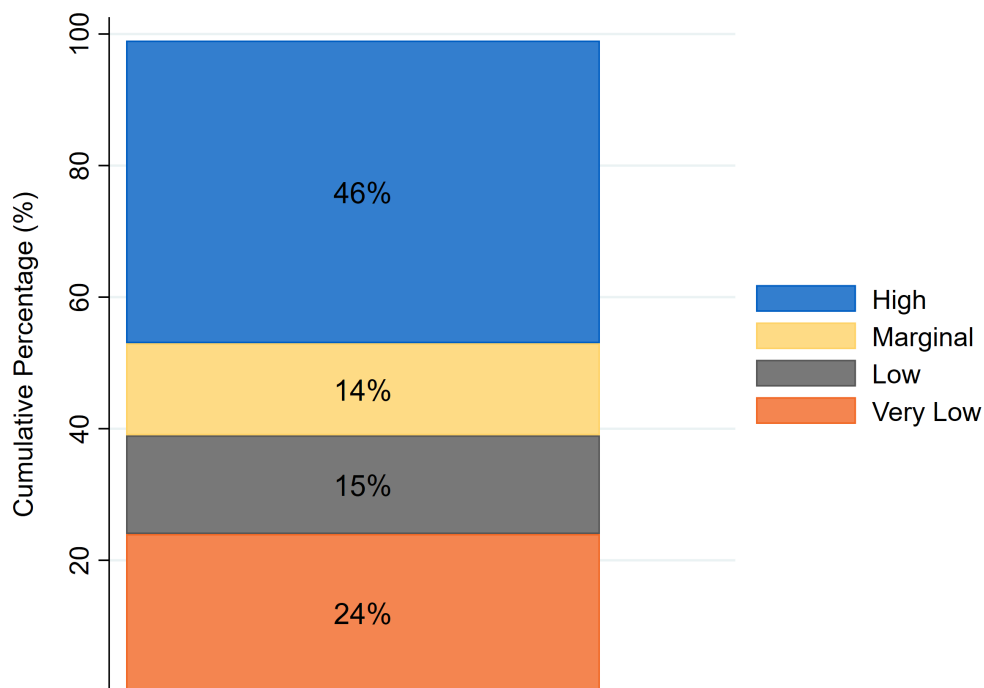
PREVALENCE OF BASIC NEEDS INSECURITY

Food Insecurity

Food insecurity is the limited or uncertain availability of nutritionally adequate and safe food, or the ability to acquire such food in a socially acceptable manner. The most extreme form is often accompanied with physiological sensations of hunger. We assessed food security among students using the U.S. Department of Agriculture's (USDA) 18-item set of questions.

During the 30 days preceding the survey, approximately 40% of survey respondents at Clatsop Community College experienced low or very low levels of food security (Figure 1). Moreover, 46% of survey respondents cannot afford to eat balanced meals and 42% worry about running out of food before they have money to buy more.

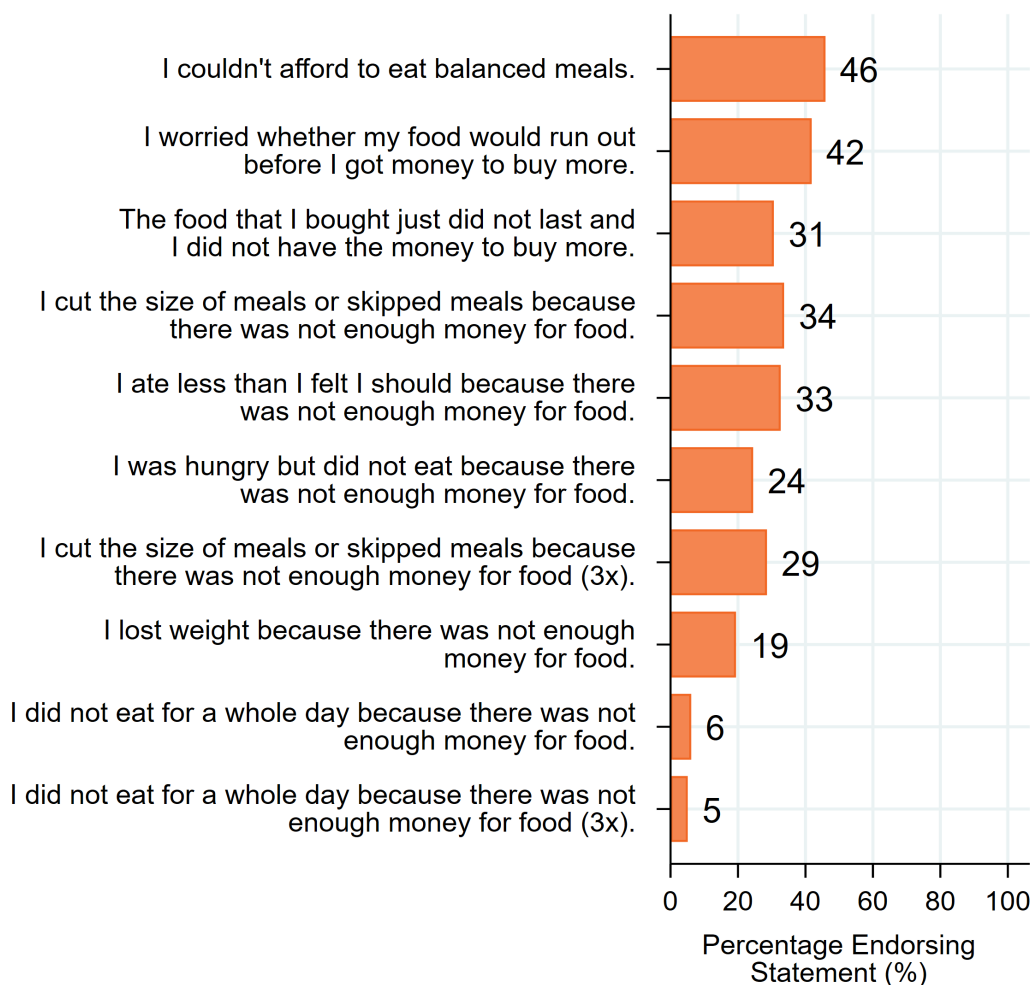
Figure 1. Food Security Among Survey Respondents at Clatsop Community College



Source: 2019 #RealCollege Survey

Notes: According to the USDA, students at either low or very low food security are termed food insecure. For the full list of questions used to measure food security, see our full report available at www.hope4college.com. Cumulative percentage may not add up to 100 due to rounding error.

Figure 2. Food Insecurity Among Survey Respondents at Clatsop Community College



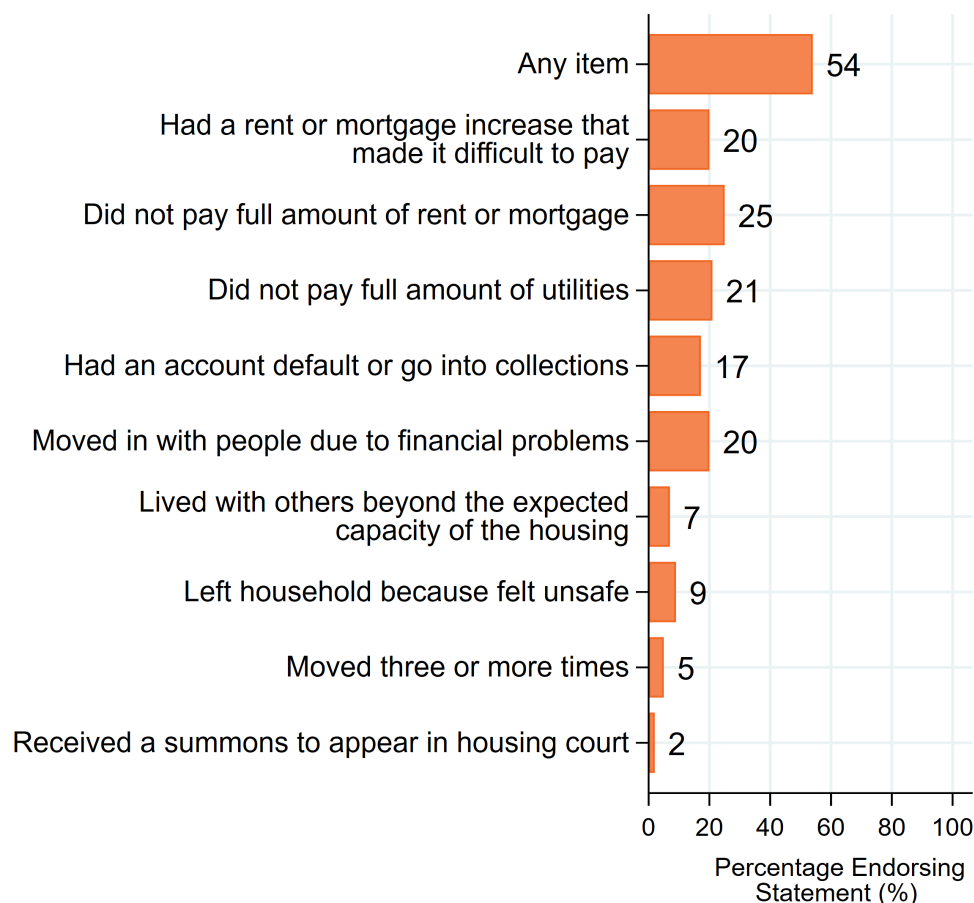
Source: 2019 #RealCollege Survey

Housing Insecurity

Housing insecurity includes a broad set of challenges such as the inability to pay rent or utilities or the need to move frequently. All of these challenges affect students, and results suggest they are more likely to suffer some form of housing insecurity than to have all their needs met during college. Housing insecurity among students was assessed with a nine-item set of questions developed by the Hope Center. Students are classified as housing insecure if they answered affirmatively to experiencing at least one of those items in the previous year.

How prevalent is housing insecurity at Clatsop Community College? As displayed below, 54% of survey respondents are housing insecure (Figure 3).

Figure 3. Housing Insecurity Among Survey Respondents at Clatsop Community College



Source: 2019 #RealCollege Survey

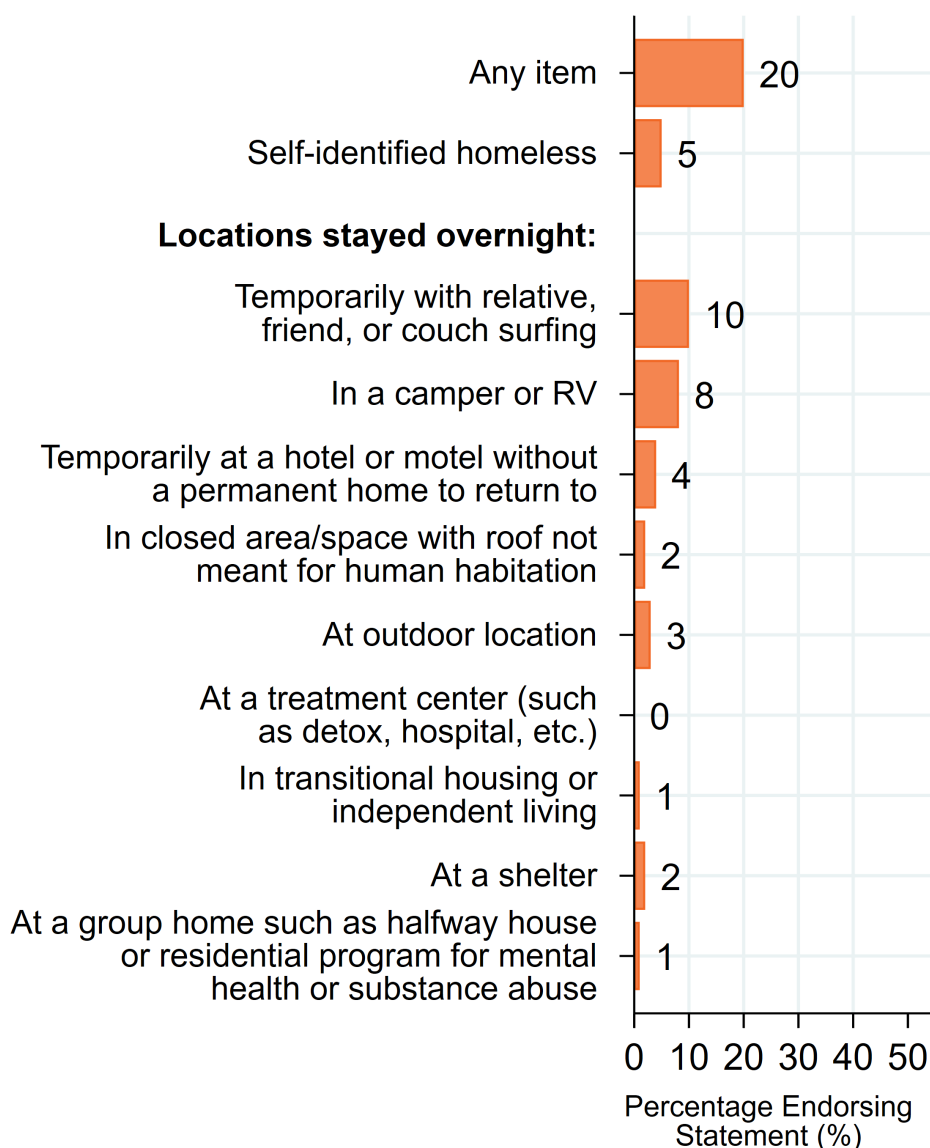
Homelessness

Homelessness means that a person does not have a stable place to live. Students were identified as homeless if they responded affirmatively to a question asking if they had been homeless or they experienced living conditions that are considered signs of homelessness in the previous year.

Homelessness among students was assessed with a tool developed by California State University researchers.

How prevalent is homelessness at Clatsop Community College? As displayed below, 20% of survey respondents experience homelessness (Figure 4).

Figure 4. Homelessness Among Survey Respondents at Clatsop Community College

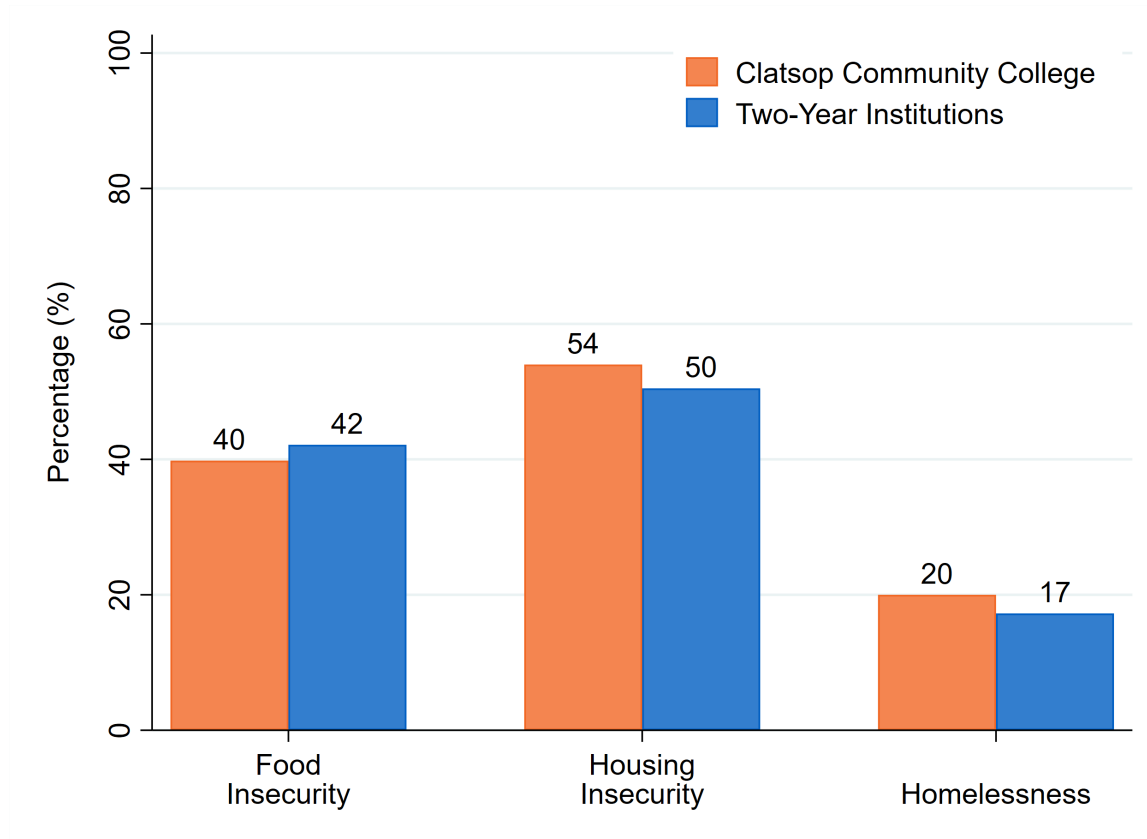


Source: 2019 #RealCollege Survey

COMPARISON TO SURVEY RESPONDENTS ATTENDING TWO-YEAR INSTITUTIONS

In comparison to the rates for all survey respondents at two-year institutions nationwide in 2019, Clatsop Community College has a lower rate of food insecurity, a higher rate of housing insecurity, and a higher rate of homelessness (Figure 5).

Figure 5. Comparison of Basic Needs Insecurity Rates

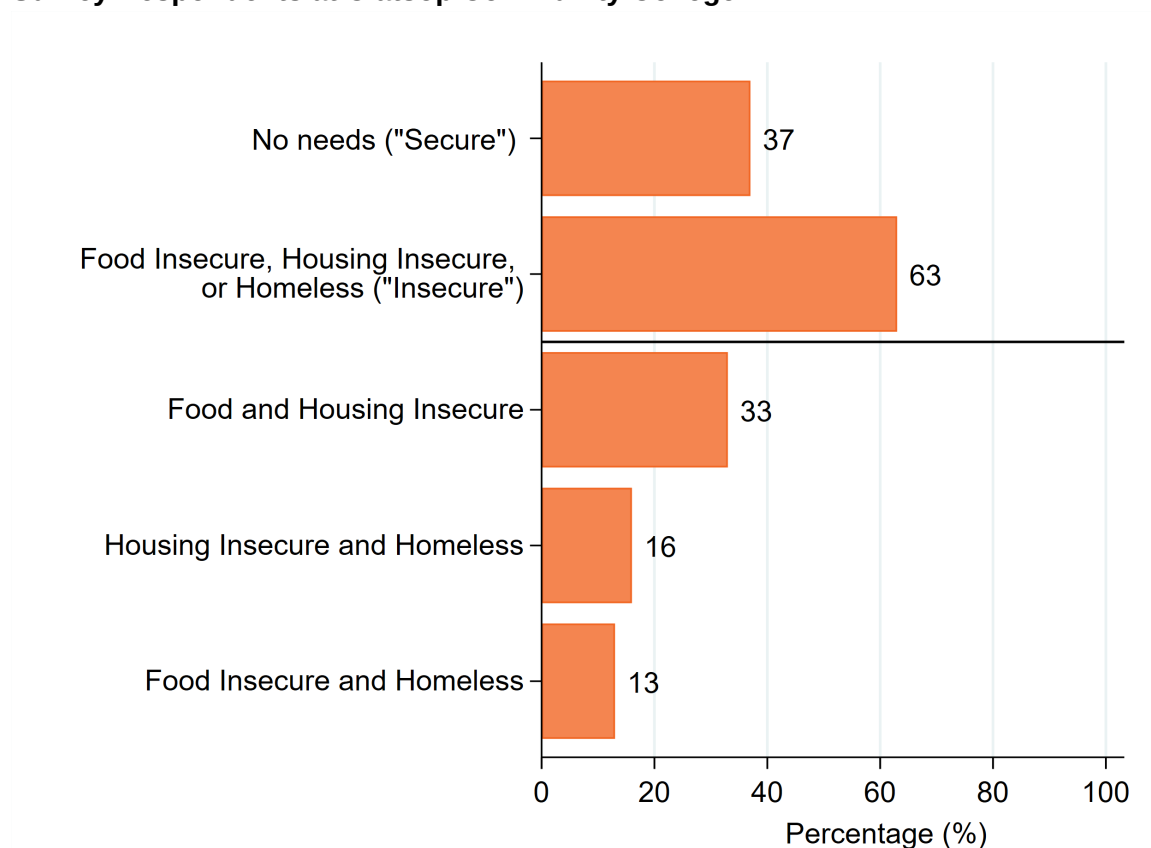


Source: 2019 #RealCollege Survey

OVERLAPPING CHALLENGES

Food insecurity, housing insecurity, and homelessness are overlapping concerns, with 63% of students at Clatsop Community College experiencing at least one of these forms of basic needs insecurity in the past year (Figure 6).

Figure 6. Intersections of Food Insecurity, Housing Insecurity, and Homelessness Among Survey Respondents at Clatsop Community College



Source: 2019 #RealCollege Survey

DISPARITIES IN BASIC NEEDS INSECURITY

Some students are at higher risk of basic needs insecurity than others. The tables in this section present rates of food insecurity, housing insecurity, and homelessness according to students' demographic, academic, and economic circumstances, as well as their life circumstances.

EMBARGOED UNTIL FEB. 12, 2020

By Demographic Background

Table 1. Demographic Disparities in Rates of Basic Needs Insecurity Among Survey Respondents at Clatsop Community College

	Number of Students	Food Insecurity (%)	Housing Insecurity (%)	Homelessness (%)
GENDER IDENTITY				
Male	28	50	61	32
Female	66	35	50	15
Non-Binary/Third gender	.	.	.	.
Prefers to self-describe	.	.	.	.
TRANSGENDER IDENTITY				
Identifies as transgender	.	.	.	.
Does not identify as transgender	93	40	53	19
SEXUAL ORIENTATION				
Heterosexual or straight	75	37	49	20
Gay or lesbian	.	.	.	.
Bisexual	12	42	75	25
Prefers to self-describe	.	.	.	.
HIGHEST LEVEL OF PARENTAL EDUCATION				
No high school diploma	.	.	.	.
High school diploma	25	36	44	16
Some college	31	32	58	19
Bachelors degree or higher	29	45	52	21
Does not know	.	.	.	.

Table continued on next page.

EMBARGOED UNTIL FEB. 12, 2020

Table 1 (continued). Demographic Disparities in Rates of Basic Needs Insecurity Among Survey Respondents at Clatsop Community College

	Number of Students	Food Insecurity (%)	Housing Insecurity (%)	Homelessness (%)
RACIAL OR ETHNIC BACKGROUND				
White or Caucasian	83	40	53	20
African American or Black	.	.	.	.
Hispanic or Latinx	11	55	73	18
American Indian or Alaskan Native	.	.	.	.
Indigenous	.	.	.	.
Middle Eastern or North African or Arab or Arab American	.	.	.	.
Southeast Asian	.	.	.	.
Pacific Islander or Native Hawaiian	.	.	.	.
Other Asian or Asian American	.	.	.	.
Other	.	.	.	.
STUDENT IS A U.S. CITIZEN OR PERMANENT RESIDENT				
Yes	91	41	54	22
No	.	.	.	.
AGE				
18 to 20	36	31	53	22
21 to 25	17	65	71	29
26 to 30	.	.	.	.
Older than 30	33	33	45	12
STUDENT IS AN ATHLETE				
Yes	.	.	.	.
No	93	40	54	22

Source: 2019 #RealCollege Survey

Note: Results from any category with fewer than 10 participants are not shown in the table. The Number of Students column indicates the number of survey respondents to our measure of homelessness. The number respondents to our measures of food and housing insecurity may vary slightly. Classifications of gender and race/ethnicity are not mutually exclusive. Students could self-identify with multiple classifications.

EMBARGOED UNTIL FEB. 12, 2020

By Student Academic, Economic, and Life Experiences

Table 2. Rates of Basic Needs Insecurity by Student Life Experiences Among Survey Respondents at Clatsop Community College

	Number of Students	Food Insecurity (%)	Housing Insecurity (%)	Homelessness (%)
LEVEL OF STUDY				
Undergraduate	60	36	60	20
Graduate	17	76	82	35
Non-degree	22	23	18	9
COLLEGE ENROLLMENT STATUS				
Full-time (at least 12 credits)	53	42	55	25
Part-time (fewer than 12 credits)	46	39	54	15
YEARS IN COLLEGE				
Less than 1	23	41	48	22
1 to 2	40	35	58	23
3 or more	37	44	54	16
DEPENDENCY STATUS				
Dependent	25	36	56	24
Independent	59	37	49	15
Does not know	10	60	70	50
STUDENT RECEIVES THE PELL GRANT				
Yes	41	41	61	17
No	41	37	51	17
RELATIONSHIP STATUS				
Single	32	47	59	16
In a relationship	34	41	56	32
Married or domestic partnership	23	17	35	13
Divorced	.	.	.	.
Widowed	.	.	.	.

Table continued on next page.

EMBARGOED UNTIL FEB. 12, 2020

Table 2 (continued). Rates of Basic Needs Insecurity by Student Life Experiences Among Survey Respondents at Clatsop Community College

	Number of Students	Food Insecurity (%)	Housing Insecurity (%)	Homelessness (%)
STUDENT HAS CHILDREN				
Yes	14	43	50	0
No	82	39	55	24
STUDENT HAS BEEN IN FOSTER CARE				
Yes	.	.	.	.
No	87	39	54	23
STUDENT HAS BEEN IN MILITARY				
Yes	.	.	.	.
No	91	40	54	21
EMPLOYMENT STATUS				
Employed	27	35	52	19
Not employed, looking for work	.	.	.	.
Not employed, not looking for work	.	.	.	.
STUDENT HAS BEEN CONVICTED OF A CRIME				
Yes	.	.	.	.
No	88	35	51	20
DISABILITY OR MEDICAL CONDITION				
Learning disability	15	67	80	27
Physical disability	11	55	64	18
Chronic illness	21	62	71	19
Psychological disorder	42	43	64	24
Other disability or condition	.	.	.	.
No disability or medical condition	41	29	39	15

Source: 2019 #RealCollege Survey

Note: Results from any category with fewer than 10 participants are not shown in the table. The Number of Students column indicates the number of survey respondents to our measure of homelessness. The number respondents to our measures of food and housing insecurity may vary slightly. Survey questions about employment status were randomly administered to a subset of respondents. Classifications of Disability or Medical Condition are not mutually exclusive. Students could self-identify with multiple classifications.

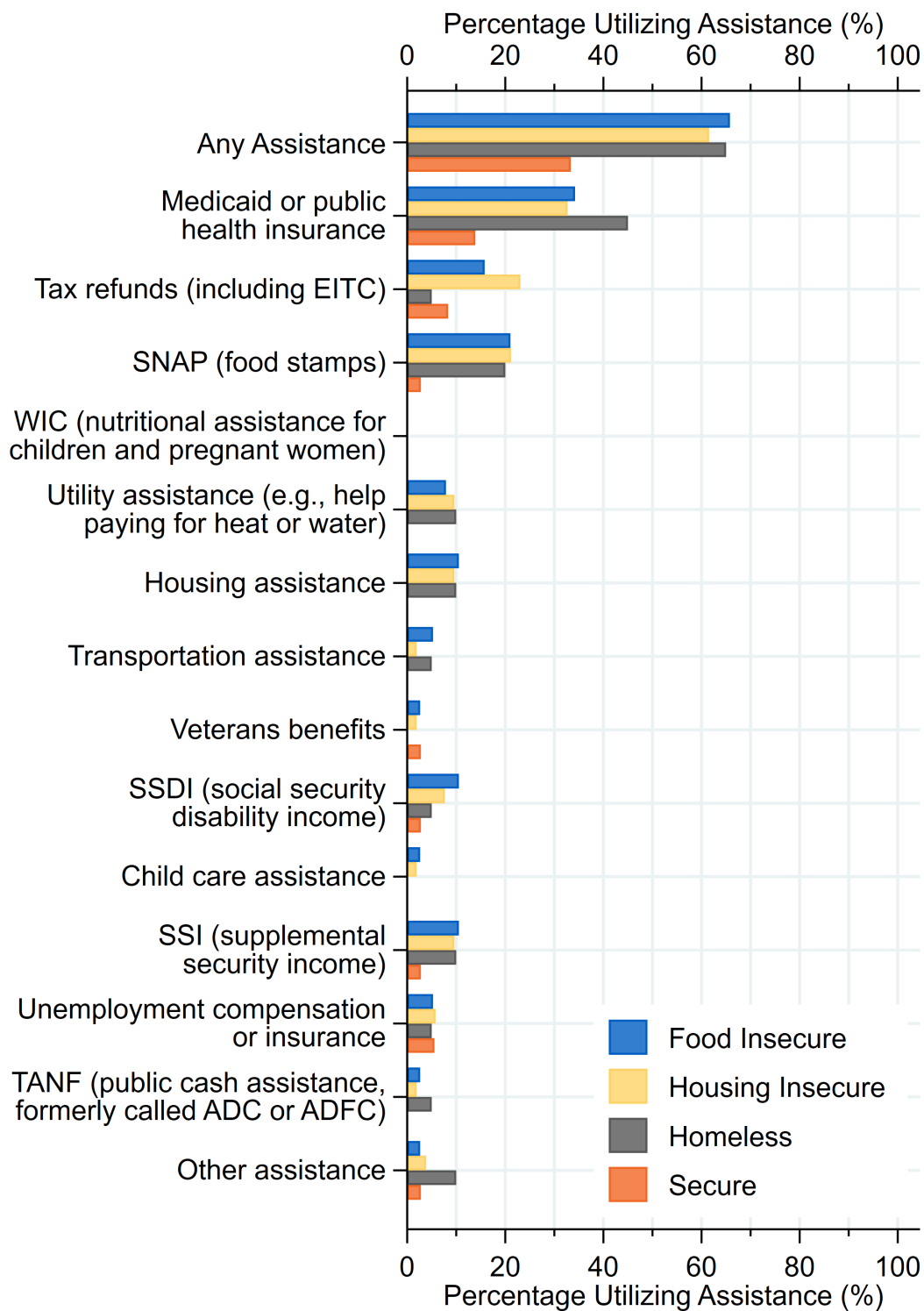
UTILIZATION OF SUPPORTS

Many students at Clatsop Community College who experience basic needs insecurity do not receive public assistance (Figure 7). Among food insecure students, 21% receive SNAP benefits. In addition, 10% of students who experience homelessness receive housing assistance. It is also worth noting that students who are secure in their basic needs are still accessing public benefits, albeit at lower rates (33%) than their peers.

A growing number of on-campus supports are being offered but again, few students are accessing them (Figure 8). Of the students experiencing basic needs insecurity at Clatsop Community College, only about 11% use on-campus supports.

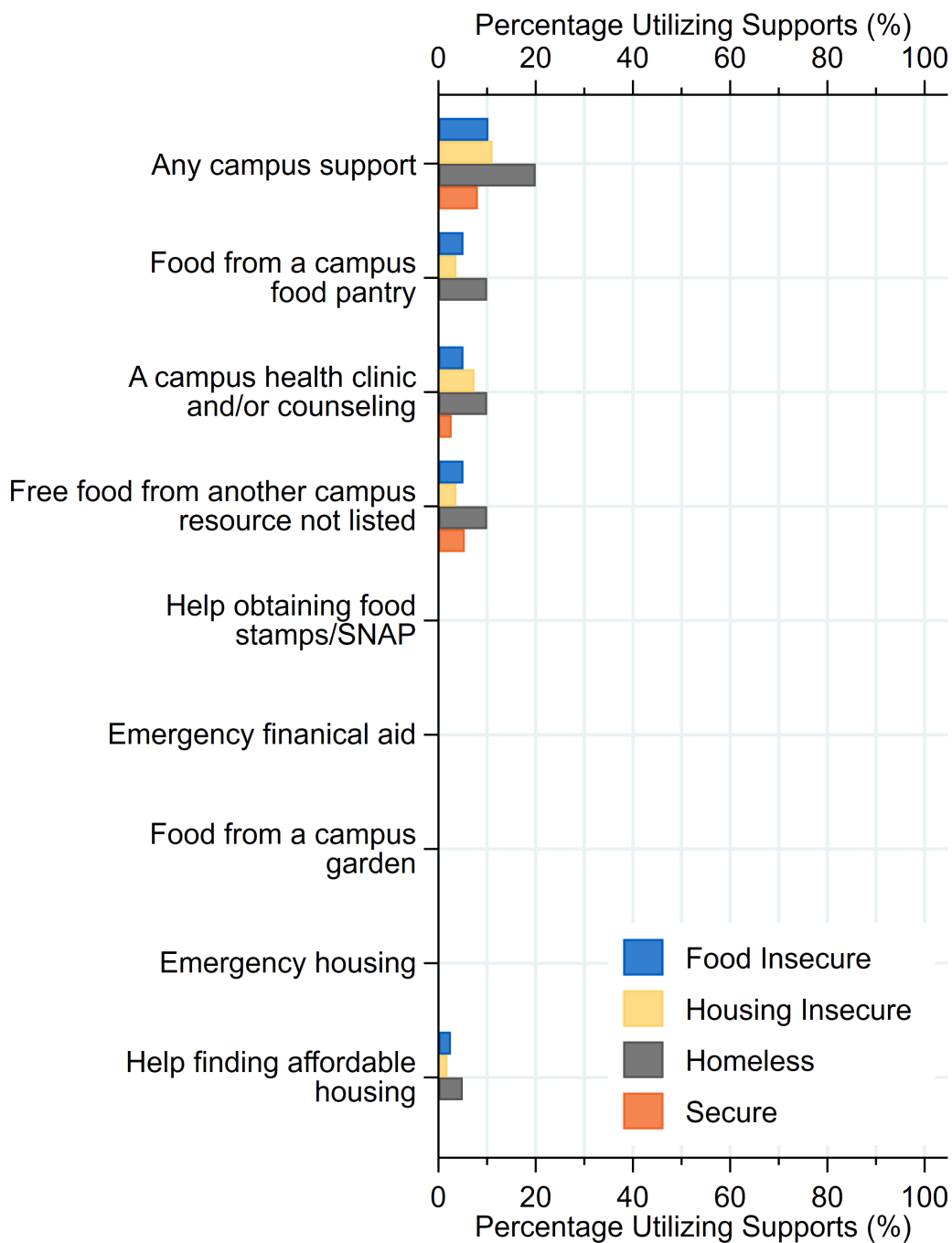


Figure 7. Use of Assistance Among Survey Respondents at Clatsop Community College According to Basic Needs Security



Source: 2019 #RealCollege Survey

Figure 8. Use of Campus Supports Among Survey Respondents at Clatsop Community College According to Basic Needs Security



Source: 2019 #RealCollege Survey

CONCLUSION

The #RealCollege survey affirms what has been evident to college administrators, faculty, staff, and students for years: basic needs insecurity is a condition challenging many undergraduates pursuing credentials. The scope of the problem described here is substantial and should be cause for a systemic response.

ABOUT US

The Hope Center for College, Community, and Justice is redefining what it means to be a student-ready college with a national movement centering #realcollege students' basic needs. In order to advance the necessary systemic changes to support those needs, our work includes four pillars: action research, engagement and communication, advocacy, and sustainability. For more information, visit www.hope4college.com.

CONTACT INFORMATION

If you have questions about this report, please contact the Hope Center Research Team at hopesrvy@temple.edu.



**MINUTES OF THE JANUARY 14, 2020
CLATSOP COMMUNITY COLLEGE
BOARD OF DIRECTORS
REGULAR BOARD MEETING**

I. CALL TO ORDER

The meeting was called to order by Vice-Chair Rosemary Baker-Monaghan at 6:30 p.m.

Board members present: Karen Burke, Rosemary Baker-Monaghan, Anne Teaford-Cantor, Dave Zunkel, Sara Meyer, and Robert Duehmig (by phone). Board members absent: Tim Lyman. Others present: Jerad Sorber, Naomi Garbutt, Eldon Russell, Shaun Martin, Teena Toyas, Julie Kovatch, Katie Frankowicz, Deputy Clerk JoAnn Zahn, and President Chris Breitmeyer.

A. Adoption of Agenda

Robert Duehmig asked to amend the agenda to add "Propose Date Change for February Board Meeting" under New Business. President Chris Breitmeyer asked to add "MERTS Project Update" under the President's Report. Karen Burke **moved to adopt the agenda as amended**. Anne Teaford-Cantor seconded. The motion carried unanimously with Tim Lyman absent.

II. PUBLIC FORUM

A. Introduction of Guests

Vice-Chair Rosemary Baker-Monaghan asked those present to introduce themselves.

B. Public Comment

None.

III. APPROVAL OF MINUTES

Robert Duehmig **moved to approve the minutes of the December 10, 2019 Regular Board Meeting as presented**. Dave Zunkel seconded. The motion carried unanimously with Tim Lyman absent.

IV. CONSENT AGENDA

A. Policies and Corresponding Procedures for Review

- BP 3100 Organizational Structure (*2nd reading*)
- BP 3310 Records Retention and Destruction (*2nd reading*)
- BP 5052 Open Enrollment (*2nd reading*)

Robert Duehmig **moved to put the consent agenda into 2nd reading by title only**. Karen Burke seconded. The motion carried unanimously with Tim Lyman absent. Anne Teaford-Cantor **moved to adopt the consent agenda**. Karen Burke seconded. The motion carried unanimously with Tim Lyman absent.

V. REPORTS/DISCUSSION ITEMS

A. Report of the Deputy Clerk

VP Zahn provided a summary of the Statements and Revenues and Expenditures FY19-20 and FY18-19 by fund source. The Financial Summary also included revenues and expenditures as of December 31, 2019 compared to revenues and expenditures as of December 31, 2018 and to the FY 2019-2020 Budget. Tuition and fees revenue recorded through December FY19-20 is \$2.125 million or 64.9% of the adopted budget. Tuition and fee revenue is up 8.97% compared to December FY18-19. The \$3 per credit tuition increase, effective summer term, is reflected in year-to-date enrollment. The tuition and fee budget is \$3.275 million. The actual FY18-19 general fund ending fund balance is \$1.453 million.

State appropriations in the FY19-20 adopted budget are \$3.644 million based on a \$570 million funding formula allocation. State appropriations recorded through December FY19-20 are \$2.039 million representing two of four quarterly payments. Property taxes recorded through December FY19-20 are \$4.262 million. The actual FY18-19 property taxes received are \$4.851 million or 101.22% of the adopted budgeted. Timber revenues are budgeted at \$450,000. The FY19-20 adopted budget beginning fund balance is \$1.1 million. The actual FY18-19 ending fund balance is \$1.453 million. Total actual General Fund expenditures through December are \$5.808 million, or 43.33% of budget, compared to \$5.544 million in

December FY18-19 representing a 4.77% increase. Total estimated actual General Fund expenditures in FY18-19 are \$11.813 million, or 92.86%.

Robert Duehmig **moved to accept the financials**. Sara Meyer seconded. The motion carried unanimously with Tim Lyman absent.

VP Zahn said all seven members of the Budget Committee have committed to continuing to serve on the Budget Committee. VP Zahn added there are opportunities for input into the budget through the Budget Advisory Committee and Budget Forums that are held on campus. Vice-Chair Baker-Monaghan said the Budget Committee used to take two meetings to do the budget and maybe the Budget Committee is going through it too fast. Ms. Burke said the Budget Committee meetings are open meetings and the public can attend. Vice-Chair Baker-Monaghan said in the past there have been changes made to the budget from when the Budget Committee met and when the budget came to the Board for approval in June. VP Zahn said we need to do more marketing around when the budget meetings are to get more participation.

B. Report of the Board Chair

Chair Duehmig said the Board meetings are packed with a lot of information and he would like the Board to start having work sessions prior to the start of all Board meetings so Board members can take a deeper dive into various topics impacting the College. Chair Duehmig said he will be putting together a draft of topic areas for future Board Work Sessions.

C. Report of the Board Representatives

OCCA

Anne Teaford-Cantor reported that the next OCCA Board meeting is February 7 in Salem. OCCA's Executive Director Cam Preus was recently elected Chair of the Western Interstate Commission for Higher Education for 2019-2020.

Foundation

Dave Zunkel reported that the Foundation is having a retreat in February. The Foundation Auction is set for May 2. Foundation Director Sunny Klever has given notice of her retirement. President Breitmeyer said the Foundation Director position is currently being advertised. No date has been set for Ms. Klever's last day. She will stay through the auction and a little beyond that.

D. Report of the President

President Breitmeyer said he had a meeting with all the local distillers and brewers in the county to discuss how the College could support them. Most of them were unaware of the basic management skills and customer service training the College offers and committed to sending their employees to these trainings. There was a broader discussion around the College starting a fermentation program. President Breitmeyer said a fermentation program would not require the College to add any courses it is not currently offering, and the College would offer experiential learning at the local breweries. The distillers and brewers were excited about this idea and talked about having a cohort model and limiting the size of each cohort. President Breitmeyer said it is likely the College will move forward with a fermentation program. He added that OSU has a Fermentation Science program and we are approaching them for an agreement as well.

President Breitmeyer said he, Director of Nursing and Allied Health Doris Jepson, and Foundation Director Sunny Klever approached local hospitals for a commitment for funding to the College.

President Breitmeyer reported that the Diversity, Equity, and Inclusion (DEI) committee has been elevated to the council level. The DEI Council will be part of the policies and procedures review as well. Policies and procedures will go concurrently to College Council and the DEI Council.

VP Student Success Jerad Sorber followed up on the enrollment data included in his report. He said that this year compared to last year is tracking pretty much even. The fall 2019 FTE is significantly down because of the heavy weather school that did not happen due to the nice

fall weather. VP Sorber said the capture rate of 28% of local graduating high school seniors starting at CCC is above the state average. He added that the biggest competitor is not students going to four-year institutions but “I’m not going to college right now.”

- Report on the MERTS Project

MERTS Project Manager Shaun Martin presented a PowerPoint with an update on the MERTS project. In his presentation, Mr. Martin covered the status of the design, project milestones, recent activities, current activities, budget, and risk management. Mr. Martin said there have been minor modifications to the design based on feedback from the faculty. The plan is for construction to begin in April 2021 with completion in June 2022. Mr. Martin added that a traffic study is not required, the Fire Chief will require “no parking” signs along Liberty Lane in lieu of road improvements, and additional hydrants will still be required on campus. Mr. Martin said the design is probably 50% to 60% completed and added there has been a reduction in the cost of construction by \$1.1 million.

E. Report of the ASG Representative

ASG Representative Steven Ellsberg was not able to attend the meeting. President Breitmeyer and VP Sorber gave a brief report in his place. ASG met their goal on the holiday Giving Tree for Head Start Children. Over 60 children received gifts through the Giving Tree. ASG is currently working on their Wellness Fair.

VI. OLD BUSINESS

A. None

VII. NEW BUSINESS

A. Consider Approval to Accept United Way 2019-2020 Campaign Funds

President Breitmeyer said the United Way funds support the Lives in Transition (LIT) Program and is something LIT applies for every year. Sara Meyer asked how much funding is received. VP Zahn said she would follow up to get that amount.

Karen Burke **moved to approve the anticipated distribution of 2019-2020 United Way grant funds to the Clatsop Community College Lives in Transition Program.** Anne Teaford-Cantor seconded. The motion passed unanimously with Tim Lyman absent.

- B. Consider Authorizing and Empowering the President or President's Designee to Execute All Documents Necessary to Complete the Sale of Performing Arts Center (PAC) and Josie Peper Properties

Vice-Chair Baker-Monaghan said the purpose is to authorize and empower the President or the President's Designee to execute all documents necessary to complete the sale of the Performing Arts Center and Josie Peper properties including four lots located at 550 16th Street, Astoria, Oregon. The Performing Arts Center and Josie Peper properties represent .74 acres; 32,234 SF. The properties have been deemed surplus in Board actions. The legal description is tax lots 17100, 17200, 17300, and 17400. The surplus property sale provides the opportunity for the Performing Arts Center to continue to serve the community with new ownership.

Sara Meyer **moved to authorize and empower the President or President's Designee to execute all documents necessary to complete the sale of the Performing Arts Center (PAC) and Josie Peper Properties.** Dave Zunkel seconded. The motion carried unanimously with Tim Lyman absent.

- C. Student Success Metric Discussion/Core Theme Indicators

President Breitmeyer said one of the recommendations from the Accreditation site visit was to focus more on data and measures of student success that correlate to the core themes. He said there was a brief but exciting discussion around data at the winter inservice. President Breitmeyer said we are looking at a few measures, including completion – transfer, certificates, or earning a degree. He added that we are starting to look at numbers over a realistic course of time and will also look at initial measures of success, including gateway courses (developmental English, writing, math) and milestones (e.g., completing 30 credit hours, fall to fall retention). President Breitmeyer said the Board will take a much deeper dive at the February Work Session and indicated that his gift for Board Appreciation Week is homework: what kind of indicators are important for the Board to know?

D. New Hire

VP Zahn said Jake Campbell is the new full-time Instructor of Fire Science and Maritime Fire, and he brings a wealth of experience to his role.

E. Board Appreciation Month

For Board Appreciation Month, President Breitmeyer presented each Board member with the book, Creating a Data informed Culture at Community Colleges: A New Model for Educators. He asked Board members to start with Chapter 4 if they don't have time to read the entire book before the next Board Meeting. He added that the book will help contextualize what we will talk about at the Board Work Session in February.

F. Propose Date Change for February Board Meeting

Chair Duehmig said that both he and President Breitmeyer will be in Washington, DC for the next regularly scheduled Board meeting on February 11. He would like to move the meeting to the following week if possible. After a brief discussion, the Board decided on Wednesday, February 19. Robert Duehmig **moved to change the date of the Board meeting to Wednesday, February 19**. Karen Burke seconded. The motion carried unanimously with Tim Lyman absent. As a reminder, Karen Burke said the Board needs to meet briefly in Executive Session to complete the President's evaluation which should not take more than 10 minutes or so. The Executive Session will start at 5:30 p.m. followed immediately by the Board Work Session. The Regular Board Meeting will start at 6:30 p.m.

VIII. ANNOUNCEMENTS/COMMUNICATIONS

The next Board Meeting is Tuesday, January 19, 2020 in Columbia Hall 219 starting with Executive Session at 5:30 p.m. to finish the President's evaluation followed immediately by the Board Work Session. The Regular Board Meeting will start at 6:30 p.m.

IX. BOARD FORUM

Dave Zunkel said it was a pleasure to work with the other Board members on the President's Evaluation Committee.

Sara Meyer asked if the College is offering free nurse's aide training. President Breitmeyer replied that we have had trouble attracting students when we offer nurse's aide training. It's an expensive class to offer and is limited to nine students per instructor.

Anne Teaford-Cantor said she and President Breitmeyer met with the new Executive Director of the Lower Columbia Hispanic Council, Jenny Pool Radway. Ms. Teaford-Cantor said it was a great chance to say that the College is here and is committed to diversity, equity, and inclusion. President Breitmeyer said they talked about training and using the Lower Columbia Hispanic Council as a resource in some of the cultural competency training the College wants to do. Ms. Teaford-Cantor said the Council can provide insight about outreach to the Hispanic community and retention of Hispanic students.

Robert Duehmig thanked everyone for putting up with his participation by phone. He also thanked Vice-Chair Baker-Monaghan for chairing the meeting.

Karen Burke said she had nothing to share.

Rosemary Baker-Monaghan said there will be policies coming the Board's way. The Board Policy committee is meeting tomorrow. President Breitmeyer said he was at the NWCCU meeting in Seattle to discuss the next stage. The emphasis from the commissioners is to continue with the policy work. President Breitmeyer said he explained our process and that we are not going to rush through the policies and procedures because we have a process we are following.

X. ADJOURNMENT

Without further business, the Regular Board meeting was adjourned at approximately 7:45 p.m.

Chris Breitmeyer, President

Rosemary Baker-Monaghan,
Vice-Chair

Transcribed by Pat Schulte, Board Secretary



Clatsop Community College

Board of Education Meeting– February 19, 2020 FY18-19 Financial Summary – June 30, 2019 FY19-20 January Financial Summary

Attached is the Statement of Revenues and Expenditures for FY19-20 and FY18-19 by fund source.

January represents seven months (58%) of the FY19-20 fiscal year. The FY18-19 audit field work was performed the week of August 5, 2019, and the audit team visit was completed the week of October 28, 2019. The FY18-19 financial statements were presented by our audit firm, CliftonLarsonAllen (CLA), at the December 10, 2019 Board meeting.

The FY18-19 annual audited financial statements and historical audits are available at the following link:

<https://www.clatsopcc.edu/wp-content/uploads/2019/12/2019-Signed-Financial-Statement.pdf>

General Operating Fund

(a) Tuition and fee revenue recorded through January FY19-20 is \$2.221 million, or 67.83 percent of the adopted budget. Tuition and fee revenue are up 7.75 percent compared to January FY18-19. The \$3 per credit tuition increase, effective summer term, is reflected in year-to-date enrollment. The tuition and fee budget is \$3.275 million.

Expenditures by Function (spreadsheet, bottom of page) provides more General Fund detail with a budget and actual by-function expenditures for instruction, etc.

(b) State Appropriations recorded through January FY19-20 is \$3.086 million representing three of the four quarterly payments. State Appropriations in the FY19-20 adopted budget is \$3.644 million based on a \$570 million funding formula allocation. The legislatively approved community college allocation was \$640 million. The actual anticipated allocation will be \$4.1 million annually for the FY19-21 biennium.

(c) Property taxes recorded through January FY19-20 are \$4.278 million. The actual FY18-19 property taxes received are \$4.581 million, or 101.22 percent of the adopted budget.

(c1) FY19-20 other revenue recorded through January are \$124 thousand. Timber proceeds are budgeted at \$450 thousand.

(c2) The FY19-20 adopted budget beginning fund balance is \$1.1 million. The actual FY18-19 ending fund balance is \$1.453 million. The FY17-18 General Fund ending fund balance was \$1.748 million.

(d) Total actual General Fund expenditure through January is \$6.902 million, or 51.49 percent of budget, compared to \$6.636 million in January FY18-19 representing a 4.01 percent increase. Total estimated actual General Fund expenditures in FY18-19 are \$11.813 million, or 92.86 percent.

Grants and Financial Aid Fund

(e) FY19-20 expenditures through January are \$2.833 million representing 56.95 percent compared to budget.

Plant Fund

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

(f1) The Plant Fund FY19-20 expenditures are \$2.229 million through January. The MERTS property purchase closed in November and represents \$836 thousand of the total expenditures.

(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 our PERS debt service.

Expenditures
All-Funds
Comparing YTD January 2020 to December 2019

REVENUES										
Fund	Description	FY 2019-2020 Budget	Revenue as of 1/31/2020	% Received	Revenue as of 1/31/2019	% Change January 2020 compared to January 2019	FY 2018-2019 Budget	Revenue as of 6/30/19 (pre-close)	% Received	Budget versus Actual Variance
11	Tuition and fees (a)	\$ 3,274,925	24% \$ 2,221,400	20%	67.83%	2,061,682	7.75%	\$ 3,324,250	\$ 3,003,608	90.35% \$ (320,642)
11	State Appropriations (b)	\$ 3,644,460	27% \$ 3,086,336	28%	84.69%	2,426,272	27.20%	\$ 3,156,481	\$ 3,192,302	101.13% \$ 35,821
11	Property Taxes (c)	\$ 4,655,780	35% \$ 4,278,263	38%	91.89%	4,160,981	2.82%	\$ 4,526,000	\$ 4,581,189	101.22% \$ 55,189
11	Other (c1)	\$ 729,600	5% \$ 123,508	1%	16.93%	164,084	-24.73%	\$ 614,600	\$ 726,292	118.17% \$ 111,692
	Beg. Fund Balance (7/1/19 & 18) (c2) *estimate	\$ 1,100,000	8% \$ 1,453,173	13% *	132.11%	1,748,460	-16.89%	\$ 1,100,000	\$ 1,748,460	158.95% \$ 648,460
	Total General Fund	\$ 13,404,765	100% \$ 11,162,680	100%	83.27%	10,561,479	5.69%	\$ 12,721,331	\$ 13,251,851	104.17% \$ 530,520
12	Auxiliary	\$ 786,950	\$ 238,793	30.34%	228,122	4.68%	\$ 765,962	\$ 350,687	45.78%	\$ (415,275)
21	Grants and Financial Aid (e)	\$ 4,974,507	\$ 2,908,401	58.47%	2,530,879	14.92%	\$ 4,818,147	\$ 4,301,396	89.27%	\$ (516,751)
41	Plant (f)	\$ 2,924,687	\$ 2,731,658	93.40%	3,333,327	-18.05%	\$ 4,518,348	\$ 3,928,663	86.95%	\$ (589,685)
42	Plant - Debt (g)	\$ 1,489,170	\$ 992,120	66.62%	993,757	-0.16%	\$ 1,487,332	\$ 1,486,543	99.95%	\$ (789)
54	C&O - Special Revenue	\$ 62,189	\$ 54,154	87.08%	61,150	-11.44%	\$ 76,128	\$ 37,097	48.73%	\$ (39,031)
60	Non-Plant Debt Fund (i)	\$ 1,327,900	\$ 446,550	33.63%	488,006	-8.49%	\$ 948,929	\$ 863,318	90.98%	\$ (85,611)
	Total Revenues	\$ 24,970,168	\$ 18,534,356	74.23%	\$ 18,196,720	1.86%	\$ 25,336,177	\$ 24,219,555	95.59%	
EXPENDITURES										
Fund	Description	FY 2019-2020 Budget	Expended as of 1/31/2020	% Expended	Expended as of 1/31/2019	% Change January 2020 compared to January 2019	FY 2018-2019 Budget	Expended as of 6/30/19 (pre-close)	% Expended	Budget versus Actual Variance
11	General Operating (d)	\$ 13,404,765	\$ 6,902,429	51.49%	6,636,339	4.01%	\$ 12,721,331	\$ 11,812,561	92.86%	\$ (908,770)
12	Auxiliary	\$ 786,950	\$ 255,482	32.46%	240,273	6.33%	\$ 765,962	\$ 382,369	49.92%	\$ (383,593)
21	Grants and Financial Aid (e)	\$ 4,974,507	\$ 2,833,177	56.95%	2,479,253	14.28%	\$ 4,818,147	\$ 4,301,396	89.27%	\$ (516,751)
41	Plant (f1)	\$ 2,924,687	\$ 2,228,787	76.21%	548,687	306.20%	\$ 4,518,348	\$ 1,785,836	39.52%	\$ (2,732,512)
42	Plant - Debt (g)	\$ 1,489,170	\$ 196,210	13.18%	210,754	-6.90%	\$ 1,487,332	\$ 1,486,543	99.95%	\$ (789)
54	C&O - Special Revenue	\$ 62,189	\$ 5,709	9.18%	21,234	-73.11%	\$ 76,128	\$ 37,097	48.73%	\$ (39,031)
60	Non-Plant Debt Fund	\$ 1,327,900	\$ 127,997	9.64%	136,275	-6.07%	\$ 948,929	\$ 627,459	66.12%	\$ (321,470)
	Sub-total Operations	\$ 24,970,168	\$ 12,549,791	50.26%	\$ 10,272,815	22.17%	\$ 25,336,177	\$ 20,433,261	80.65%	\$ (4,902,916)
	Total Expenditures	\$ 24,970,168	\$ 12,549,791	50.26%	\$ 10,272,815	22.17%	\$ 25,336,177	\$ 20,433,261	80.65%	
	Total Receipts over (under) Total Expenditures	\$ -	\$ 5,984,565				\$ -	\$ 3,786,294		
	Subtotal Operations (net)		\$ 5,984,565					\$ 3,786,294		
	Subtotal New Campus Dev (net)		\$ -					\$ -		
	Total Receipts over (under) Total Expenditures (net)		\$ 5,984,565					\$ 3,786,294		

Parenthetical items are explained on attached page.

GENERAL FUND (11)												
EXPENDITURES BY FUNCTION												
						% Change January 2020 compared to January 2019						
	Description	FY 2019-2020 Budget		Expended as of 1/31/2020	% Expended	Expended as of 1/31/2019		FY 2018-2019 Budget	Expended as of 6/30/19 (pre-close)	% Expended	Budget versus Actual Variance	
11	General Operating (d)	\$ 13,404,765		\$ 6,902,429	51.49%	6,636,339	4.01%	\$ 12,721,331	\$ 11,812,561	92.86%	\$ (908,770)	
	<u>By Function</u>											
	Instruction	\$ 5,240,616	39%	\$ 2,523,029	37%	48.14%	2,444,103	3.23%	\$ 4,958,674	\$ 4,766,941	96.13%	
	Instructional Support	\$ 1,632,286	12%	\$ 925,636	13%	56.71%	844,749	9.58%	\$ 1,518,559	\$ 1,480,685	97.51%	
	Student Services	\$ 1,308,705	10%	\$ 661,113	10%	50.52%	626,050	5.60%	\$ 1,209,381	\$ 1,113,395	92.06%	
	Institutional Support	\$ 2,926,987	22%	\$ 1,812,130	26%	61.91%	1,788,033	1.35%	\$ 2,849,834	\$ 2,886,602	101.29%	
	Operation and Maintenance of Plant	\$ 1,531,088	11%	\$ 888,969	13%	58.06%	850,291	4.55%	\$ 1,458,927	\$ 1,424,849	97.66%	
	Scholarships & Tuition Waivers	\$ 168,000	1%	\$ 91,552	1%	54.50%	83,113	10.15%	\$ 168,000	\$ 140,089	83.39%	
	Contingency	\$ 597,083	4%	\$ -	0%	0.00%	-		\$ 557,956	\$ -	0.00%	
	Total General Fund Expenditures	\$ 13,404,765	100%	\$ 6,902,429	100%	51.49%	6,636,339	4.01%	\$ 12,721,331	\$ 11,812,561	92.86%	\$ (908,770)

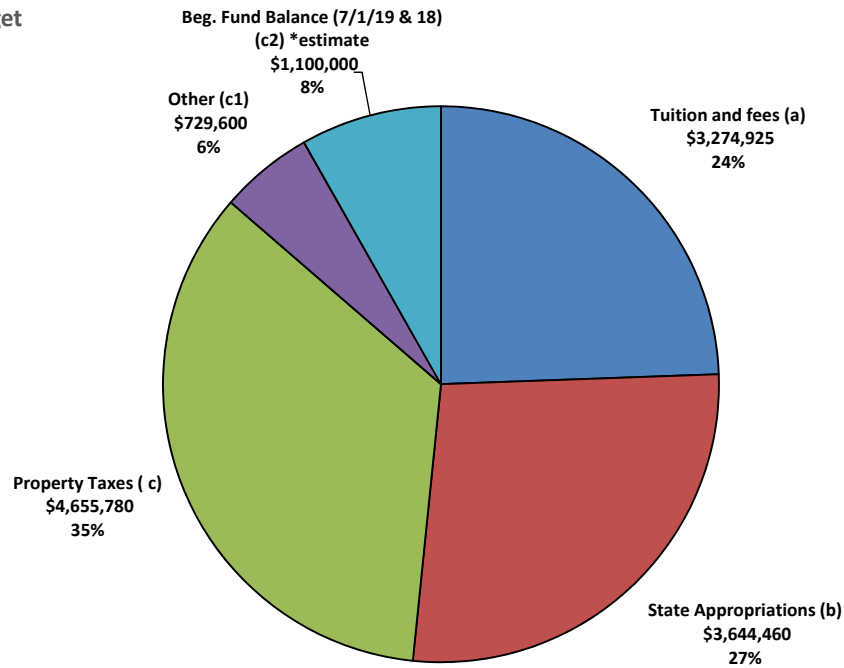
General Fund (11) FY 2019-2020

by source

Revenue

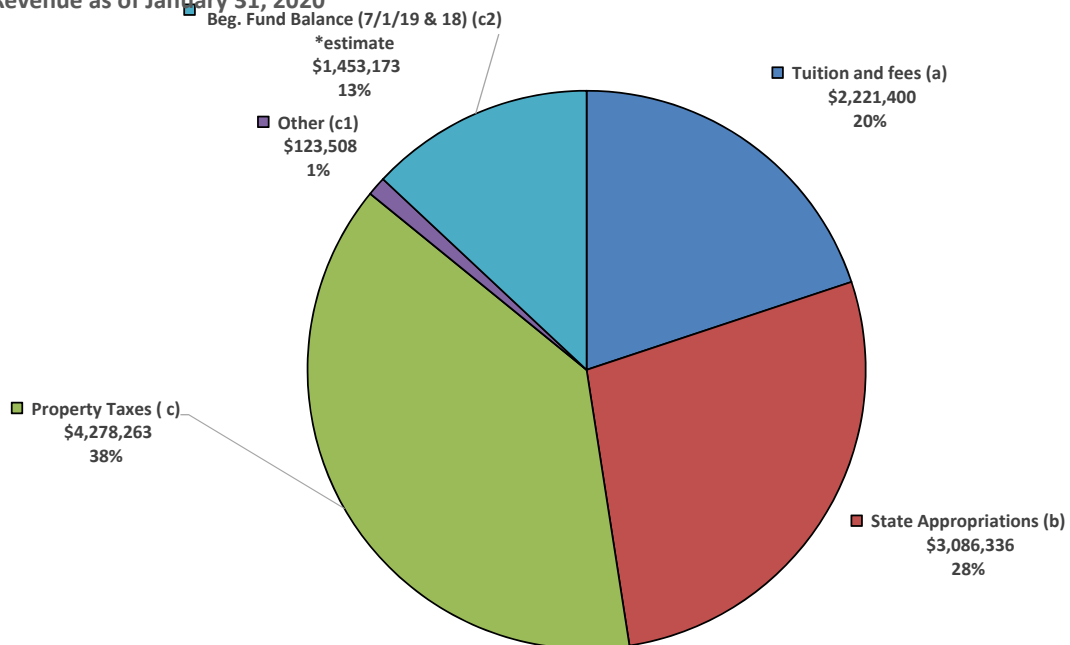
Fund 11 FY 2019-2020 (by source)

Revenue Budget



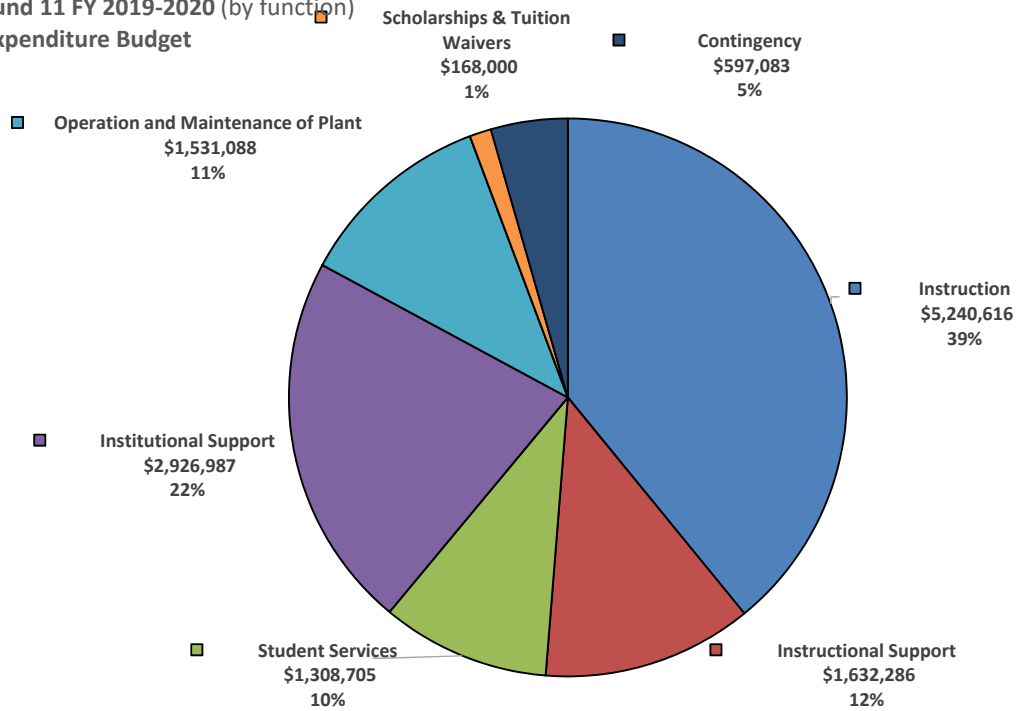
Fund 11 FY 2019-2020 (by source)

Revenue as of January 31, 2020

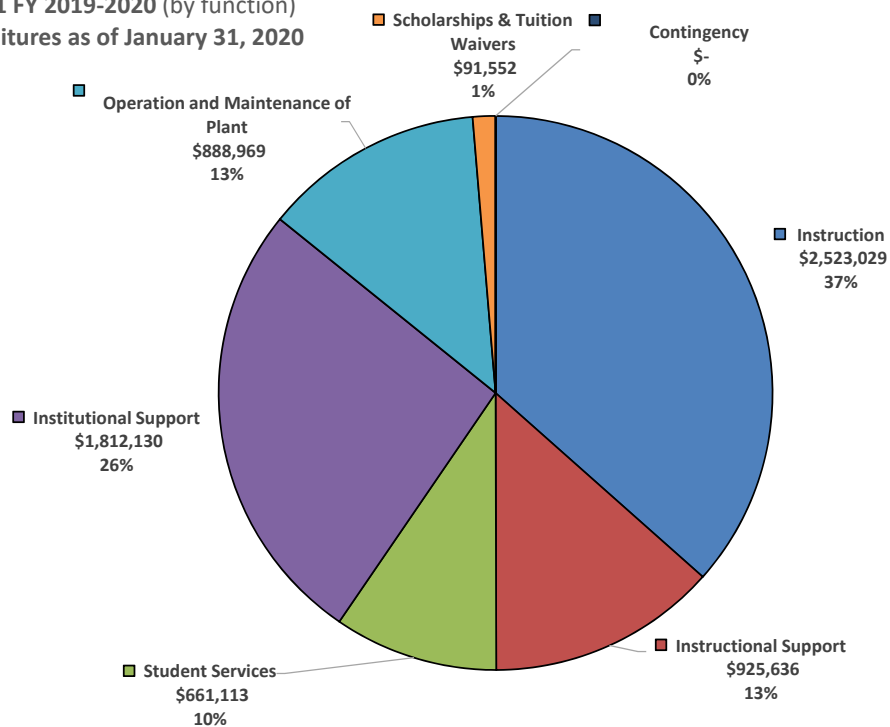


General Fund (11) FY 2019-2020 **by function** **Expenditures**

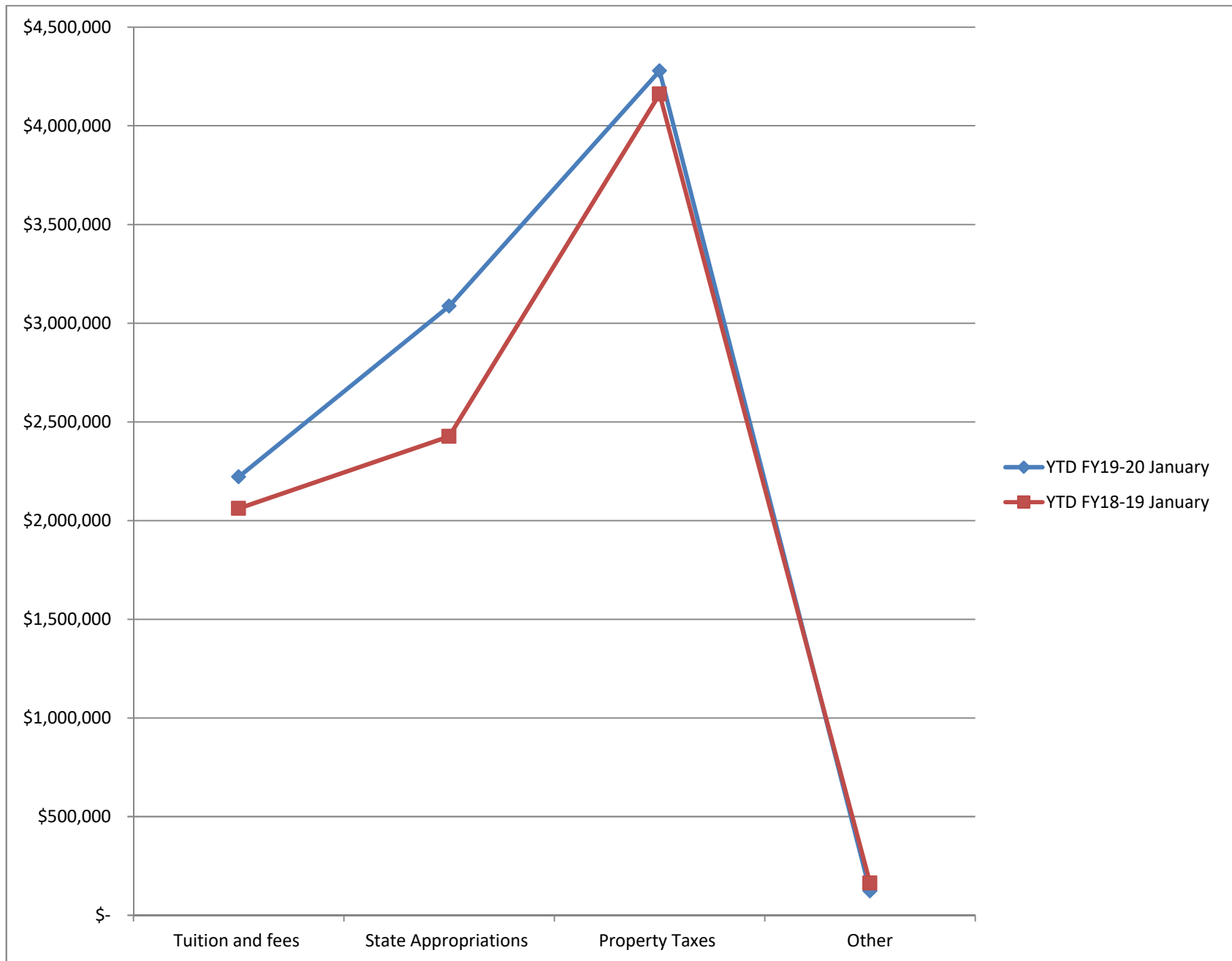
Fund 11 FY 2019-2020 (by function)
Expenditure Budget



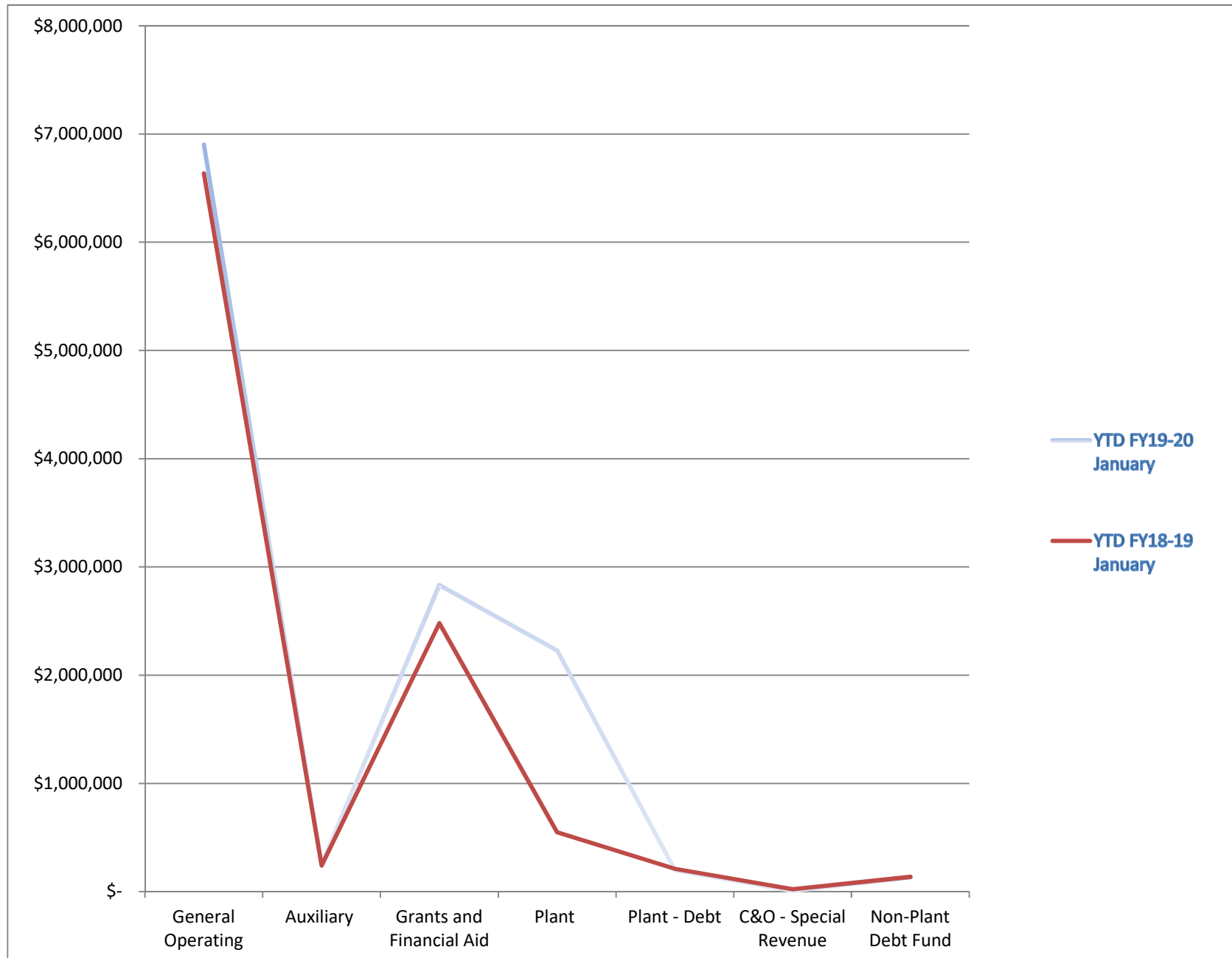
Fund 11 FY 2019-2020 (by function)
Expenditures as of January 31, 2020



General Fund Revenue YTD January 2020 Compared to January 2019



Expenditures
All-Funds
Comparing YTD January 2020 to January 2019



Clatsop Community College

Board Meeting

February 19, 2020

Submitted by: Naomi Garbutt

Title: Proclamation of Clatsop Community College Designating March 9-13, 2020 as Classified Employee Appreciation Week

What: This proclamation honors and recognizes all Classified employees of Clatsop Community College.

Why: This is an annual tradition at Clatsop Community College. All Board members will be invited to an appreciation event for these essential employees.

Recommended Action: Move to proclaim March 9, 2020 through March 13, 2020 as Classified Appreciation Week and authorize the Board Chair to sign and conduct the public reading of the attached proclamation into the record.

Proclamation

Clatsop Community College Board of Education Classified Employee Appreciation Week Resolution

WHEREAS, education is essential to the future of our community, state, country and world; and

WHEREAS, our classified employees are the backbone of our college; and

WHEREAS, classified employees work directly with students, instructors, volunteers, business partners and community members; and

WHEREAS, classified employees support the smooth operation of our offices, the safety and maintenance of buildings and property, and direct support of our students; and

WHEREAS, classified employees, with their diverse talents and true dedication, nurture students throughout their time at Clatsop Community College.

NOW, THEREFORE, BE IT RESOLVED that the Clatsop Community Board of Education proclaims March 9-13, 2020, to be Clatsop Community College Classified Employee Appreciation Week; and

BE IT FURTHER RESOLVED that the Clatsop Community College Board of Education strongly encourages all members of our community to join in this observance, recognizing the dedication and hard work of these individuals.

Adopted this 19th day of February, 2020

Chair, Clatsop Community College Board of Education

**February 2020
President's Board Report**

Strengthen the Academic Environment for Students

South County Center

Several classes were taught at the South County Center in January:

- ABE: Mathematics taught by Jennifer Guzel
- English/Speakers and Other Languages taught by Katie Ryding
- Pre-GED Prep & GED Preparation taught by Eileen Purcell and Jennifer Guzel
- Headstart Prep taught by their staff
- Sailing: Harness the Wind taught by Darroch Cahen

In addition, the South County Center has hosted business advising sessions, staff meetings, a Clatsop WORKS Employer Training session, and ESL and GED tutoring.

The community was engaged with our facility as well:

- Seaside School district for curriculum building
- Bill Eddy from Gearhart Volunteer Fire Dept. for work sessions
- Greg Sawyer from Seaside Tsunami & Armature Radio Society for their monthly workshop
- Steve Olstedt from The Cottage at Gearhart booked a room for his group as well.

Bringing the total to over 60 individual usages.

Clatsop WORKS

The Clatsop WORKS program is in its final two weeks of recruitment for our Summer 2020 internships. Application deadline is February 7th.

18+ county-wide employers in healthcare, tourism, lumber manufacturing, local government, law enforcement, marketing, construction and more are eager to hire local high school and community college students.

59 students have applied thus far.

Fermentation Science

The partnership with local distillers and brewers continues to strengthen. CCC in concert with CEDR presented along with Ft. George at the Astoria City Council meeting, the Port of Astoria Board meeting, the Clatsop County Board of Commissioners meeting and the Warrenton

Commission meeting to support the enterprise zone designation being sought by Fort George. This project will bring above county average wage jobs to our area and give future students in the fermentation science program a chance to experience more diverse experiential learning opportunities.

Cultivate Connections with the Community

SBDC

The SBDC offered Introduction to Financial Statements & Bookkeeping Basics and Intro to QuickBooks – Desktop at both Astoria and Seaside campuses, along with their Small Business Management cohort that meets bi-monthly on the Lexington campus.

CCC Magazine

The first Issue of the CCC Magazine was completed and distributed to residents of Clatsop County. The yearly magazine focused on messages from the CCC president and also the Foundation president. It was organized to feature the college mission message and show how activities on campus tie into enriching lives, inspiring learning and creating opportunities. Pages were also reserved for the foundation to have space to thank and highlight people and businesses for their contributions.

Supporting Community Groups

The College helped sponsor the Clatsop County Historic Society fundraiser. We have a solid working relationship with the organization and often pursue joint projects. With the sponsorship we will get recognized at their events.

Ales and Ideas

The winter season kicked-off January with a discussion of how real is math? Thanks to an engaging discussion by Rich Beveridge (full-time math professor) and Seth Tichenor (adjunct philosophy professor), the hall was filled to capacity with over 100 in attendance.

Commit to Equity and Inclusiveness

Information on Basic Needs Insecurity for Our Students

Report to be handed out at meeting.

Advance Institutional Accountability

Legislative Short Session

The College staff and board continues to be actively engaged in following the upcoming session. Julie Kovatch continues to be part of the CAC-College Advocacy Counsel and OCCMPR group conversations about statewide communication and action mainly concerning legislation actions. She is also serving on a subgroup to try and identify opportunities for statewide marketing for community colleges that would be fair to all colleges involved.

Foundation Director

We have had the initial meeting of the committee who will interview applicants for our departing Foundation Director. The goal is to have someone in as soon as possible to maximize the overlap with our current Foundation Director.

Cabinet Retreat

The day was spent on learning more about the state of our college community, our students and reflecting on how cabinet members can make positive change. We set goals for the year and are looking forward to a great 2020. One part of the day focused on feedback that was solicited from all employees where we asked: what makes them proud, what concerns them, and what opportunities there are for CCC in the upcoming year. We discussed the successes, challenges, and opportunities that each of the respondents shared. We spent some time focusing on the ways in which we could improve our campus and a few central themes emerged:

1. Challenges around technology and specifically the ERP implementation. We all need to understand the tremendous effort being put forth by those working on the conversion and that doing whatever we can do to support that effort is critical. We all will be impacted by this new system and it is incumbent upon each one of us to be active learners in this new system when the opportunity presents itself.
2. The desire for more training in diverse subjects ranging from onboarding to advising and ensuring we have opportunities for cross-training to promote continuity.
3. There are concerns that we are losing some talented teammates and that is true but the reverse is also true. We have gained some talented individuals who bring new energy and experience to the college. There are many reasons that someone may choose to leave CCC and each one is an individual decision and we need to respect and celebrate those choices.
4. Communication with one another. This may be our central challenge. A challenge that we try to address in many ways but certainly can improve upon with your active involvement in our college governance structures and using the existing channels to communicate concerns and kudos.

Other concerns and desires were expressed and these, too, were carefully examined and discussed.

The college leadership will be looking to foster improvement in all these areas. With your support and participation, we can make progress and leverage these opportunities to create a better CCC.

February, 2020 Board Report
Margaret Frimoth, VP of Academic Affairs

Academic Updates:

- The Dual Credit/Coastal Commitment program is preparing for a Peer Review this Spring. Oregon Dual Credit Standards align with nationally recognized practices. The primary focus is to replicate, to the greatest extent possible, approved college courses that are taught in local high schools. High school instructors are paid by the high school but are vetted through CCC's hiring process. Mary Jackson, Kinga Sanders, Erin Carlsberg, and Margaret Frimoth recently attended a webinar, offered by the HECC, as preparation for the review. The peer review process is conducted online by peer reviewers. Mary, Kinga, and Erin all participated as peer reviewers during Summer, 2019, as part of CCC's internal preparation for this year's review.
- The Office of Instruction and Student Services have been working in tandem to improve student advising roles. This included support for a recent advising training offered by Lisa Nyberg. The Office of Instruction is committed to improved compliance with Student Services advisor requests for first week attendance, progress reports, and grade submissions, with the overall goal to improve student success.
- Oregon Pathways Project. As a member of Cohort III, several representatives from CCC will attend the OSSC training, "Creating Conditions for Institutional Transformation and Student Success" on February 25th in Portland.
- Disabilities Director, Mallory Vollner, is working with the Office of Instruction to develop training/consultation times for faculty to provide updates and information, to demo new software, and to support faculty as they provide access to all students.

Grant Updates:

- Meyer Memorial Grant, Alliance for Equity in Education (A4EE), hosted an Alliance Gathering on 1/27/2020. Several high school staff and instructors were represented, as well as community educators, and college faculty and staff. Craig Hoppes presented information about the Student Success Act. The group also reviewed Oregon's Equity Lens, with a goal to develop metrics to measure activities of A4EE. The Alliance helped support the introduction of a LGBTQ Club on campus.

Upcoming Events:

- Feb. 20th Au Naturel Art Opening, Royal Nebeker Art Gallery, 6:30pm
- Feb. 21st DEI presents the Kukatonon Blemabii Dance Ensemble, Patriot Hall 3-4:30
- March 14th WINGS Conference
- March 14th Pi Day

Student Success Report to the Board

January 31, 2020

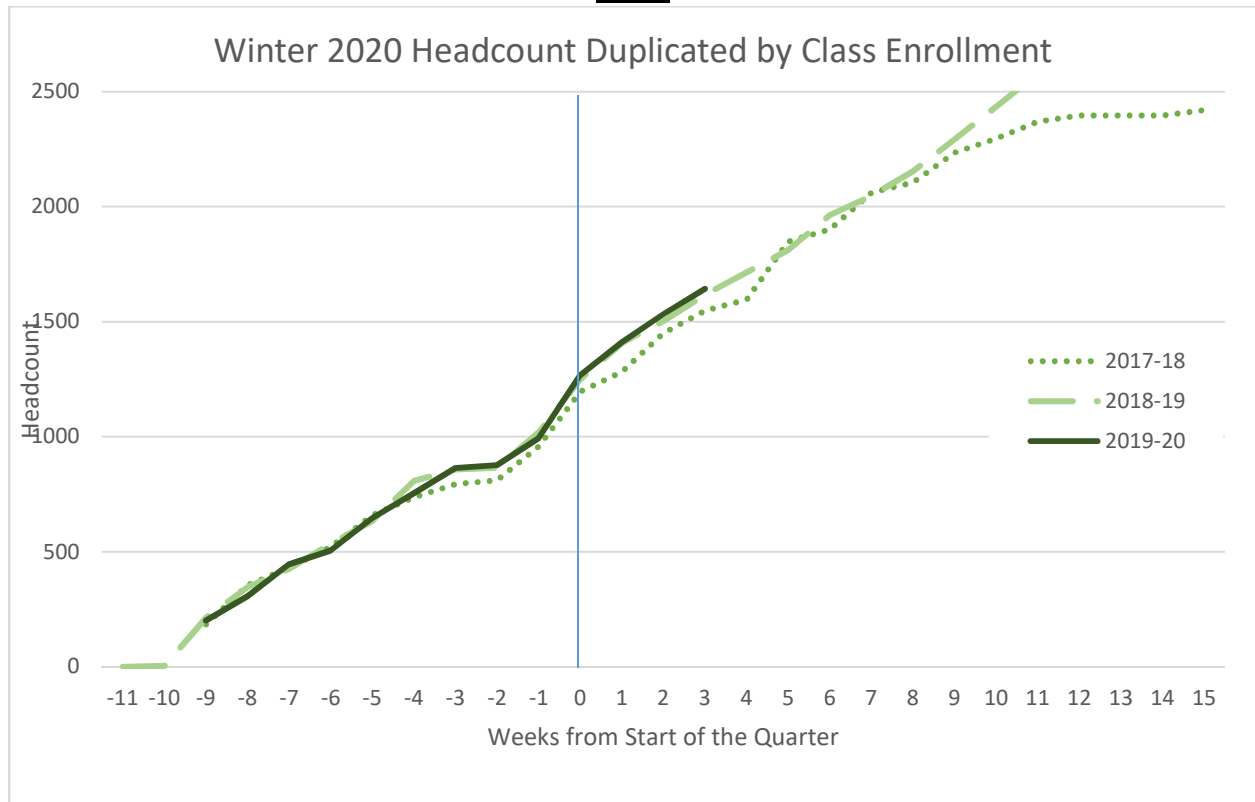
Summary

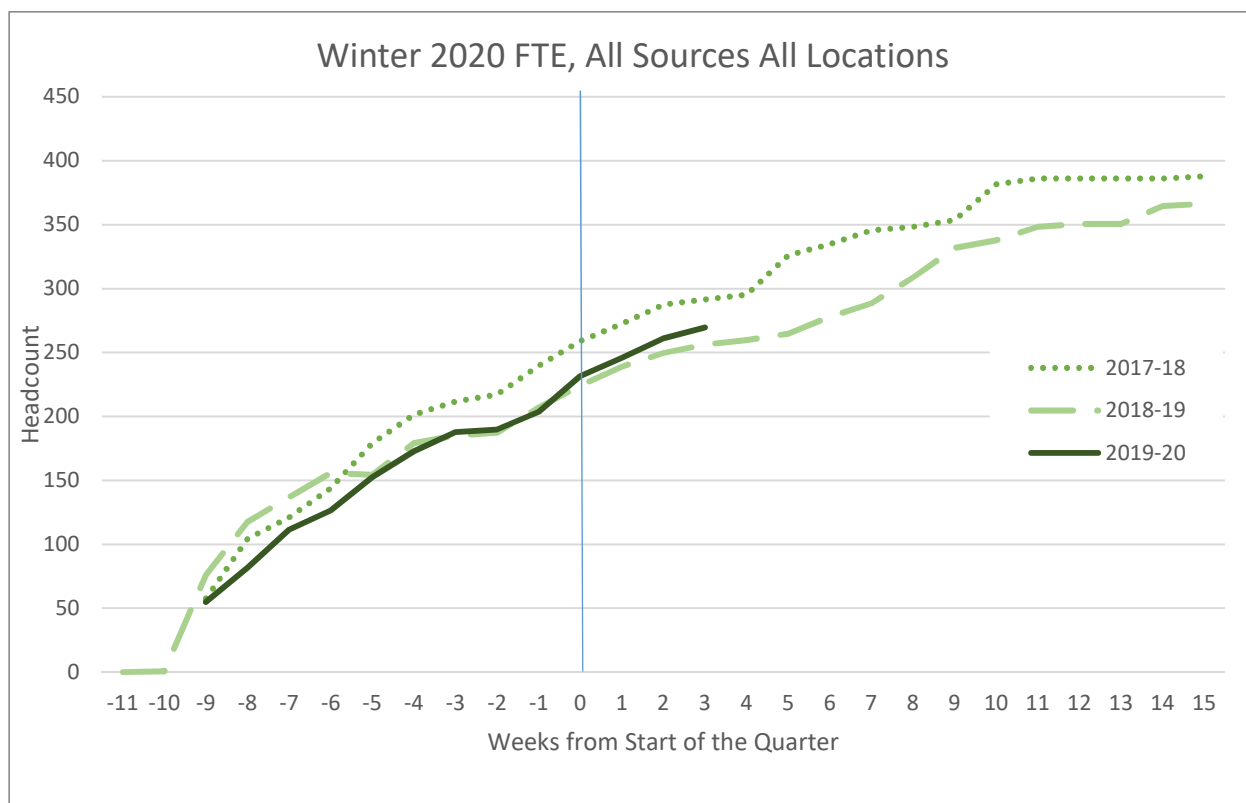
In addition to daily operation, Campus Nexus Implementation remains the most significant current project for the Student Success area. We are completing work for Spin 3 and are in the process of both validating data conversion as well as our work processes. Areas of concern regarding functionality of the software are being worked through with the vendor and staff are documenting potential issues.

Significant initiatives and developments include:

- Continued purchasing of assistive technology for students with disabilities. Additionally, Disability Services is establishing a collaboration with Vocational Rehabilitation in order to ensure that new students being referred by VR can have a smooth transition to the college.
- TRIO Student Support Services grant renewal process has been submitted to the Dept. of Education. We expect a response sometime during summer. The college president will be notified by the office of one of the congressional delegation members.
- Student Services Leadership Team conducted their annual retreat and identified “Strengthening the First Year Experience” as the major focus area for the 2020-21 academic year. Planning is now underway to select appropriate indicators and activities for the upcoming year.
- Talent Search hosted Northwest Noggin’ at Warrenton High School and Astoria High School on January 16 and 17 respectively. Many students were enthralled with the brains, synapses and electricity of the brain.
- Student Services Staff are collaborating with faculty to develop a Satisfactory Academic Progress policy and process for all students.
- Work has begun on redesigning the college’s catalog to be more student friendly and informative.
- Carla Gonzalez has returned to the Welcome Center, adding a second Spanish speaking staff member to the area.
- Preparations are almost complete for several special events including Senior Preview Day on 2/27 and the College and Career Fair on 3/12. Additionally, staff are providing support for the WINGS conference on 3/14.
- Advisor training for all faculty and staff advisors was offered on Friday 1/31.
- Advising staff hosted transfer day on January 16th with 11 schools, the Oregon Student Access Council, and Clatsop Works in attendance.
- In collaboration with Lives In Transition Staff, and thanks to a grant from the CCC Foundation, as well as donations from faculty and staff, Student Success was able to collect a large number of blankets and warm clothes to distribute to students experiencing heat insecurity this winter.

Data





FTE and Headcount Comparison Data

Winter (Week 3)

Year	Headcount	FTE
2017-18	1548	291.7
2018-19	1618	256.5
2019-20	1643	269.5

Admissions & Recruitment

	2020	2019
Monthly Admissions	31	42
Admissions Year to Date	260	276
Applications Submitted	642	568

Sample of External Events

- Jan 10: Tongue Point Job Corps: Information session (20 student attended)
- Jan 28: Project Homeless Connect: Resource fair for homeless Clatsop County residents. 12 contacts made (6 participants registered for WINGS conference).
- Jan 30: Warrenton High School: STEM Classroom Open House

Events/Meetings at CCC

- Jan. 3: New Student Orientation

- Jan. 14: Knappa High School AVID Visit. 35 students toured college and learned about degrees and programs.
- Jan. 15: Planning meeting for Clatsop County Job and Career Fair (March 12)
- Jan. 22: WINGS Conference Planning Meeting
- Jan 27, 30: LIT Class Presentations

Admissions Appointments

- 10 pre-scheduled and 24 unscheduled admissions appointments.

Disability Services

37 Active students

7 New students since the beginning of January

Pre-College TRIO Programs:

Grant	Target	Current
Talent Search	671	583
Upward Bound	73	73

- Upward Bound hosted student parent workshops at Astoria, Warrenton and Seaside High Schools in January. We discussed the Upward Bound program and our Summer Academy with new UB students and their parents.
- Talent Search hosted Northwest Noggin' at Warrenton High School and Astoria High School on January 16 and 17 respectively. Many students were enthralled with the brains, synapses and electricity of the brain.
- Talent Search Middle School STEM Clubs started in the four middle schools we work in: Hilda Lahti Grade School, Astoria Middle School, Warrenton Grade School, and Broadway Middle School (their name will change to Seaside Middle School next school year). We offer a one to two hour after school STEM club for Talent Search students at these schools. Our STEM Clubs have excited the students, teachers and administrators.
- 34 TS and UB students visited CCC Lexington Campus and MERTS campus on January 31. We will tour both campuses, have 45-minute mini classes in Biology and Drawing by CCC Professors as well as have lunch at the Bandit Café.

Registration and Welcome Center

Transcripts Sent: 117

Transcripts Received: 57

Transcripts Evaluated: 31

NSLDS Errors Cleaned: 37

Nursing Applications Received: 6

Conclusion

Student Services has been active in all of the strategic initiatives so far this quarter.

Strengthening the Academic Environment

Pre-College TRIO's work with STEM students in Warrenton will help prepare students for the college curriculum, while work in testing around multiple measures will reinforce this preparation. The planning work of the leadership team will also help ensure students are successful during their first year. Advisor training will help faculty be more prepared to support students outside of the classroom.

Creating Connections with the Community

The new collaboration with DVR is an exciting way to not only provide a connection to another community resource, but also to potentially bring more students into the college. The 17 students in Cooperative Work Experience this quarter will demonstrate the quality of CCC's education to local employers while also connecting students to potential employment.

Our Commitment to Diversity, Equity, and Inclusion

The purchase of additional technology and the increased work of the disabilities coordinator will help to create a more equitable environment for students at the college. Additionally, the blanket drive will help provide needed support for students who do not have a secure source of heat this winter.

Advancing Institutional Accountability

Improvements in cleaning NSLDS errors as well as the new Satisfactory Academic Progress Policy will help students and staff be accountable. Additionally, the development of a plan of formalized goals, indicators, and activities will help student services leadership be accountable to improving student success overall at the college.

Appendix

NW Noggin'



Blanket Drive



CLATSOP COMMUNITY COLLEGE

OFFICE OF HUMAN RESOURCES

PHONE: (503) 338-2450

FAX: (503) 338-2451

To: Board of Directors

From: Naomi Garbutt

Date: February 19, 2020

Subject: New Hire

Please join me in congratulating **Ashlea Still**, our new Buyer/Lead Clerk – College Store! Effective January 21, 2020, Ashlea began her new role reporting to Denise Russell, Bookstore Manager.

For approximately the past three years, Ashlea has assisted in the bookstore on a part-time basis. In that capacity, she has been responsible for many duties such as helping to guide and train work/study students, opening and closing the store, assisting with copy center projects, and maintaining the textbook system. Prior to that, Ashlea worked in housekeeping at both the Astoria Crest Motel and Gearhart by the Sea, bringing a great deal of customer service experience to her new role here at CCC. Ashlea graduated from Astoria High School with her diploma and resides in Warrenton.

We are very pleased to have Ashlea join us as the newest member of our CCC family. Please visit her in the bookstore and give her a warm welcome!

CLATSOP COMMUNITY COLLEGE

OFFICE OF HUMAN RESOURCES

PHONE: (503) 338-2450

FAX: (503) 338-2451

To: Board of Directors

From: Naomi Garbutt

Date: February 19, 2020

Subject: New Hire

Please join me in congratulating **Jade Jaconetti**, our new Help Desk Technician! This position starts today and continues through June 30, 2021 reporting to Greg Riehl, Director, Computer Services.

Jade joins us most recently from MaritzCX where she worked as a Technical Support Engineer and was responsible for troubleshooting issues with MaritzCS platform, customer contact and support. Prior to that, Jade worked at BlueHost as Technical Support, troubleshooting issues with customers and their websites while also helping to configure email and offering general website guidance. She has worked in customer care, caregiving, and in retail. Jade obtained her High School Diploma from Monache High School in Porterville, CA and has also studied Mechanical Engineering, Computer Information Systems, and Computer Science. Jade is in the process of obtaining her Associate's degree and resides in Warrenton.

Welcome to the CCC family, Jade!

CLATSOP COMMUNITY COLLEGE

OFFICE OF HUMAN RESOURCES

PHONE: (503) 338-2450

FAX: (503) 338-2451

To: Board of Directors

From: Naomi Garbutt

Date: February 11, 2020

Subject: New Hire

I am very pleased to announce that **Kinga Sanders** has been selected as our new Community Education Coordinator! Effective January 16, 2020, Kinga begins her new role reporting to Kristen Wilken, Dean, Workforce Education and Training.

As many of you are aware, Kinga has been part of the CCC team since October 2017 when she joined us as Tutor Coordinator/Instructional Assistant reporting to Dan McClure, Library Director. In this role, she was responsible for selecting, training, and overseeing tutors, partnering students with tutors each term, tracking and approving tutors' hours, assisting students in the Writing Lab with research, papers and citations, and serving as backup for the Library Circulation Desk. Additionally, Kinga has worked with high schools as a Dual Credit Program Coordinator, overseeing the student registration and grading process for earning CCC college credit through the Dual Credit/Coastal Commitment programs set up in the various school districts. Prior to joining us at CCC, Kinga worked at Lewis & Clark Elementary School as a Title I Reading Teacher and at Premera Blue Cross in Washington as a Membership & Billing Specialist. She has also worked as a Grade 7-12 Vice Principal and as a Grade 7 and 9 Teacher and Middle School Activities/Service Coordinator. Kinga holds a Bachelor's degree in Biology and a Master's degree in Curriculum and Instruction.

Please join me in congratulating Kinga on this new career opportunity and wishing her the best of success in her new role!

CLATSOP COMMUNITY COLLEGE

OFFICE OF HUMAN RESOURCES

PHONE: (503) 338-2450

FAX: (503) 338-2451

To: Board of Directors

From: Naomi Garbutt

Date: February 11, 2020

Subject: New Hire

Please join me in welcoming **Kristi Polus** as our new Library Assistant II! Effective January 15, 2020, Kristi will be our newest member of the CCC library team reporting to Dan McClure, Library Director.

Kristi joins us most recently from Gearhart Indoor Dog Park where she has worked as a receptionist, managing client records, collecting payments, and performing general office functions. Prior to that, she worked for Mid-Columbia Libraries and spent four years as a customer service specialist at the Benton City library. In that role, Kristi's duties included managing accounts and transactions, organizing and maintaining collections, checking materials in and out, collecting fines, running elementary school-age programs, and supporting staff on various shifts. Her background also includes owning her own company (Northwest Tea Gallery), coaching preschool and children's gymnastics, working as an office manager and salesperson, and serving as a veterinary technician. Kristi holds a Bachelor's in General Studies from Trinity Western University in British Columbia, Canada, and currently resides in Seaside.

Please congratulate Kristi with me and welcome her to the CCC family!

CLATSOP COMMUNITY COLLEGE

OFFICE OF HUMAN RESOURCES

PHONE: (503) 338-2450

FAX: (503) 338-2451

To: Board of Directors

From: Naomi Garbutt

Date: February 19, 2020

Subject: New Hire

Please join me in welcoming **Laura Evans**, our new Workforce and Professional Development Coordinator! Effective February 11, 2020, Laura begins her new role reporting to Kristen Wilken, Dean, Workforce Education and Training.

Laura comes to us with great experience, most recently as a website content editor for Mercy Corps in Portland. In this role, she identified, prioritized, and produced 1000+ web pages for the new Mercycorps.org in collaboration with the Corps' Resource Development team. She moved relevant content from the previous website to the new platform, edited content, and designed press release, resource, and blog post pages for the new website. Prior to holding that role, Laura was employed as a Communication Specialist for Accion International, an international nonprofit organization, before being internally promoted to a Training Coordinator position. She further served as the Professional Development Program Coordinator for the Commonwealth Financial Network in Massachusetts and as the Community Lead for The Pioneer Collective in Washington. Laura also worked for the Seattle Times as an Executive Administrative Assistant, Newsroom and Product, before leaving to study Spanish intensively in Argentina, Chile, and Spain. Laura holds a Bachelor's degree in Global Studies and English Literature from the St. Lawrence University in Canton, New York and is in the process of relocating to our area from Portland.

Please extend a warm welcome and sincere congratulations to Laura when you see her!