

**MINUTES OF THE OCTOBER 10, 2024
BOARD OF EDUCATION
Regular Board Meeting**

Board Members Present: Ed Johnson, Tim Lyman, Lloyd Mueller, Sheila Roley, Mitra Vazeen

Others Present: Evon Jacobsen, Bill Meck, Kristin Schauck, Rebecca Norden-Bright, Teena Toyas, Greg Dorcheus, Julie Kovatch, Josie Kero, TJ Lackner, Fernando Rojas, Board Secretary Felicity Green and President Jarrod Hogue

Thanks to ASG for the cake and coffee!

Ed Johnson called the meeting to order at 5:30 pm.

Lloyd Mueller **moved to approve the agenda as presented.** Sheila Roley seconded the motion. **Ed Johnson, Tim Lyman, Lloyd Mueller, Sheila Roley and Mitra Vazeen voted Aye. The motion carried.**

There was no public comment.

Kristin Schauck: From Ancient Ruins to Modern Masters: An Artist's Residency and European Odyssey

Kristin Schauck gave a presentation about her summer residency in France. She will be giving the presentation again in an expanded form at the November Ales and Ideas on Thursday, November 7.

The residency came about through the offices of Carrie Rosebraugh, the artist who created the Trantler, a sculpture which was donated to the College last year. In celebration, the College had a festival called Trantlerfest, which will be happening again next spring. She recommended that Kristen Schauck apply and she was selected. It was in the small town of Marne Sur Seine, which is right on a river, like Astoria. She feels the parallels between the two towns were one reason she was selected and they helped make the residency more meaningful to her. She was able to work with artists from Japan and other countries who were working there and at the local botanical gardens. The residency lasted for three weeks; she said that it was a life changing experience and one she has brought back to the classroom.

Lloyd Mueller asked how faculty professional development works. Full time faculty have allocated funds for professional development included in their contract. Teena Toyas said that the administration tries to disperse these funds evenly through the faculty. Faculty members apply to an interfaculty committee for these funds; the criteria include how much of the opportunity will be used in teaching practice. Faculty members provide an end of the year comprehensive report.

CONSENT AGENDA: APPROVAL OF MINUTES

Lloyd Mueller **moved to approve the August 12, August 20 and September 12, 2024 Minutes as presented.** Sheila Roley seconded the motion. **Ed Johnson, Lloyd Mueller, Sheila Roley and Mitra**

Vazeen voted Aye. Tim Lyman abstained. Ashley Flukinger and Jody Stahancyk were absent. The motion carried.

Report of the President

Jarrold Hogue congratulated and welcomed Josie Kero, the new ASG president.

He reminded the Board that NWCCU, the College accreditors, will be visiting on October 28.

The President presented the Mission, Vision and Values from the Strategic Plan for approval by the Board. He said he was still working on the strategic indicators but was hoping that the Board would approve the primary strategic plan so that it would be in place on October 28 for the NWCCU visit. President Hogue explained that the strategic priorities or indicators were not included as he had been editing the key indicators to make sure that they are realistic, measurable and achievable. The Board felt that the document was too short and did not have enough information for them to approve it. Several Board members expressed concerns over the amount of money expended on the Corraggio Group to create the strategic plan, feeling that the plan as presented was too thin. President Hogue said that the Corraggio contract has ended.

Teena Toyas explained the process of creating the strategic plan. The Core Planning Team formed with Corraggio's help was about fifteen people. They met multiple times and she, Julie Kovatch and Felicity Green met bi-weekly with Corraggio, tracking their progress. With Corraggio's help, they chose community leaders for interviews, disseminated the survey, gathered information and were the first to receive the Insight Report. In May the Cohort Groups were formed from across College staff and faculty; each Cohort Group was led by two Core Planning Team members. They worked through the summer to identify strategic priorities and create indicators. She noted that she had included updates to the Board about the progress of the strategic plan in her monthly Board reports throughout her tenure as Interim President. She also said that without the Corraggio Group she did not think the College would have been able to agree on a strategic plan.

Tim Lyman **moved to hold a special meeting next week to discuss the strategic plan.** He also requested copies of all documentation and information on the plan, including names of all community members who participated. Julie Kovatch explained that while the community wide survey was anonymous, the College has that information for the focus groups and leadership interviews. She reiterated Teena Toyas' statement that the Corraggio Group had done a good job and that without them the core planning team would not have been so able to focus.

There was a lengthy discussion of the strategic plan process. Several Board members explained that in their experience the process begins with a framework that is slowly filled out over the five to seven years the strategic plan is in effect. They stressed that in effect, the implementation of the plan creates the plan. Sheila Roley spoke about her experience with strategic planning. She said that the original document is the tip of the iceberg. She said that the plan itself is the infrastructure that gets filled in over time and that it is unrealistic that all the details of a plan be there at this point. The strategic plan in its current state is a framework.

Ed Johnson reminded the Board that Tim Lyman had a motion before it. President Hogue read out the strategic priorities and their associated indicators to the Board. He said he would send the Board all the information on the strategic plan, including all the planning documents. He spoke about the strategic priorities and explained that he had created his goals to fit within those priorities and values. He said that he has been involved in several strategic planning processes and felt good about this one.

Tim Lyman withdrew his motion.

President Hogue continued his report by saying that the College is working on the current leadership vacancies. He said that the College has posted them on LinkedIn as requested by the Board.

He referred the Board to his Presidential Goals (Appendix A.) He asked that the Board look them over and approve them at the November meeting. He said that the goals are SMART – specific, measurable, achievable, realistic and time-bound – and that under each goal is a value that aligns with the strategic plan framework. He went through the goals briefly.

- For Goal 1, achieving 925 reimbursable FTE, he said that although the academic year has started, he believes there are still things the College can do to improve their FTE.
- For Goal 2, enrollment dashboards, he said that better access to data was very important and that those dashboards would be in place by March. He added that the College has not been good at data and will be getting better.
- For Goal 3, he said that performance evaluation is something that had fallen off the radar over the last few years but was very important.
- For Goal 4, a 10 year facilities maintenance plan, he stressed that this is not a facilities master plan, because the College must get caught up on maintenance before that can happen.
- For Goal 5, no budget deficit, he stated that the College cannot afford to cut into their reserves this year, due in part to the employee retention credit that was accounted as a receivable.
- For Goal 6, he stated that the College will have completed and reported on both a staff climate survey and an employee satisfaction survey. He commented that the student satisfaction survey is very important as it can serve as a driver for the implementation of strategic plan goals like increasing enrollment.

He thanked the Board for their consideration of his goals.

Tim Lyman commented that in the past the Board often had work sessions focused on one topic immediately before the monthly general Board meeting. He felt it was very effective. He asked that the topic of regular monthly Board work sessions be added to the agenda for the November 14 Board meeting under New Business.

Tim Lyman **moved to have a work session to discuss the Presidential goals immediately prior to the regular November Board meeting on Thursday, November 14, at 4:30 pm.** Mitra Vazeen seconded the motion. Ed Johnson, Tim Lyman, Lloyd Mueller, Sheila Roley and Mitra Vazeen voted Aye. Ashley Flukinger and Jody Stahancyk were absent. **The motion carried.**

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The President said that he had been looking at the Board policy and administrative procedures on the Presidential evaluation process and had put together a schedule, as according to policy it will need to be approved at the November Board meeting. He said that he is offering to have a 360 evaluation in addition to feedback from the Board throughout the year, feeling that incorporating those results would be beneficial.

There was some discussion of when to discuss the Presidential evaluation. Tim Lyman said that the Presidential Evaluation Committee should come up with a timetable for the evaluation and bring it back to the Board. No final decision was reached.

President Hogue spoke about reimbursable FTE and some unfortunate budget news. He explained that in the past, a consortium of small colleges were using DPSST (the police academy) registrations to add to their FTE. At the end of 2022/23, CCC's collaboration with DPSST ended. This drop in FTE was not reflected in the budget. FTE reimbursement is based on a rolling 3-year average and the result is that this year the College is taking a \$650,000 hit on their FTE reimbursement. He stressed that the tuition and other revenues have gone up so the total impact will not be as great as it otherwise could have been. The President said that this is a big reminder when planning future budgets to be aware of all the data and have a reserve sufficient to cover blows like this. He said the other unfortunate trend is that CCC's FTE is not growing as fast as that of other colleges and said that the College had a lot of work to do.

Bill Meck commented that there are available funds which were budgeted for positions that are still open and are thus not being used. He said that the College is in a better place this year to absorb unexpected losses as it is working with a balanced budget which does not use reserves. He said that he is confident the College has the ability to make some adjustments, watch expenditures and be okay. Tim Lyman asked Bill Meck to send the Board the information on how much of this unused personnel money is available. President Hogue said he wanted to be clear that all the positions do need to be filled.

President Hogue ended his report on a positive note by saying that enrollment has gone up almost 5% and CTE in particular was way up. He said he is working on a potential AAOT partnership with Western Oregon for elementary education. That partnership will help students who want to enter education and help the community grow their own educators. He commented that it is often difficult to bring people into the area due to the housing crisis and related costs. He is hoping to add some food science and fermentation programs as well as having clear intentional pathways for students coming into the College. He is also working with Tongue Point to bring some of their students to the College to do some deferred maintenance. This will give them work experience in their trades programs as well as helping out the College. He is hoping this program can help both the College and Tongue Point and to hire a coordinator to run it.

President Hogue then gave the floor to Bill Meck for the Financial Report, saying that he is a very valuable asset to him and to the College and is much appreciated.

Financial Report

Bill Meck said that he thought that the FTE had been discussed enough but he was glad that he and Teena had not been aggressive with the revenue budget. He said they budgeted \$4,273,000 based on the best information they had in the spring and now they would be lowering that amount by some \$247,000. He said there was one more round of adjustments based on an equalization that will be done when property tax revenues come in. He doesn't think it will be a large change. Tuition wise, the College is up about \$18,000. More information on property taxes will come in this month. He thinks that the timber revenue budget was also conservative and that will be higher as well. He thinks that with those increases, the revenues will be okay. On the expense side, the College is back to where it was in FY22 and FY23. Most of the difference is in payroll, which is \$638,000 lower than it was last year. As long as the College continues on that track he feels good about the budget. He stressed that as the College is not carrying a deficit and planning to use reserves, they are in a much better position to work with setbacks. He said that next month the Board would be seeing a revised and more realistic budgetary estimate.

Report from the ASG Representative

Josie Kero, new ASG President, introduced herself and thanked the Board. She is from Seaside and is a 2nd year student with a focus on social work. She said that ASG worked through the summer to be ready to start events in fall and that work paid off: she has heard from two students that CCC is the most warm and welcoming school they have ever attended. Teena Toyas complimented ASG on their great job fixing up their new office. Ed Johnson asked Josie Kero how she had time for schoolwork as well as ASG. She said that it is a lot but that she is only taking three classes this term. She thanked the Board for the opportunity to speak and asked them to please communicate with her and give her feedback on her reports.

Report from the Board Chair

Ed Johnson said he enjoyed visiting with Josie Kero at New Student Orientation and handing out hotdogs. He said that it was a fun event and great to see students back on campus. He complimented event chair Holly Tumbarello on a great job.

Ed Johnson said that he would like to change the format of public comment during Board meetings, noting that he felt it would make more sense for comments on matters on the agenda to happen before the Board had discussed them rather than after they were considered. There was some discussion of public comment; requests to make a public comment can happen up until noon on the day of the meeting. In the future there will still be two times during each regular Board meeting for public comment with comments on items on the agenda taken at the beginning of the meeting and comments on other, general matters that are not on the agenda taken at the end of the meeting.

Ed Johnson said that he wanted the Board to discuss their goals. He said that he felt they should be addressed throughout the year and suggested adding one to each monthly agenda. Tim Lyman suggested that they could be addressed during work sessions. There was some discussion of Board evaluation and the best way to address this process. Ed Johnson said he would like to add further discussion of the Board goals, self evaluation and the process to a work session.

Tim Lyman moved to have a Work Session before the regular Board meeting on December 12, 2024 focusing on a discussion of evaluating the Board goals, the Board's progress towards those goals and Board self evaluation. Lloyd Mueller seconded the motion. Ed Johnson, Tim Lyman, Lloyd Mueller, Sheila Roley and Mitra Vazeen voted Aye. Ashley Flukinger and Jody Stahancyk were absent. The motion carried.

OLD BUSINESS

Motion to Award Teena Toyas Back Salary for her Work as Interim President

Tim Lyman moved to award Teena Toyas with back salary in the amount of \$9,241.16 for her work as interim President. Lloyd Mueller seconded the motion. Ed Johnson, Tim Lyman, Lloyd Mueller, Sheila Roley and Mitra Vazeen voted Aye. Ashley Flukinger and Jody Stahancyk were absent. The motion carried.

NEW BUSINESS

Public Meeting Trainings and Board Responsibilities

Tim Lyman spoke about the Oregon Ethics Commission, who are now charged with enforcing public meeting law. They are offering public meeting webinars several days a month at set times. The new law in Oregon requires all Board members to take the public meeting training at least once during each of their elected terms. Tim Lyman said that he wanted the Board to take the all the trainings offered by the Ethics Commission as soon as possible. He stressed that Board members should also take the cyber security training offered by the College. He also proposed two month time limits for all newly elected or appointed Board members to take public meeting and cyber security trainings.

Tim Lyman moved that any member of the Board of Education who has not completed the Oregon Government Ethics Commission Public Meetings Law webinar or in person training, the Oregon Government Ethics Commission Executive Session webinar, the Oregon Government Ethics Commission New Board, Commission or Council Member webinar and the CCC cyber security training by January 31 will have voting and speaking privileges suspended until they have completed the Oregon Government Ethics Commission Public Meetings Law webinar or in person training, the Oregon Government Ethics Commission Executive Session webinar, the Oregon Government Ethics Commission new Board commissioner council webinar and the CCC cyber security training.

The Board discussed the trainings. The College has arranged for an in person public meeting training on February 4 at the Lexington Ave. campus and are hoping to open that up to other public bodies. The online trainings are held at least twice a month. Some Board members were concerned about the length of the CCC cyber security training. If the Board takes only the most recent module of that training, it should be only about one to two hours. The Ethics Commission trainings range from an hour to two hours in length for each one. The total length of all the trainings should be about six hours.

Tim Lyman amended his motion to replace January 31, 2025 with February 28, 2025.

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

Tim Lyman moved that newly elected Board of Education members must complete the Oregon Government Ethics Commission Public Meetings Law webinar, the Oregon Government Ethics Commission Executive Session webinar, the Oregon Government Ethics Commission New Board, Commissioner, Council Member webinar and the CCC cyber security training in order to participate in Board of Education meetings. Mitra Vazeen seconded the motion. Ed Johnson, Tim Lyman, Lloyd Mueller, Sheila Roley and Mitra Vazeen voted Aye. Ashley Flukinger and Jody Stahancyk were absent. The motion carried.

Tim Lyman moved that newly appointed Board of Education members who do not complete the Oregon Government Ethics Commission Public Meetings Law webinar, the Oregon Government Ethics Commission Executive Session webinar, the Oregon Government Ethics Commission New Board, Commissioner, Council Member webinar and the CCC cyber security training within 60 days of their appointment will have voting and speaking privileges suspended until completing the trainings. This will only apply to Board members appointed after October 10, 2024. Mitra Vazeen seconded the motion. Ed Johnson, Tim Lyman, Lloyd Mueller, Sheila Roley and Mitra Vazeen voted Aye. Ashley Flukinger and Jody Stahancyk were absent. The motion carried.

Tim Lyman said that he would like to table the next agenda item, using CCC emails only for the Board. He also said that he felt the President's report had covered the SMART goals.

Setting Retreat Dates

Tim Lyman moved that Board retreat dates may not be set without unanimous approval of the Board of Education.

He said that he does not feel it is good practice to have a retreat without all Board members present and that in the past, Board members have worked hard to accommodate that. He was unable to attend the September retreat due to a medical appointment.

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

PUBLIC COMMENT on items discussed at this meeting.

Greg Dorcheus said that he wanted to bring to the forefront some of the progress that is being made in HR. He said that over a 12 day period they are up 428% in applications and the diversity pool is much bigger. He said they have been working with several people and have been creating a more cost effective way for community colleges to use LinkedIn. He said they wanted the Board to know that there is movement in the right direction.

Julie Kovatch announced that the Foundation scholarship event has been postponed from October 17 to November 13. The event will take place in the Towler Hall 3rd floor lobby space.

TJ Lackner asked why multiple items under new business on the agenda were not addressed. Tim Lyman responded that he withdrew them and plans to discuss them at the work session.

BOARD FORUM

Lloyd Mueller said that he enjoyed speaking with students at the new student orientation.

Tim Lyman said that although he was the one Board member who did not vote for President Hogue, he wanted to be clear that he would support him 100%. He said he did not want to hear of anyone undermining the President.

Ed Johnson adjourned the meeting at 7:44 pm.

FINAL

President's Goals

Proposed for 2024-25

Goal #1 – By the end of 2024-25, the College will achieve 925 reimbursable student FTE.

Values: Accessibility, Collaboration, Community

Strategic Priority: 1, 2, 3, 4, 5

Goal #2 – By March 28, 2025, staff will have access to detailed enrollment dashboards, and weekly enrollment updates will be shared with all staff.

Values: Accessibility, Integrity

Strategic Priority: 1, 2, 3, 4

Goal #3 - By January 31, 2025, 95% of all full-time staff (Classified & S&S Staff) will have an updated annual performance evaluation signed and on file with HR.

Values: Integrity, Community

Strategic Priority: 4

Goal #4 – By February 1, 2025, President will work with Facilities Director to complete a 10-year facilities maintenance plan.

Value: Community

Strategic Priority: 3

Goal #5 – By July 1, 2025, college reserves will be maintained (no operating budget deficit for 24-25).

Value: Integrity

Strategic Priority: 4

Goal #6 – By May 1, the College will have completed and reported on both a staff climate survey and a student satisfaction survey, using the results to inform improvements in work culture and student experience.

Values: Community, Inclusivity, Integrity

Strategic Priority: 1, 2, 3, 4