

Board Retreat 7/12/23

PURPOSE

Annual Goal Setting & Updates from Interim President Kevin LaCoste

RECAP

The Clatsop Community College Board of Education met on July 12, 2023, at the CCC South County Campus as a continuation of the June 26, 2023, CCC Board retreat.

ANNUAL GOAL SETTING

The Board is working to address the challenges of how to develop a sustainable strategy to better ensure the long-term success of CCC. As part of the retreat, the recently adopted 2023-24 budget was reviewed. The discussion of the budget and other Board priorities including transparency, staffing, enrollment management and long-range planning has led the Board to the following goals for the year ahead.

2023-24 CCC Board Goals:

- Stewardship
- No Job Cuts
- Comprehensive Strategic Plan
- Presidential Recruitment Plan

REPORTS FROM INTERIM PRESIDENT

- Campus Climate
 - Reviewed Workplace Bullying Survey Results
 - Small sample size (35 responses out of over 100 employees)
 - Most common issue was inter-departmental bullying, followed by administrators
 - Need to review complaint procedures outside of HR
 - Strategic Plan will include a schedule for regular reviews of Campus Climate and encourage broad participation
 - Bandit Buddies program needs to continue and expand in order to breakdown inter-departmental barriers and enhance cooperation
- ERP
 - HR Module Training underway today with various employees
 - Possible savings of up to \$500,000 - board requested more detail on savings
- President vs. BOE Roles & Responsibilities
 - Karen Smith of OCCA has not yet responded with meeting dates
 - Board Chair applied for free ACCT Board Training
 - Review of existing policies and procedures needed (see next steps)
 - Board would like periodic briefs from the Interim President between board meetings
- 2023/2024 Revenue Projections
 - \$1.5 million in COVID retained employee credits were built into the budget, but have yet to be received

- Legislature passed House Bill 5025 late in the session to allocate additional funds to community colleges, exact amount TBD
- Capital Improvement funds were re-authorized for MERTS improvements, but would require outside matching funds
- Enrollment management and recruitment is our best bet for enhancing revenue projections

ADMINISTRATIVE ACTIONS

- BOE Meeting Schedule:
 - When: Second Thursdays at 5:30PM
 - Location: Alternating between South County (August) and Lexington Campus (September) and so on.
- Appointments
 - Clerk, Deputy Clerk and Board Secretary: Kevin LaCoste, Shari Montazeri and Felicity Green were appointed
 - Budget Officer: Shari Montazeri
 - Budget Committee: Existing members reappointed
 - Board Representatives
 - OCCA - Lloyd Mueller
 - CEDR - Ashley Flukinger, Alternate - Ed Johnson
 - CCC Foundation - Mitra Vazeen
 - Board Policy Committee - Ashley Flukinger, Tim Lyman, Jody Stahancyk
 - Presidential Evaluation Committee - Ed Johnson, Jody Stahancyk, Tim Lyman
- Authorizations
 - Signatories: Clerk, Deputy Clerk and Director of Accounting
 - Depositories: Umpqua Bank and US Bank

NEXT STEPS

- Interim President Follow Up Reports for August Meeting
 - Rough Draft for Comprehensive Strategic Plan
 - 2023/2024 Updated Budget Revenue Projections
 - Oregon Community College Support Fund Allocation
 - COVID Employee Retention Credit Timing
 - ERP Progress Update
 - Anthology expenditure review
 - Ellucian budget progress to date & savings detail
 - Capital Improvement Funds
 - Timeframe for getting \$8MM allocation from state legislature
 - Breakout of expenditures for architects for MERTS building
- Board Policy Committee
 - Update Board Policy & Procedure to reflect new meeting day and time
 - Review of BOE vs President Roles & Responsibilities in CCC policies & procedures
- Next BOE Meeting: 5:30PM, August 10th @ South County Campus
- Joint Meeting with CCC Foundation Board: 5:30PM, Wednesday, October 25th @ MERTS Campus