

Clatsop Community College

1651 Lexington Avenue * Astoria, Oregon 97103 * (503) 338-2411

NOTICE OF MEETING

DATE: Thursday, November 14, 2024
TIME: Executive Session, 4:30 pm
Work Session, immediately following
Regular Board Meeting, 5:30 pm
PLACE: South County Campus
ZOOM: <https://clatsopcc.zoom.us/j/89824559188> (for Work Session and Board Meeting)

EXECUTIVE SESSION, 4:30 PM

- ❖ The Board of Education will meet in Executive Session pursuant to ORS 192.660(2)(i) to review and evaluate the performance of an officer, employee or staff member.
Executive Session Zoom: <https://clatsopcc.zoom.us/j/85448919114>

WORK SESSION, immediately following

- ❖ The Board will discuss the proposed Presidential Goals and vote on adoption.

REGULAR BOARD MEETING, 5:30 pm

- ❖ **CALL TO ORDER**
 - Approval of Agenda
- ❖ **PUBLIC FORUM**
 - **Introduction of Guests**
 - **Public Comment** Note: This is an opportunity for brief comments on agenda topics. Opportunity for public comment on non agenda items will be provided at the end of the meeting. Individuals wishing to sign up for public comment during the meeting should do so by emailing Felicity Green at fgreen@clatsopcc.edu by no later than 12:00 noon on Thursday, November 14. Public comments may not exceed 3 minutes unless approved otherwise by the Board Chair. Public comment will also be accepted by mail to: Felicity Green, Board Secretary, 1651 Lexington Avenue, Astoria, OR 97103, by close of business on Thursday, November 14.
- ❖ **TEN MINUTE PRESENTATION:** *Holly Tumbarello, Medical Assisting*
- ❖ **CONSENT AGENDA**
 - **APPROVAL OF MINUTES**
 - September 4, 2024 Board Retreat
 - October 10, 2024 Regular Board Meeting
- ❖ **VERBAL REPORTS / DISCUSSION ITEMS**
 - Report of the President
 - Financial Report

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- Report of the Board Chair

❖ **WRITTEN REPORTS *will be accepted as submitted***

- Report from the ASG Representative
- Report from OCCA
- Report from CEDR
- Report from the CCC Foundation
- Report from Communications and Marketing
- Report from Academic and Student Affairs
- Report from the Board Policy Committee

❖ **OLD BUSINESS**

- Adoption of the Strategic Plan Framework
- Review NWCCU Ad Hoc Committee visit

❖ **NEW BUSINESS**

- Policies and Corresponding Procedures for Review
 - BP 2435 Evaluation of the President
 - BP 7145 Personnel Files
 - BP 2320 Special and Emergency Meetings
 - BP 2315 Closed/Executive Sessions
 - BP 2110 Vacancies on the Board of Education
 - AP 2110 Vacancies on the Board of Education
 - BP 2200 Board of Education Duties and Responsibilities
 - AP 2200 Board of Education Duties and Responsibilities
- Board Work Sessions

❖ **ANNOUNCEMENTS/COMMUNICATIONS**

- New Hires
- Upcoming Events
- Next Board Meeting: Thursday, December 12, 2024: 5:30 pm, Columbia 219, Regular Board Meeting
- Board Committee Meetings
 - Board Policy Committee Meeting: Thursday, November 21, 10:00 am, Zoom
 - December Board Meeting Agenda Prep: Thursday, November 21, 11:00 am, Zoom

- ❖ **PUBLIC COMMENT:** Note: This is an opportunity for brief presentations on topics NOT covered by the agenda. Opportunity for public comment on non agenda items will be provided at the end of the meeting. Individuals wishing to sign up for public comment during the meeting should do so by emailing Felicity Green at fgreen@clatsopcc.edu by no later than 12:00 noon on Thursday, November 14. Public comments may not exceed 3 minutes unless approved otherwise by the Board Chair. Public comment will also be accepted by mail to: Felicity Green, Board Secretary, 1651 Lexington Avenue, Astoria, OR 97103, by close of business on Thursday, November 14.

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❖ **BOARD FORUM**

❖ **ADJOURNMENT**

Clatsop Community College

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2024 - 2025 Board Goals for the College

1. *Create a positive atmosphere for students, faculty and staff.*
2. *Ensure fiscal responsibility.*
3. *Strengthen the collaborative relationship between the Board and Foundation.*
4. *Support the goals of the President of the College.*

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 Anita Jensen, Affirmative Action/Gender Equity (Title IX) Officer, Lower Library, Suite 102, ajensen@clatsopcc.edu (503) 338-2450; TDD : Oregon Relay- Dial 711. For Student Access Services, contact Faith Forster, Columbia Hall, Room 111, fforster@clatsopcc.edu (503) 338-2313.

Accommodations: Students having questions about or a request for classroom accommodations should contact Faith Forster, Columbia Hall, Room 111, fforster@clatsopcc.edu (503) 338-2313. Community members having questions about or a request for special needs and accommodation should contact Anita Jensen, Lower Library, Suite 102, ajensen@clatsopcc.edu (503) 338-2450; TDD: Oregon Relay- Dial 711. 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 discapacidad en los programas educativos, actividades o en la contratación. Preguntas o quejas deben ser dirigidas al Anita Jensen, Oficial de Acción Afirmativa / Título IX localizada en la biblioteca, oficina número 102 , ajensen@clatsopcc.edu número de teléfono (503) 338-2450, TDD (discapacidad auditiva) marcar 711 en su teléfono. Para servicios de acceso para estudiantes, comuníquese con Faith Forster localizada en Columbia Hall, oficina número 111, fforster@clatsopcc.edu (503) 338-2313.

Ayuda a personas discapacitadas: Estudiantes que tengan preguntas o una requieran solicitud de adaptaciones en el aula deben comunicarse con Faith Forster, localizada en Columbia Hall , oficina número 111, fforster@clatsopcc.edu (503) 338-2313. En cuanto a los miembros de la comunidad, se les pide que se comuniquen con Anita Jensen, localizada en la biblioteca, oficina número 102 , ajensen@clatsopcc.edu número de teléfono (503) 338-2450, TDD (discapacidad auditiva) marcar 711 en su teléfono. 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.

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

Presentation




Clatsop
Community
College

Board of Education



MEDICAL ASSISTING

HOLLY TUMBARELLO, RN, BSN
CERTIFIED ALLIED HEALTH
INSTRUCTOR



MEDICAL ASSISTANTS ARE HIGHLY TRAINED HEALTH CARE PROFESSIONALS WHO HAVE CLINICAL AND ADMINISTRATIVE SKILLS THAT MAKE THEM A CRUCIAL PART OF THE HEALTH CARE TEAM

Ambulatory care clinics

Emergency rooms

Urgent care clinics

Specialty clinics

Insurance companies

Medical Laboratories



**ACCORDING TO THE US BUREAU OF
LABOR STATISTICS-THE NEED FOR
MEDICAL ASSISTANTS WILL GROW
OVER THE NEXT SEVERAL YEARS BY
15% WHICH IS HIGHER THAN
AVERAGE.**



INTERESTING FACTS:

- Current class of 13 students
- Use of 18 clinical sites including the Washington side of the river
- Graduated approximately 300 MA's since my employment (19th year at CCC), most of whom stay in the community and work
- A good portion of MA's go on to other areas in healthcare including our Nursing Program

STRATEGIC PLAN

#1 IMPROVE STUDENT ACCESS

Worked closely this year with Kasey White, Director of Admissions to simplify the admissions “run-around” process for student ease of enrollment.

Notified all incoming students of potential funding including CMH scholarships, OBH scholarships, Work Source Oregon Funding, Round House Grant opportunities.

#2 INCREASE STUDENT SUCCESS

Work daily to assess student needs and to assist students in accessing them from tutoring, food pantry, emergency funding, campus counseling.

Celebrated National Medical Assistants Week which was October 21-25 this year with t-shirt day, game day, pot luck, pizza party. Gives students a sense of inclusion to their profession and to each other. Fosters friendships and relationships with classmates in a fun and relaxing way.



#3 STRENGTHEN OUR REPUTATION

- Participate in every Senior Preview Days to build relationships with local high schools including Scappoose just recently on Oct. 17th
- Student MA's volunteer as a class each year at the Homeless Project Connect held every January in Seaside.
- Organized the New Student Orientation for the 3 years strengthening outreach not only to incoming students but family members and friends as well.
- Volunteer in community at various sporting events to promote the college and MA program as well.

#4 INCREASE ORGANIZATIONAL EFFECTIVENESS

- The Medical Assisting program participates in Program Educational Assessment each year to see where improvements/changes or additions can be made to the overall delivery of instruction, processes and to improve program outcomes.
- Participate in various college committees to increase overall institutional effectiveness and to increase communication at all levels.





#5 BUILD AND SUSTAIN PARTNERSHIPS

- Practicum sites have grown from 4 to 18 with multiple community partners including both Providence Hospital and Columbia Memorial Hospital as well as multiple private practice facilities.
- Active MA Advisory Committee
- Employer Panel held each year in May for potential employers to come and speak with soon-to-be graduates
- Conducted general advising sessions at all local high schools for seniors inquiring/enrolling at CCC.
- Students volunteer at community events such as health fairs, screenings, and college sponsored activities.
- Weekly visits to all facilities during winter and spring terms to follow students and interact with facility staff.



THANK YOU

Holly Tumbarello, RN, BSN

503-338-2367

htumbarello@clatsopcc.edu

Minutes



Clatsop
Community
College

Board of Education

MINUTES OF THE SEPTEMBER 4, 2024
BOARD OF EDUCATION RETREAT

Board Members Present: Ashley Flukinger, Ed Johnson, Lloyd Mueller, Sheila Roley, Jody Stahancyk

Others Present: Rebecca Norden-Bright, President Jarrod Hogue, Recording Secretary Felicity Green

Ed Johnson called the meeting to order at 11:15 am. He commented that as this was a retreat, the agenda was loose. Jody Stahancyk asked that in the future, printed materials be printed in a larger font. Jody Stahancyk also emailed Board members a copy of an acrostic poster she made based on the word Bandit (appendix A.)

Board and President Roles and Workflow

President Hogue began the discussion by asking that he be the point of contact for the College and if the Board has questions that they reach out to him rather than to individual staff members. There was a question as to what to do if, for example, a faculty member reaches out to a Board member with a question. After a lengthy discussion, the Board agreed that the best practice would be to refer questions or comments about the College from employees or the public to the President. He also asked the Board to be sure to cc him in emails to the Board Secretary. There was some discussion about the importance of timely responses to emails and phone calls.

President Hogue said that he has been going over contracts and MOUs. He committed to the Board that he would not give them contracts to sign that they do not have time to go over. He also pledged to explain the contract and expenditures that the Board is asked to sign. He agreed that document flow needs to be better and said that the College needs to use available technology better. There was some discussion about the use of availability polls such as Doodle and responding to them in a more timely manner. There was also a discussion of calendars. The Board has access to Outlook calendar through their College account.

President Hogue suggested that the discussion move down to Priority 4 from the President's Expectations for Working with the Board document in the packet: *Board Meetings and Holding Ourselves Accountable*. He asked that the Board take time to review the Board packet before meetings. He also asked that Board members refrain from gossip and fishing expeditions as they reflect poorly on the College. There were some comments that staff were not forthcoming when asked questions by the Board. The discussion reiterated that President Hogue should be the point of contact with staff and faculty. Hopes were expressed that this would reset relationships between the Board and faculty and staff.

President Hogue spoke about the VPFO position. He said that as it has been difficult for the College to find someone with both finance and operations experience, he feels it is more important to focus on the finance portion of the position. There was a lengthy discussion of Board involvement with hiring procedures, particularly for senior level positions. The President also shared the newly revamped senior leadership org chart. Some Board members expressed that they would like more involvement

with hiring decisions while others felt that the Board should step back and trust the College hiring process. The Board and President agreed that is ultimately the President's responsibility to fill senior level positions. President Hogue stated that Board members will have an opportunity to attend the candidate forums for all staff and that he will listen to their opinions. He also said that he would like to have hiring a leadership team be one of his key goals.

There was some discussion of the President's communication with the Board. He agreed that he would send out a weekly wrap up as well as meeting individually with Board members regularly.

The President and Board discussed the Board's relationship with the Foundation. President Hogue stressed that the Foundation is critically important to the College and to students. He said he would like to hire the Foundation director position as soon as possible. There was a lengthy discussion of the Foundation's structure and the funding for the director's position. Some Board members were concerned that there seems to be no signed original MoU between the Foundation and the College. A Board committee had been formed to look into this question but was put on hold while HR was crafting the Director's job description. Some Board members felt that the Foundation should pay their director's full salary. President Hogue asked the Board to continue the funding relationship that already exists and allow the College to hire for the position. He reiterated that the Foundation support for CCC students is vital to the College.

There was some discussion of Board committee assignments. The Board considered forming a new committee to explore partnerships with the K-12 community. No decision was made, but Sheila Roley volunteered to be the liaison to that community.

Board Goals, Presidential Goals and Strategic Plan Goals

President Hogue said that he would like to discuss the Board's goals for the President. One Board member said that his primary goal should be to change the climate at the College. President Hogue suggested using the Pew Research survey of staff level of satisfaction / employee engagement on an annual basis to measure this goal. There was some discussion of College employee morale and of improving accountability. Concerns were expressed about College cliques and employees focused on causing chaos. There was agreement that the Board and the President would like to rebuild the College culture. A Board member emphasized that seeing growth in action and growing in a positive way would raise the culture. It was agreed that building culture takes time.

President Hogue said that he would like to see Board and Presidential goals aligned with strategic priorities. He shared the Strategic Plan priorities with the Board. They are:

- Improve Student Access (Enrollment)
- Increase Student Retention and Success
- Strengthen our Reputation
- Increase Organizational Effectiveness
- Build and Sustain Academic and Workforce Partnerships

There was discussion of which of these priorities is the most important. There was some discussion of improving communications among the Board and a suggestion that that should be a goal. A Board member said that College employees do not like the Board and that it was important to change this perception. There was some discussion of how to reestablish and rebuild the Board's reputation, as well as a discussion of decorum. Sheila Roley shared the Astoria school district Board ground rules and suggested that they might be helpful for the Board of Education to adopt.

1. Be respectful of each other
2. Willingness to listen to each other's point of view
3. Courtesy
4. Speak your opinion
5. Cooperative spirit
6. Disagree agreeably
7. Support your group's decisions
8. No surprises
9. Come prepared for Board meetings: do not bring the packet and open the envelope
10. Serve and represent the district.

The Board discussed their goals for 2024 – 25. They agreed that supporting the President's goals was key and that it should be a goal. Goal: **Support the goals of the President of the College.**

They discussed fiscal stewardship and possible trainings for Board members on best fiscal practices for College boards. They also discussed the budget process and agreed that it should be revamped in order to start sooner. Goal: **Ensure fiscal responsibility.**

The Board agreed that improving their relationship with the Foundation Board was very important. Goal: **Strengthening the collaborative relationship between the Board and foundation.**

The Board discussed having a goal which incorporated students and the greater College community. Goal: **Create a positive atmosphere for students, faculty and staff.**

The Board then decided to rank their goals in order of importance.

1. **Create a positive atmosphere for students, faculty and staff.**
2. **Ensure fiscal responsibility.**
3. **Strengthen the collaborative relationship between the Board and Foundation.**
4. **Support the goals of the President of the College.**

MERTS Match

The President asked the Board what their goals were with regards to MERTS. He stressed several times during the following discussion that it was important to have a clear idea of the scope of the project, what will happen going forward and how to staff and maintain it into the future. The Board discussed the history of the MERTS project. The project was originally slated to receive \$8 million in matching grants from the state if the College raised \$8 million. That goal has been downsized and the College is now hoping to raise \$4 million with an additional \$4 million matching funds from the state. There was some discussion of available grant writers and capital campaign consultants. President Hogue said he felt a needs assessment should happen before discussion of fundraising and grant writers. The first step will be determining if an extension is possible.

Increasing Enrollment and Improving Outcomes

The President stated that the strategic plan goal for enrollment is a 30% increase over 5 years, which will bring the College back to pre-covid levels. There were comments that the lack of data on current enrollment is an issue. President Hogue said that he has asked Justin Smith at Linn-Benton to build a dashboard so the Board will be able to log in and see the data whenever they want.

There was a discussion about the enrollment and area high school students. There was general agreement that the percentage of local high school graduates who attend CCC should be higher. Housing and lack of sports were considered as potential issues preventing enrollments as well as the past year's FAFSA problems. The President said it was very important that parents be made aware of Oregon Promise and other available financial aid. There was some discussion of the 2+2 program, where students can transfer directly to four year colleges and universities after completing two years at a community college. Ed Johnson said the Board had heard criticisms that CCC students cannot graduate in two years. The President discussed some of the challenges in offering under enrolled sections of required courses at different times during the year. The College currently participates in Acadeum, a program which enables students who need a class that is not being offered at CCC to take the class online at another college.

There was no public comment.

The meeting was adjourned at 5:43 pm.

Bandit

Bbrave

A....accountable

N....no gossip

D.....Deliver service to students and
community

I...inclusive

T...Thankful



BRAVE is a quality needed by Clatsop Community College as we ascend to heights not ever before achieved with our new leadership, expanded horizons, community and k-8 connections. Each CCC person possesses the qualities to be brave. This emotional muscle must be regularly used to become one's first response.

ACCOUNTABILITY shows respect for self, organization and the college. Each individual shall show accountability by checking all dates before publishing them, reading all documents to insure no misspelled words or document inconsistencies and by doing what is

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inconsistencies and by doing what is requested of them in a timely fashion. Inconsistencies and lack of accountability weaken the fabric of the reputation of the college showing a disregard for other members of the college, students and community.

NO GOSSIP shall be tolerated in any area of the college. Gossip is the devils telephone. Strive to demand that all statements must be backed by actual observation by the person making the statement. Boot strapping, using anonymous sources and slander will not be allowed.

DELIVER SERVICES to students and community going above and beyond their expectations. Communicate by anticipating their needs, communicating clearly and succinctly, and delivering the service in a way that the recipient wishes they had your skill or you worked for them. The reputation of Clatsop community college rests on our shoulders as evidenced through our delivery of services.



INCLUSIVENESS means including everyone not just those who share your views, beliefs and ideals. There are no BUTS in being inclusive. Whatever your economic, gender, political, or ethnic circumstances, there is a place at Clatsop Community College for each individual.

THANKFULNESS, an attitude of gratitude is a powerful way to bring everyone together. No matter the circumstances there is always something for which to be thankful. Celebrating our many gifts gives true meaning to the BANDIT....



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**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.**

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 after the Board had discussed them rather than before 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 end of the meeting and comments on other, general matters that are not on the agenda taken at the beginning 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.

DRAFT

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

President's Report



Clatsop
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Board of Education

President's Report to the Board

November 14, 2024

I. Ad Hoc Accreditation Visit Debrief

Our NWCCU Accreditation Ad Hoc visit was mostly positive, but there's much to do before our year-seven self-study in 2026-27 for the Evaluation of Institutional Effectiveness (EIE). Thanks to everyone who provided documentation or attended the meetings. (See letter)

II. OPC and OCCA Debrief

I attended Oregon President's Council and Oregon Community College Association Annual Conference at Salishan Coastal Lodge Nov 6-8.

III. Other

1. Congresswoman Suzanne Bonamici visited our Lexington Campus, meeting with First Stop, ASG, and Lives in Transition. ASG leaders Josie and Emily did a fantastic job advocating for CCC. Thanks to all staff who engaged with the Congresswoman.
2. Thank you to all the staff and students who dressed up, created a crockpot dish, or participated in our Halloween festivities.
3. Kevin Leahy and I met with Nate Stice from the Regional Solutions and the Governor's office to discuss how CCC can support priority sectors like maritime and construction.
4. I enjoyed "Tea Time" with faculty in the Physics lab, discussing ideas to attract and support more students.
5. Met with Jay Blake, Planner at Clatsop County, about the Economic Opportunities Analysis. CCC is seen as a key player in shaping the county's future economic growth.
6. A small team continues the meet with a community grant writer and El Centro NW to explore opportunities under an Oregon Health Authority grant. We're looking at ideas like medical translation and bilingual clinic training to address healthcare workforce shortages.
7. We're refining baseline metrics for our strategic plan. After the Board adopts the framework, the next step will be to assign faculty and staff leads to each strategic priority.
8. We will be hosting another "Thanksgiving" student lunch on Tuesday, November 26, from 11 a.m. to 1 p.m. at the Bandit Café and MERTS. We are seeking staff help and donations for the event.

Financials



Clatsop
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College

Board of Education

Clatsop Community College Financial Report as of October 31, 2024

General Operating Fund		FY2022			FY2023			FY2024		
Fund	Description	Fiscal Year Actual	Year-to-Date Actual	% of Full Year	Fiscal Year Actual	Year-to-Date Actual	% of Full Year	Fiscal Year Actual	Year-to-Date Actual	% of Full Year
11	Beginning Fund Balance	\$ 2,446,011			\$ 1,361,974			\$ 1,662,359		
								(\$826,332)		
	Revenue									
11	Tuition and Fees	\$ 2,520,305	\$ 1,025,323	40.68%	\$ 2,760,350	\$ 1,076,402	39.00%	\$ 2,953,091	\$ 1,167,387	39.53%
11	State Appropriations	\$ 4,191,126	\$ 2,211,303	52.76%	\$ 3,771,129	\$ 1,832,175	48.58%	\$ 4,106,512	\$ 2,050,596	49.94%
11	Property Taxes	\$ 5,287,617	\$ 557,762	10.55%	\$ 5,610,168	\$ 573,664	10.23%	\$ 5,903,094	\$ 346,753	5.87%
11	Other Revenue Including Transfers	\$ 1,356,055	\$ 78,362	5.78%	\$ 2,028,794	\$ 205,960	10.15%	\$ 1,291,788	\$ 164,333	12.72%
	Total Revenue	\$ 13,355,103	\$ 3,872,750	29.00%	\$ 14,170,441	\$ 3,688,201	26.03%	\$ 14,254,485	\$ 3,729,069	26.16%
	Expenditures by Function									
11	Instruction	\$ 5,224,084	\$ 1,356,038	25.96%	\$ 5,170,308	\$ 1,350,226	26.12%	\$ 5,462,231	\$ 1,409,787	25.81%
11	Instructional Support	\$ 1,748,586	\$ 556,315	31.82%	\$ 1,632,496	\$ 544,608	33.36%	\$ 1,870,684	\$ 651,398	34.82%
11	Student Services	\$ 1,529,740	\$ 486,063	31.77%	\$ 1,571,357	\$ 483,357	30.76%	\$ 1,489,137	\$ 579,422	38.91%
11	Institutional Support	\$ 4,223,801	\$ 930,598	22.03%	\$ 3,689,254	\$ 1,194,400	32.38%	\$ 3,554,476	\$ 1,635,840	46.02%
11	Operation and Maintenance of Plant	\$ 1,546,734	\$ 595,754	38.52%	\$ 1,638,689	\$ 610,896	37.28%	\$ 1,663,056	\$ 664,044	39.93%
11	Scholarships & Tuition Waivers	\$ 166,195	\$ 73,719	44.36%	\$ 167,952	\$ 55,049	32.78%	\$ 196,104	\$ 63,902	32.59%
	Total Expenditures	\$ 14,439,140	\$ 3,998,487	27.69%	\$ 13,870,056	\$ 4,238,536	30.56%	\$ 14,235,688	\$ 5,004,393	35.15%
	Net Revenue (Expenditures)	\$ (1,084,037)	\$ (125,737)		\$ 300,385	\$ (550,335)		\$ 18,797	\$ (1,275,324)	
	Ending Fund Balance	\$ 1,361,974			\$ 1,662,359			\$ 1,681,156		
					(\$826,332)					
	Expenditures by Category			% of Total			% of Total			% of Total
	Salaries and Fringe Benefits	\$ 10,869,628		75.28%	\$ 10,749,041		77.50%	\$ 11,397,252	\$ 3,725,682	32.69%
	Contracted Services	\$ 1,750,072		12.12%	\$ 2,009,150		14.49%	\$ 1,515,779	\$ 700,611	46.22%
	Materials, Supplies, and Travel	\$ 575,117		3.98%	\$ 664,415		4.79%	\$ 968,908	\$ 445,596	45.99%
	Other Expenditures Including Transfers	\$ 1,164,806		8.07%	\$ 379,998		2.74%	\$ 351,486	\$ 130,241	37.05%
	Capital Outlay	\$ 79,517		0.55%	\$ 67,452		0.49%	\$ 2,263	\$ 2,263	100.00%
	Total Expenditures	\$ 14,439,140		100.00%	\$ 13,870,056	\$ -	100.00%	\$ 14,235,688	\$ 5,004,393	35.15%



Clatsop Community College

Board of Education Meeting – FY24-25 Financial Summary – October, 2024 FY23-24 Financial Summary

Attached is the Statement of Revenues and Expenditures for FY24-25 and FY23-24 by fund source.

October represents four months, or 33 percent of the FY24-25 fiscal year. The FY23-24 audit is underway and financial statements are expected to be presented at the December 2024 Board Meeting.

Historical annual audited financial statements are available at the following link:

<https://www.clatsopcc.edu/about-ccc/financial-budget-reports/audit/>

General Operating Fund

- (a) Tuition and fee revenue recorded through October FY24-25 is \$1.55 million, or 49.46 percent of the adopted budget. FY23-24 actual tuition and fee revenue are \$2.95 million.
- (b) Clatsop has received two distributions of State Appropriations totaling \$2.125 million. FY23-24 state appropriations total is \$4.11 million.
- (c) Property tax revenue is \$842 thousand. Clatsop has received two small distributions of current year property tax funds. The actual FY23-24 property taxes received are \$5.87 million.
- (c1) FY24-25 other revenue recorded through October is \$158.6 thousand. FY23-24 Other Revenue was \$1.05 million including \$660 thousand of timber revenue received in May.
- (c2) The FY24-25 adopted budget beginning fund balance is \$1.39 million but is estimated to be \$1.49 million.
- (d) Total actual General Fund expenditure through October is \$4.19 million, or 26.47 percent of budget, compared to \$5.0 million in October 23 representing a 16.3 percent decrease.

Grants and Financial Aid Fund

- (e) FY24-25 expenditure through October is \$1.99 million representing 34.79 percent compared to budget.

Plant Fund

- (f1) FY24-25 Plant Fund October expenditures include \$189 thousand for the ERP implementation and \$32.7 thousand for plant equipment purchases.
- (g) The Plant – Debt Fund expenditures will be incurred in November and June.

Non-Plant Debt Fund

- (h) This fund represents interest earned and debt payments for PERS debt service. The first payment for FY25 will be in December.

Expenditures
All-Funds
Comparing YTD October 2024 to October 2023

REVENUES

Fund	Description	FY 2024-25		Revenue as of		Revenue as of		% Change Oct		FY 2023-24		Revenue as of		Change in %		Budget versus	
		Budget		10/31/24	% Received	10/31/23	% Received	to Oct 23	Budget	6/30/24	% Received	received	Actual	Variance			
11	Tuition and fees (a)	\$ 3,134,503	20%	\$ 1,550,453	25%	49.46%	\$ 1,167,387	32.81%	\$ 3,218,183	\$ 2,952,815	91.75%	-42.29%	\$ (265,368)				
11	State Appropriations (b)	\$ 4,273,514	27%	\$ 2,125,702	34%	49.74%	\$ 2,050,596	3.66%	\$ 3,885,176	\$ 4,106,512	105.70%	-55.96%	\$ 221,336				
11	Property Taxes (c)	\$ 6,100,000	39%	\$ 841,573	14%	13.80%	\$ 346,753	142.70%	\$ 5,561,500	\$ 5,866,328	105.48%	-91.68%	\$ 304,828				
11	Other (c1)	\$ 918,976	6%	\$ 158,575	3%	17.26%	\$ 164,333	-3.50%	\$ 933,741	\$ 1,048,250	112.26%	-95.01%	\$ 114,509				
	Beg. Fund Balance (7/1/24) estimated	\$ 1,393,247	9%	\$ 1,491,066	24%	107.02%	\$ 1,662,359	-10.30%	\$ 1,852,332	\$ 1,662,359	89.74%	17.28%	\$ (189,973)				
	Total General Fund	\$ 15,820,240	100%	\$ 6,167,369	100%	38.98%	\$ 5,391,428	14.39%	\$ 15,450,932	\$ 15,636,264	101.20%	-62.22%	\$ 185,332				
21	Grants and Financial Aid (e)	\$ 5,723,026		\$ 1,805,731		31.55%	\$ 1,554,613	16.15%	\$ 5,556,733	\$ 5,651,446	101.70%	-70.15%	\$ 94,713				
41	Plant (f) estimated	\$ 1,794,112		\$ 1,205,136		67.17%	\$ 1,309,663	-7.98%	\$ 1,718,822	\$ 2,037,783	118.56%	-51.39%	\$ 318,961				
	Plant - ERP Implementation estimated	\$ 844,213		\$ 1,359,338		161.02%	\$ 2,314,895	-41.28%	\$ 1,876,038	\$ 2,314,895	123.39%	37.63%	\$ 438,857				
42	Plant - Debt (g)	\$ 1,669,376		\$ -		0.00%	\$ -	0.00%	\$ 1,658,637	\$ 1,658,431	99.99%	-99.99%	\$ (206)				
54	C&O - Special Revenue estimated	\$ 60,245		\$ 59,754		99.19%	\$ 65,250	-8.42%	\$ 72,718	\$ 93,349	128.37%	-29.19%	\$ 20,631				
60	Non-Plant Debt Fund (i)	\$ 1,165,040		\$ 201,878		17.33%	\$ 225,660	-10.54%	\$ 1,172,000	\$ 687,194	58.63%	-41.31%	\$ (484,806)				
	Total Revenues	\$ 27,076,252		\$ 10,799,207		39.88%	\$ 10,861,509	-0.57%	\$ 27,505,880	\$ 28,079,362	102.08%	-62.20%	\$ 573,482				

EXPENDITURES

Fund	Description	FY 2024-25		Expended as of		Expended as of		% Change Oct		FY 2023-24		Expended as of		Change in %		Budget versus	
		Budget		10/31/24	% Expended	10/31/23	% Expended	to Oct 23	Budget	6/30/24	% Expended	expended	Actual	Variance			
11	General Operating (d)	\$ 15,820,240		\$ 4,187,779	26.47%	\$ 5,003,333	-16.30%	\$ 15,450,932	\$ 14,277,372	92.40%	-65.93%	\$ (1,173,560)					
21	Grants and Financial Aid (e)	\$ 5,723,026		\$ 1,990,768	34.79%	\$ 1,857,941	7.15%	\$ 5,556,733	\$ 5,757,965	103.62%	-68.84%	\$ 201,232					
41	Plant (f)	\$ 1,794,112		\$ 32,748	1.83%	\$ 36,082	-9.24%	\$ 1,718,822	\$ 832,646	48.44%	-46.62%	\$ (886,176)					
	Plant - ERP Implementation	\$ 844,213		\$ 188,657	22.35%	\$ 366,342	-48.50%	\$ 1,876,038	\$ 955,557	50.93%	-28.59%	\$ (920,481)					
42	Plant - Debt (g)	\$ 1,669,376		\$ -	0.00%	\$ 69,258	-100.00%	\$ 1,658,637	\$ 1,658,431	99.99%	-99.99%	\$ (206)					
54	C&O - Special Revenue	\$ 60,245		\$ 6,511	10.81%	\$ 5,306	22.71%	\$ 72,718	\$ 36,093	49.63%	-38.83%	\$ (36,625)					
60	Non-Plant Debt Fund	\$ 1,165,040		\$ -	0.00%	\$ -	0.00%	\$ 1,172,000	\$ 802,564	68.48%	-68.48%	\$ (369,436)					
	Total Expenditures	\$ 27,076,252		\$ 6,406,463	23.66%	\$ 7,338,262	-12.70%	\$ 27,505,880	\$ 24,320,628	88.42%	-64.76%	\$ (3,185,252)					

Total Receipts over (under) Total Expenditures

\$ -	\$ 4,392,744	\$ 3,523,247	\$ -	\$ 3,758,733
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GENERAL FUND (11)

EXPENDITURES BY FUNCTION

Description	FY 2024-25		Expended as of		Expended as of		% Change Oct		FY 2023-24		Expended as of		Change in %		Budget versus	
	Budget		10/31/24	% Expended	10/31/23	% Expended	to Oct 23	Budget	6/30/24	% Expended	expended	Actual	Variance			
11 General Operating (d)	\$ 15,820,240		\$ 4,187,779	26.47%	\$ 5,003,333	-16.30%	\$ 15,450,932	\$ 14,277,372	92.40%	-65.93%	\$ (1,173,560)					
By Function																
Instruction	\$ 5,672,050	36%	\$ 1,328,026	32%	23.41%	\$ 1,409,784	-5.80%	\$ 5,643,981	\$ 5,452,589	96.61%	\$ (191,392)					
Instructional Support	\$ 1,773,140	11%	\$ 567,192	14%	31.99%	\$ 651,398	-12.93%	\$ 1,923,176	\$ 1,886,637	98.10%	\$ (36,539)					
Public Services	\$ 24,542	0%	\$ 1,572	0%	6.40%	\$ 1,534	2.46%	\$ 35,424	\$ 8,854	25.00%	\$ (26,570)					
Student Services	\$ 1,390,279	9%	\$ 322,092	8%	23.17%	\$ 577,888	-44.26%	\$ 1,813,140	\$ 1,541,122	85.00%	\$ (272,018)					
Institutional Support	\$ 3,566,375	23%	\$ 1,242,016	30%	34.83%	\$ 1,634,783	-24.03%	\$ 3,666,670	\$ 3,528,128	96.22%	\$ (138,542)					
Operation and Maintenance of Plant	\$ 1,803,629	11%	\$ 656,795	16%	36.42%	\$ 664,044	-1.09%	\$ 1,714,725	\$ 1,663,938	97.04%	\$ (50,787)					
Scholarships & Tuition Waivers	\$ 184,800	1%	\$ 70,086	2%	37.93%	\$ 63,902	9.68%	\$ 184,800	\$ 196,104	106.12%	\$ 11,304					
Contingency	\$ 1,405,425	9%	\$ -	0%	0.00%	\$ -	0.00%	\$ 469,016	\$ -	0.00%	\$ (469,016)					
Total General Fund Expenditures	\$ 15,820,240	100%	\$ 4,187,779	100%	26.47%	\$ 5,003,333	-16.30%	\$ 15,450,932	\$ 14,277,372	92.40%	\$ (1,173,560)					

ASG



Clatsop
Community
College

Board of Education

Associated Student Government Report for Thursday, November 14th, 2024

BOE Meeting Submitted by Josie Kero, 11/04/24

Internal Organizational Activities

- 10/16 Monthly Lunch with President Hogue. ASG discussed recent initiatives and key outcomes from the last board meeting.
- 10/18 College Council Initial Meeting. Two ASG representatives have been asked to serve; Josie Kero and Emily Bates will fill these roles. Topics discussed included the president's initiatives, strategic plan, enrollment update, & the college council charter.
- The ASG Hiring process is officially complete! Ten interviews were conducted within a week. Applicants were scored using a rubric system to promote fair and impartial employment opportunities.
- As of 10/24, 5 new team members have been added in the following positions: Terra Wolden as secretary, Morgan Bates as treasurer, Miriam Alcala as events coordinator, Jess Bahl as PR coordinator, & Gabriela Tapia-Montalvo as clubs coordinator.
- ASG Weekly Meetings are still held on Thursdays at 3:30 p.m. (subject to change as we expand our team).
- 10/25 Joint Policies and Procedures Meeting. Josie Kero attended this initial meeting to provide student representation on this year's topics in review.
- 10/22 Meeting with Provost Toyas in preparation for the accreditation visit.
- 10/28 ASG Meeting with NWCCU's team. Per request, ASG provided students to be interviewed about their recent experience with advising.
- 10/29 Instructional Council meeting. Emily Bates attended this initial meeting to provide student representation on topics such as pass/fail continuation and annual review of bylaws.

Service to Students

- The following clubs have connected with ASG for their annual renewal: LGBTQIA+ Club, Multicultural Club, Nursing Club, Ceramics Club, & Fiber Arts Club.
- ASG has received multiple inquiries from students looking to start new clubs. We are assisting students in developing Nature Club & Boardgame Club proposals.
- 10/21 Visit from Congresswoman Bonamici. Josie Kero and Emily Bates gave feedback, advocating for CCC students' needs regarding transportation, affordable housing, and digital literacy.
- 10/24 Spooky Craft Night. Ten students attended this event. ASG supplied a movie, apple cider, candy, and craft opportunities.
- 10/31 Spooktacular Costume Contest. ASG supported this event with a food donation. This expenditure made the catering possible, which was generously provided by the Bandit Cafe.

Student Engagement and Upcoming Student Events

- 11/13 ASG will host an event in celebration of World Kindness Day. Starting at 8 AM, we will be on campus to hand out cupcakes, positive stickers, and an opportunity to write a kind message to one another.
- 11/13 ASG will also be at the Joint Policies and Procedures meeting, DEI Council meeting, & the annual CCC Foundation Scholarship Celebration.
- ASG is working to connect with CCCF to coordinate a letter-writing event. This will provide scholarship recipients an opportunity to give thanks to the foundation.
- Bandit Thanksgiving on 11/26. ASG is hoping to be a part of the annual Bandit Thanksgiving. ASG will provide more updates promptly.

CEDR &

SBDC



Clatsop
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BOARD REPORT – November 2024

CEDR

Clatsop Center for Business, Community & Professional Development Clatsop WORKS & Cooperative Work Experience

CEDR

Submitted by: Kevin Leahy, CEDR Executive Director & CCC Associate Vice-President

- *OBI (Oregon Business & Industry) manufacturing and innovation road show visited Clatsop County on October 7 & 8. President Hogue and I attended the meetings at Bornstein Seafood, Osh Kosh Aero Tech (LEKTRO), Fort George and Hampton Warrenton Mill. Combined these four employers have over 600 employees. This is an annual bus tour that goes around statewide to tour key manufacturer employers and highlights the importance of this sector to the regional and state economy.*
- *Organized a meeting with OSU Department of Food Science & Technology faculty, Fort Goerge owner Chris Nemlowill, President Hogue and Provost Toyas to tour Fort George and reopen conversations about establishing a partnership between OSU & CCC on a potential Fermentation program. I also represented CCC at an OSU Alumni and Friends of OSU reception that evening which occurred on the same evening as the October Board of Education meeting.*
- *I am on the OSU Extension Clatsop County Advisory Committee, and we met on October 14 to review the activities of the various departments under the OSU Extension Umbrella in Clatsop County. Reinforced the importance of partnerships with CCC and the community and a more visible presence.*
- *Hosted the monthly city and county manager lunch meeting at Astoria City Hall on October 15. The meeting also includes representatives from the Governor's office and Business Oregon. Long-standing monthly meeting that CEDR has chaired.*
- *Organized meeting with Col-Pac Interim Executive Director Sarah Lu Heath and President Hogue to share opportunities and projects we have partnered with Col-Pac on as the EDD (Economic Development District) for NW Oregon.*
- *Attended meeting with Congresswoman Bonamici hosted by President Hogue and CCC. Shared concerns for the region with the impending FEMA BioP that could devastate development on the coast, as well as dredging challenges facing Hyak Maritime and WCT Marine involving the Corps of Engineers and State partners. Also thanked Bonamici for her support of Community Colleges, the SBDC & Clatsop WORKS Summer Internship program.*
- *Attended the CMH Groundbreaking ceremony with President Hogue.*
- *Attended JATC/Plumbing Apprenticeship program review at South County organized by Director Newhall with President Hogue, Plumbing Apprenticeship Instructor Lance Diamond and Program Coordinator Edwards to review the importance of this program to CCC and how to maintain and build the program.*

- *Organized meeting with Regional Solutions Coordinator Nate Stice and President Hogue. Stressed the importance of a strong Community College with the changing economy on the North Coast, and to keep in the loop on Future Ready Oregon funding programs and opportunities that surface. Nate Stice also serves on the Columbia Gorge CC Board of Education.*
- *Presented to the Clatsop County Board of Commissioners as Co-Chair of the CFEDC (Clatsop Forestry Economic Development Committee) on the importance of the Forest and Wood Products sector to the Clatsop County Economy. The chair is Dan Goody, District Forester from ODF.*
- *Attended the Port of Astoria Master Plan RFEI (Request for Expression of Interest) meeting on October 24 for potential development of the Central Waterfront and spoke to the group on the importance of CCC in economic development of the workforce.*
- *Attended a Clatsop WORKS strategy meeting at Knappa High School with Superintendent Bill Fritz, Principal Paul Isom and Clatsop WORKS manager Misty Bateman. Reviewed potential new employers for Summer 2025 and a potential year-round internship program opportunity.*
- *Attended the NOW (Northwest Oregon WORKS) Board meeting on Friday, October 25.*
- *Attended the Oregon SBDC Directors Conference in Silverton October 28-30 with SBDC Associate Director Newhall. Clatsop was brought up repeatedly as a rural center, making an enormous difference in the region assisting the business community. Jessica's recap below summarizes the stellar results!*

CENTER FOR BUSINESS, COMMUNITY & PROFESSIONAL DEVELOPMENT

Submitted by Jessica Newhall, Director CBCP

Community Education & Professional Development

- *Strong fall performance with 34 total classes, 17 of which were FTE eligible*
- *364 community registrations, up 1% from Fall 2023*
- *Plumbing Apprenticeship program thriving with 15 registrants for Fall 2024*
- *Continue to work on improvements to communications & marketing as part of growth and community engagement strategy*
- *Meeting with ENCORE Learn week of 11/4 to finalize 2025 agreement*
- *Continue to work with Computer Services, the First Stop, and Provost's office to improve workflows and customer experience*

Clatsop SBDC

- *Met performance goals for all Fall programs including:*
 - *Startup Bootcamp (8th iteration): 11 registrants*
 - *Food & Beverage Products Bootcamp: 10 Registrants*
 - *Retail Excellence Bootcamp: 11 registrants*

- *Marketing continuing for Small Business Management program (Level 1 begins 11/13 and Level 2 on Jan 15th)*
- *RFP successful and signed contract with Dark Matter Consulting for the development of an online learning platform for small business education (to launch in Spring 2025, funded by HB3410 grant funding).*
- *Kevin and Jessica just returned from Statewide Leaders conference and Clatsop SBDC continues to shine as an example of excellence within the Oregon SBDC network*
- *YTD Economic Impact of the Clatsop SBDC:*
 - *229 small business clients served*
 - *1018 hours of advising & service*
 - *26 new business starts*
 - *50 jobs created*
 - *\$1.83M in financing*
 - *\$853k in sales growth*

Clatsop WORKS Paid Internship Program & CCC Cooperative Work Experience

Submitted by Misty Bateman, Program Manager

Clatsop WORKS

- *14 employers have registered so far to host a student intern next summer, and 10 more employers have let me know they will be registering. Many of these employers are new to the program! Employers have until December 16th to register.*
- *We held the Employer Appreciation Dinner in October at Rogue Pier 39 to thank the employers who hosted a student intern last summer. Thanks to President Hogue and AVP Leahy for attending!*
- *My grant was approved, and Clatsop WORKS will receive \$30,000 from ODE again this year to assist employers who have a valuable internship opportunity but lack the budget to hire a student intern.*
- *Brandie Clark; Work-Based Learning Specialist at Oregon Department of Education, is hosting her monthly Work-Based Learning Team Lunch & Learn at Astoria High School on November 20th so that previous Clatsop WORKS interns at the high school can share their experiences with education leaders around the state.*
- *I have been presenting to high school faculty and student groups quite a bit this fall, as well as making new employer connections. Clatsop WORKS information was presented at all five Clatsop County high school conferences, open houses, activity fairs, faculty meetings, classes and at the college New Student Orientation.*

- *I have also presented this fall to Astoria, Warrenton, and Seaside business organizations.*

Cooperative Work Experience (CWE)

- *Automotive and welding students and faculty have reached out to me to begin preparing for winter term Cooperative Work Experiences.*
- *We have some new employers who have expressed an interest in hosting a Cooperative Work Experience student.*

Communications and Marketing



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Communications and Marketing Report for Thursday, November 14, 2024 BOE Meeting

Submitted by Julie Kovatch, 11/1/24

Communications - Internal

- Website-
 - Oct. website use: Users: 7K
 - Highest visited pages for Oct: Homepage, Canvas, Faculty Staff, Human Resources, Areas of Study
- Strategic Planning: I went through files and communications with Coraggio and downloaded the files and content regarding the development and implementation of the plan and organized them for easy access during the accreditation visit.
- I have hired my first works study Student Content Creator. I currently have one student who has agreed to assist in creating content for social media and promoting upcoming events through a student perspective. As this is my first attempt at using a student in this capacity, I am working with her to see what workload and content output she can assist with.
- Spooktacular event preparations for Oct. 31st included promotion of student costume contest as well as the internal employee costume contest and crotchwalk crockpot contest. Prizes, catering (co-sponsored by ASG) were secured and photos were taken of the festivities throughout the day.
- Communications and Marketing is serving as a backup and overflow location for student ID's. We have handled all Nursing student Id needs, are currently processing Medical Assistant ID's and are starting work on employee ID's.
- I continue to serve as the ASG advisor. Josie and Emily are off to a strong start with events. Assisted in interviewing applicants for the remaining positions on ASG and ensuring there was a structure to the selection process.
- Assisting in organizing and promoting the Thankful for CCC Students lunch event on Nov. 26th.

Communications - External

- Announcements and Press releases for fall art show, Ales and Ideas for November featuring Kristin Shauck, Open Mic event, Library Story Readings, call out for Au Naturel, and ASG Presidency announced, Spooktacular events.
- Online Bookstore: Communications are being organized to get students ready for Winter Term book reservations.
- Worked with new Bandit Café managers, Wade and Kendall, to connect them to campus communications to get word out about specials and such. Reworked on-campus messaging to reflect their days open including Friday now.
- Pres. Hogue visited Astoria High School and they have agreed to allow a banner sign up to 3x4 feet in the hallway by the TRIO office. I will be working on that creation and attempt to get something similar in the rest of the area schools.
- Attended an OCCA Advocacy Training session via Zoom to refresh skills on getting poignant messaging across to legislators.
- Organized a presentation for CCC ABE programs to present at the Astoria Rotary on November 25th.

Communications and Marketing Report for Thursday, November 14, 2024 BOE Meeting

Submitted by Julie Kovatch, 11/1/24

- Attended a Chamber of Commerce webinar of use of AI for business purposes and was able to come away with a few new ideas.

Marketing – Printed Media, Radio, and Publications, Marketing events

- Printed and Mailed winter schedule distribution is expanding to the Washington side for the first time. 20% of our students come from Washington and I want to see if I can strengthen those numbers with added awareness in that area. We will be reaching an additional 8,500 households with this effort. I don't expect an instant increase but if I am consistent this year with print and digital efforts, I am hoping to see an increase in inquiries from WA.
- Welding Program Spotlight in the Winter Schedule gave front page focus and an ad on the new pathway (state approval pending). The ad will be reused on social media through the rest of fall term. New photos were taking in the welding classes and some promotional welding hat stickers are being made as well.
- Attended an Astoria High School Activities Day event with a CCC table. All students were released from class and allowed to visit tables for 40 minutes. There were a few brief conversations, but students were not focused and were more into grabbing freebies off the table. Not super productive, but name recognition and consistent presence is important.
- Radio ads are running once again during local high school games that focus on Oregon Promise, College football games that focus on transfer options and the benefit of staying local the first two years, and Seattle pro games that focus on adult learners wanting to go back to college to get training in skills for better jobs.
- Social Media- Audience- Oct. #'s-
 - Facebook followers: 3,463 (up 11)
 - Instagram Followers: 1,235 (up 14)
 - Organic post reach #'s Facebook: 7.4K Instagram: 1.1K

Events – Recent and Upcoming

- Nov. 7th- Ales and Ideas featuring Kristin Shauck at 7 p.m. at Fort George Taproom
- Nov. 13th- Foundation Scholarship Celebration- Towler Hall at 4:30 p.m.
- Nov. 25th-ABE presents at Astoria Rotary
- Nov. 26th-Thankful for our Students lunch event from 11-1 in Columbia Hall as well as MERTS.
- CCC events and important dates can be seen on the CCC Calendar at:
www.clatsopcc.edu/events/

Instruction and Student Success



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November Report to the Board
Teena Toyas
Vice President/Provost
Office of Instruction and Student Success
11/4/2024

Strategic Planning Update:

- The Strategic Plan draft was submitted to the Board of Education at the October Board meeting. The Board requested further information from President Jarrod Hogue and will consider the proposed Strategic Plan at the November Board meeting.
- Collaboration continues with President Hogue and the Core Strategic Planning Team to provide an effective and viable Strategic Plan for approval.

The Accreditation Schedule of Reports and Visits:

1. The NWCCU Ad-Hoc visit occurred on October 28, 2024. Numerous faculty, staff, students, and administration took part in the day-long event. The event began with a welcoming breakfast that included the NWCCU Evaluation Team, college administrators, and staff. Thank you to the Bandit Café for doing an excellent job providing the food at the event.
2. The NWCCU Evaluation Team conducted interviews with various staff, students, and faculty throughout the day on October 28, to gather data and insight regarding the current findings and issues.
3. Updates will be provided in the future regarding the outcome of the NWCCU Ad-Hoc visit.
4. Year 6-Standard 2-Policies, Regulations, and Financial Review Fall of 2025
5. Year 7-Evaluation of Institutional Effectiveness Fall 2026

Fall Term Updates:

1. Thanks to the challenging work of our staff who enter courses into the system, student registration for winter term 2025 successfully began on October 23rd. Faculty, TRIO SSS and Advising, and other staff are advising students throughout the month as they plan their winter term schedule. The new system, Colleague, has been working well and students are successfully registering for courses with very few issues.
2. On Monday, October 7th, the College Administration met with the Astoria High School Counseling Team to discuss effective collaboration opportunities for Clatsop Community College and Astoria High School. Clatsop staff will be working on a schedule that will inform Astoria High School when CCC staff will be scheduled at Astoria High School to better serve prospective students.
3. On Thursday, October 10th, President Hogue, Celeste Petersen, and VO/Provost Teena Toyas met to discuss the possibilities of partnering with Western Oregon University and providing a pathway for students who are interested in majoring in Elementary Education. This discussion and developing a framework for this opportunity is ongoing.
4. The Higher Education Coordinating Commission's Oversight Committee for High School-Based College Credit Partnerships met at Chemeketa Community College's Eola Event Center for their quarterly meeting. Vice President/Provost Teena Toyas has been a member of this committee for four years and attended the meeting.
5. Thank you to the College Staff and Faculty for recognizing the demanding work provided by the College Service and Supervisory Staff. On October 16th, the S&S Staff were recognized and honored to celebrate with their colleagues at a reception that provided drinks, cake, fruit, and other goodies.

November Activities in Instruction and Student Success

- ✓ Instructional Leadership Team meetings every other Thursday at 3:00 PM in Towler 206.
- ✓ Ongoing collaboration with all Clatsop County High Schools.
- ✓ Ongoing meetings with Student Success and Instructional staff and faculty.
- ✓ Quarterly meeting for Oregon Council of Student Services Administrators and Oregon Council of Instructional Administrators at Oregon Coast Community College in Newport, Oregon on November 6, 2024.
- ✓ Multiple Measures Conference at Portland Community College Rock Creek Campus, November 15, 2024, will be attended by VP/Provost Teena Toyas.
- ✓ NWCCU Annual Conference in Seattle, Washington will be attended by VP/Provost Teena Toyas, November 20-22, 2024.
- ✓ The Adult Basic Education Program will provide a presentation at the Astoria Rotary meeting on November 25th, 2024.
- ✓ Planning for the Student Thanksgiving lunch on November 26, 2024, is ongoing.

Nursing & Allied Health
Report for 11.14.2024 Meeting of the
CCC Board of Education

Respectfully submitted by Tina Kotson, MSN, MBA, RN, Interim Director of Nursing & Allied Health

In light of the new strategic priorities identified as part of the new CCC Strategic Plan, the Board report for Nursing and Allied Health is organized to demonstrate how the department is working toward achievement of those priorities.

I. Improve Student Access

1. 44 total nursing students are enrolled in Fall term; 24 are first-year students, and 20 are returning second-year students.
2. 12 of 13 students remain in the Medical Assisting Program by midterm.
3. The Nursing Program Application for the 2025-27 cohort is posted on the CCC website, and the department has received nearly two dozen inquiries from students outside of CCC so far in the first half of the term. Additionally, there are several dozen CCC students listed as “pre-nursing” in our advising lists.
4. Tina Kotson will be hosting Application Information Sessions in December and January for students who will be applying for the 2025-26 academic year.
5. Tina Kotson held a Pre-Nursing Information Session in early October for potential nursing students. Ten students – including three high school students from Jewell High School, two students who had not yet enrolled at CCC, and five current CCC students – attended the session.
6. The department hosted 34 juniors and seniors from Scappoose High School in mid-October as they visited the campus to learn about nursing and medical assisting. Students toured our skills labs, interacted with nursing and MA students, and then held a Q&A with Doris Jepson and Tina Kotson.
7. Tina Kotson met with a dozen high school students at Coastline Christian Academy at the end of October to talk about the variety of healthcare certificates and degrees available through CCC. The presentation was part of a Careers class the students are taking this term.
8. Advisors from OHSU met with nearly 40 current nursing students to discuss the RN to BS program that all nursing graduates are eligible to attend once they earn their AAS in Nursing at CCC.

II. Increase Student Retention & Success

1. 20 students of 24 are returning for their second and final year of the Nursing Program -- an 83% retention rate.
 2. The department is working closely with Advising to ensure all pre-nursing and nursing students are assigned Nursing faculty as academic advisors. Nursing faculty are actively meeting with students to discuss their progress to date and to connect them with needed in-house resources such as tutoring, accommodations, counseling and financial aid so students increase their odds of success.
-

Nursing & Allied Health
Report for 11.14.2024 Meeting of the
CCC Board of Education

Respectfully submitted by Tina Kotson, MSN, MBA, RN, Interim Director of Nursing & Allied Health

III. Strengthen our Reputation

1. Tina Kotson & Doris Jepson are working with Kevin Leahy to coordinate a visit with Clatsop Behavioral Health.
2. Tina Kotson & Doris Jepson have attended several statewide meetings and events to ensure CCC is involved with policy making at the state level – especially r/t nursing curriculum and safe practice. Our voices ensure that CCC's program will be able to maintain and strengthen its solid reputation of success and solid outcomes.

IV. Increase Organizational Effectiveness

1. All five FT nursing faculty continue serving in their teaching positions this year.
 1. The longest serving faculty member is beginning her 20th year at CCC.
 2. The shortest serving faculty member is beginning her 9th year at CCC.
 3. We have the lowest turnover of nursing faculty in the state.
2. Tina Kotson serves on the college's Strategic Planning Committee and will continue to be involved as the SP is approved and implemented.
3. Tina Kotson and Doris Jepson participated in the recent NWCCU visit to campus.

V. Build & Sustain Academic & Workforce Partnerships

1. The Nursing Advisory Board met in early October. Its 18 members represent more than a dozen local healthcare organizations.
 2. Nursing and Allied Health maintains nearly 2 dozen active clinical partnership agreements with acute care, long-term care, and community-based care organizations in the local community.
 3. Nursing faculty are building new relationships with community-based organization to offer nursing students experiences outside of the hospital in locations such as Public Health, Astoria Birth Center, Hospice, Wound Care, Infusion/Oncology, and Clatsop Behavioral Health.
 4. OCNE representatives met with CCC nursing and faculty in early October to discuss the future of the program, the impact of upcoming OSBN changes, and likely national accreditation.
 5. Tina Kotson and Doris Jepson are beginning to review and draft new Clinical Affiliation Agreements with all clinical partners to ensure a wide variety of local clinical sites for nursing and medical assisting students.
-

Policy Committee



Clatsop
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Board Policy Committee Report
11.14.2024 BOE Meeting
Prepared by Pat Schulte on 11.04.2024

The Board Policy Committee met on Monday, Nov. 4, 2024 and discussed the following policies and procedures:

- **BP 2435 Evaluation of the President and BP 7145 Personnel Files** – need to reconcile language in these two policies re: location of President’s personnel file – on the 11.14.2024 BOE agenda for 1st reading
- **BP 2320 Special and Emergency Meetings** – on the 11.14.2024 agenda for 1st reading
- **BP 2315 Closed/Executive Sessions** – on the 11.14.2024 agenda for 1st reading
- **BP 2330 Quorum and Voting** – no action taken
- **BP 2110 Vacancies on the Board of Education** – on the 11.14.2024 agenda for 1st reading
 - **AP 2110 Vacancies on the Board of Education** – on the 11.14.2024 agenda for 1st reading
- **BP 2200 Board of Education Duties and Responsibilities** – on the 11.14.2024 agenda for 1st reading
 - **AP 2200 Board of Education Duties and Responsibilities** – on the 11.14.2024 agenda for 1st reading

The Board Policy Committee normally meets the 4th Thursday of every month from 10:00 to 11:00 a.m. on Zoom. However, due to the holidays in November and December, the Board Policy Committee will meet on Thursday, Nov. 21 and Thursday, Dec. 19 from 10:00 to 11:00 on Zoom. The normal schedule will resume in January 2025.

New Business



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**Board of Education Meeting
11.14.2024**

For 1st Reading

- **BP 2435 Evaluation of the President and BP 7145 Personnel Files** – need to reconcile language in these two policies re: location of President’s personnel file
- **BP 2320 Special and Emergency Meetings**
- **BP 2315 Closed/Executive Sessions**
- **BP 2110 Vacancies on the Board of Education**
 - **AP 2110 Vacancies on the Board of Education**
- **BP 2200 Board of Education Duties and Responsibilities**
 - **AP 2200 Board of Education Duties and Responsibilities**



BP 2435 Evaluation of the President

References:

NWCCU Standard 2.A.7

AP 2435 Evaluation of the President

[BP 7145 Personnel Files](#)

The Board of Education shall conduct an evaluation of President at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the President as well as this policy.

The Board of Education shall evaluate the President using an evaluation process the Board of Education and the President jointly agree to and develop. The evaluation will be completed and feedback provided to the President in time for consideration for any needed changes to next fiscal year's budget.

The criteria for evaluation shall be based on Board of Education policy, the President's job description, and performance goals/objectives developed in accordance with BP 2430, Delegation of Authority to the President.

The criteria for evaluation of the President shall also include performance goals and objectives related to the College's commitment to diversity, equity, and inclusion. The Board's discussion and conferences with and about the President and his/her performance will be in executive session, unless the President requests an open session. Results of the evaluation will be written, announced in a public meeting, and be placed in the President's personnel file.

Any time the President's performance is deemed to be unsatisfactory, the President will be notified in writing, with a copy placed in his/her personnel file, of specific areas to be remedied and will be given an opportunity to correct the problem(s). If performance continues to be unsatisfactory, the Board may either dismiss the President or not renew his/her contract pursuant to Board policy, the employment contract with the President, and state law and rules. The official and complete copy of the President's personnel file shall be stored with Clatsop Community College's legal counsel. [Notice will be given to the President when such action has occurred.](#)

END OF POLICY

Board Adoption Date:

November 9, 2021

Last Revised:

November 9, 2021

Rescinds: 2.035



BP 7145 Personnel Files

References:

ORS 192.410-192.505

[BP 2435 Evaluation of the President](#)

Employee personnel records are maintained in the Office of Human Resources. The following policy provides guidance to employees about their privileges and obligations with respect to their own personnel records, and guides Clatsop Community College personnel responsible for producing and maintaining personnel records in the appropriate handling of those records. As required by law, some records pertaining to employees are maintained in separate files relating to medical issues and internal investigations.

This policy applies to all employees of the college unless exempted by other policies. BP 2435 Evaluation of the President states: "The official and complete copy of the President's personnel file shall be stored with Clatsop Community College's legal counsel."

For this policy, a personnel file consists of any employment-related and or personal information about a CCC employee, former employee or applicant for employment gathered by the College.

Employment-related information includes information related to an individual's:

- Application
- Selection
- Appointment
- Contract of employment
- Promotion, demotion, and transfer
- Awards and or other formal recognition received
- Copies of required certification/licensing/educational degree
- Salary
- Background check information
- Leave
- Performance evaluation forms
- Suspension, disciplinary actions, and termination

Access to Personnel Files

At the request of an employee, the College is required to provide a reasonable opportunity for the employee to inspect their personnel file, including records that are used to determine the employee's qualifications for employment, promotion, additional compensation, or termination. Except as provided below, or required by law, College employees' personnel records will be available for use and inspection only by the following:

1. **Access by the Employee:** An employee or designee may arrange with the Office of Human Resources to inspect the contents of their personnel file on any day the Human Resources Office is open for business. This includes others that the employee may designate in writing.



2. **Access by College Personnel:** College administrators, deans, supervisors, human resources personnel, investigators, College attorney and or their representative, or other college personnel with a business need to do so may review an individual's personnel file upon request and demonstration of the business need.
3. **Access by Third Party:** The President or designee may permit persons other than those specified above to use and to inspect employee records when, the person requesting access has a legitimate official purpose. The President or designee will determine in each case the appropriateness and extent of such access. An example would include but is not limited to, a summons or subpoena for a personnel file.

A documented list will be attached to the employee personnel file on whom, the purpose and when an employee personnel file was accessed.

Release of Information

Only the following information concerning active or terminated employees is released by the Office of Human Resources upon receipt of a written or telephone request:

- Dates of employment
- Job classification and title
- Department in which the individual is or was employed
- CCC telephone extension on active employees, if requested
- Office address for active employees
- Email address for active employees

Written requests for additional information related to employment references, mortgages applications, etc. will be provided only if a release form is signed and returned to the Human Resources Office.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

END OF POLICY

President's Cabinet Approval Date:	May 25, 2021
College Council Approval Date:	May 27, 2021
Board Adoption Date:	June 8, 2021
Last Revised:	June 8, 2021

Rescinds: 4.205 Personnel Records



BP 2320 Special and Emergency Meetings

References:

ORS 192.640, ORS 341.283
AP 2320 Special and Emergency Meetings
BP 2360 Minutes

Special meetings may, from time to time, be called as permitted by state law. Special meetings shall be convened by order of the Chair of the Board or upon the request of four Board members. ~~at least 24 hours before such meeting is to be held, or by common consent of the Board members.~~ Notice of any special meeting shall be given consistent with to the members pursuant to bylaws of the Board and as required by Oregon Revised Statutes.

Emergency meetings may be called by the Chair of the Board of Education or four members of the Board of Education when prompt action is needed because of actual or threatened disruption of public facilities.

END OF POLICY

President's Cabinet Approval Date:	November 27, 2018
College Council Approval Date:	November 29, 2018
Board Adoption Date:	November 13, 2018
Last Revised:	November 13, 2018

Rescinds: 1.130, 1.140, 1.150



BP 2315 Closed/Executive Sessions

References:

ORS 192.660
BP 2360 Minutes

Executive sessions of the Board of Education shall only be held as permitted by ORS 192.660. Matters discussed in closed session may include the following:

- To consider the employment of a public officer, employee, staff member or individual agent.
- To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.
- To conduct deliberations with persons designated by the governing body to carry on labor negotiations.
- To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
- To consider information or records that are exempt by law from public inspection.
- To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.
- To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
- To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.
- To carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.
- To consider matters relating to school safety or a plan that responds to safety threats made toward a school.
- To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces.
- To consider matters relating to cyber security infrastructure and responses to cyber security threats.

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Matters discussed in executive session and relevant/related documents remain confidential and may not be discussed outside of the closed session.

Documents pertaining to evaluation and college personnel are confidential and must not be made available to the public.

No final actions may be taken in executive session.

The presiding officer will announce the Executive Session by identifying the

authorization under Oregon Revised Statutes for holding such session, and by noting the subject of the Executive Session.

A Board member may request and, with the consensus of the Board, require the presiding officer to convene an Executive Session for a purpose authorized under Oregon Revised Statutes.

If any person requests an opportunity to present complaints to the Board of Education about a specific employee, such complaints shall first be presented to the President and/or follow the Complaint Policies and Procedures as listed by category of complaint. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board of Education as permitted under Oregon law.

END OF POLICY

~~President's Cabinet Approval Date: November 27, 2018~~
~~College Council Approval Date: November 29, 2018~~
Board Adoption Date: November 13, 2018
Last Revised: November 13, 2018

Rescinds: 1.135, 1.150

[Revised 10/23](#)



BP 2110 Vacancies on the Board of Education

References:

ORS 341.335
AP 2110 Vacancies on the Board of Education

The Board of Education shall declare the office of a board member vacant if it finds any of the following:

- (a) The incumbent has died or resigned.
- (b) The incumbent has been removed or recalled from office or the election of the incumbent thereto has been declared void by the judgment of a court.
- (c) The incumbent has ceased to be a resident of the district from which the incumbent was nominated or elected.
- (d) The incumbent has ceased to discharge the duties of office for two consecutive months unless prevented therefrom by sickness or other unavoidable cause or unless excused by the chairperson of the Board of Education.

A Board member who changes permanent residence from one Zone of the District to another Zone or who by a change in Zone boundaries no longer resides in the Zone to which elected or appointed is entitled to continue to serve as a Board member until June 30 following the next regular district election at which a successor shall be elected to serve for the remainder of the unexpired term, if any.

When a vacancy is declared the remaining Board of Education members shall meet and appoint a person to fill the vacancy from any ~~of the electors of the district if the position is one filled by both nomination and election at large, and otherwise from any~~ of the electors of the zone from which the vacancy occurs.

If the offices of a majority four or more of the board members are vacant at the same time, the governing body of the principal county shall appoint persons to fill the vacancies from any of the electors of the zones from which the vacancy occurs.

The period of service of a Board of Education member appointed to a vacant position commences upon appointment and expires June 30 next following the next regular district election at which a successor is elected. The successor shall be elected to serve the remainder, if any, of the term for which the appointment was made. If the term for which the appointment was made expires June 30 after the election of the successor, the successor shall be elected to a full term. In either case, the successor shall take office on July 1.

The Board of Education shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board of Education will determine the schedule and appointment process, which may include interviews at a public meeting.

~~If the offices of a majority four or more of the board members are vacant at the same time, the governing body of the principal county shall appoint persons to fill the vacancies from~~

Commented [PS1]: I checked with Karen Smith. According to the statute, the County Commissioners must fill all the vacant seats at the same time. They cannot fill only one seat (or however many are needed to bring the total up to four seats) and then allow the Board to fill the remaining vacancies.

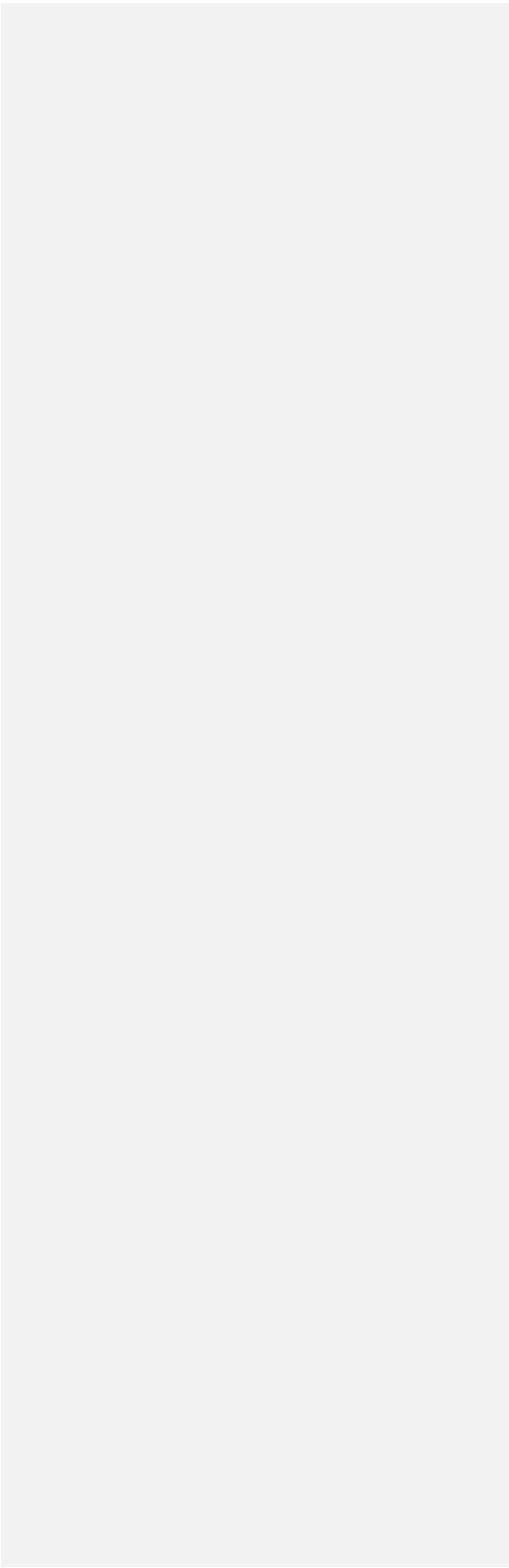


~~any of the electors of the zones from which the vacancy occurs.~~

END OF POLICY

President's Cabinet Approval Date: November 27, 2018
College Council Approval Date: November 29, 2018
Board Adoption Date: November 13, 2018
Last Revised: November 13, 2018

Rescinds: 1.025



AP 2110 Vacancies on the Board of Education

References:

ORS 341.335

Sample Interview Questions are listed at the end of this Procedure

When the Board of Education determines to fill the vacancy by appointment, the President shall assure that there is ample publicity to and information for prospective candidates.

The posted notice of vacancy shall include directions regarding applications or nominations of legally qualified candidates. Persons applying or nominated must meet the qualifications required by law for members of the Board of Education.

~~Persons applying for appointment to the Board of Education shall receive a letter from the President containing information about the college and the Board of Education, including a candidate interest and information sheet to be completed and returned by a specific date. The President's Designee Board secretary will review all completed applications to confirm statutory qualifications.~~

The Board of Education will develop a "standard" set of questions ~~to that will be~~ asked of ~~each the~~ candidates. Each candidate will be asked the same questions. All questions will be in compliance with federal and state laws.

The candidates will be provided a copy of the questions in advance of the scheduled interview.

The Board of Education shall request personal interviews with all qualified candidates. Interviews will be conducted in a public hearing scheduled for that purpose.

Each Board of Education member will review all candidate information sheets, with final selection made by a ~~majority~~ vote ~~of (four or more)~~ of the Board of Education members at a public meeting called for that purpose.

END OF PROCEDURE

Approved: **November 13, 2018**

Commented [PS1]: There are certain questions that can't be asked in an interview. Recommendation to present questions to HR for review prior to the interviews.

~~Sample – interviewee to receive the questions in advance of the Interview~~**~~Board Interview Vacancy Questions
Zone – _____:~~**

~~A. Candidate – 3 minute statement of interest~~

~~B. Board – Interview Questions:~~

- ~~1. Describe your volunteer and community experience.~~
- ~~2. If a visitor asked you to describe the College, how would you describe it?~~
- ~~3. What motivated you to apply for this position?~~
- ~~4. This Position on the Board expires on June 30, _____. Would you consider running for office in the May _____ election to serve the unexpired _____ year portion of this 4-year term?~~
- ~~5. What expertise (business background, previous work in an educational institution, education related service, etc.) do you feel you bring to the Board?~~
- ~~6. If you find yourself in a minority position on an important issue, how will you handle the situation?~~

~~C. Candidate – Do you have any Questions?~~

~~D. Candidate – Is there anything, which we didn't ask you about that you would like to share?~~

END



BP 2200 Board of Education Duties and Responsibilities

References:

- NWCCU Standards [2.A.1](#), [2.A.4](#) and [2.A.5](#)
- ORS 341.290, ORS 341.300 (traffic control)
- AP 2200 Board of Education Duties and Responsibilities
- BP 2715 Code of Ethics/Standards of Practice.

The Board of Education governs on behalf of the citizens of Clatsop County in accordance with the authority granted to it by state law.

The Board of Education in keeping with the requirements of ORS, and the rules and regulations set by the State governing board, shall:

- Provide community college services for the community
- Establish and administer general policies for the operation of Clatsop Community College
- Act as a general agent of the State in carrying out the will of the College in the matter of public education.

The Board of ~~Directors~~ Education will not take any position on local, state, or national legislative matters, except as it may be of direct concern to Clatsop Community College.

The Board of Education is committed to fulfilling its responsibilities to:

- Represent the public interest;
- Establish policies that define the institutional mission and set prudent, ethical, and legal standards for college operations;
- Assure the Board of Education operates in an open, accessible, welcoming spirit, and maintains a culture that supports the College's commitment to diversity, equity and inclusion;
- Establish policies that ensure the College operates in a way that supports its commitment to diversity, equity and inclusion;
- Hire and evaluate the President of Clatsop Community College;
- Delegate power and authority to the President to effectively lead the College;
- Assure fiscal health and stability;
- Monitor institutional performance and educational quality; and
- Advocate for and protect Clatsop Community College.

Commented [PS1]: This language comes from the OCCA template.

END OF POLICY

Board Adoption Date: November 13, 2018

Last Revised: November 9, 2021

Rescinds: 1.205, 1.305

AP 2200 Board of Education Duties and Responsibilities

References:

NWCCU Standards [2.A.1 2.A.4 and 2.A.5](#)
ORS 341, 341.290, ORS 341.300 (traffic control)
BP 2715 Code of Ethics/Standards of Practice.

Board of Education General Powers and Duties

The Board of Education shall be responsible for the general supervision and control of any and all colleges and education centers operated by the district. Consistent with any applicable rules of the State governing board, the College Board may:

1. Employ administrative officers, professional personnel, and other employees, define their duties, terms and conditions of employment and prescribe compensation therefor.
2. Enact rules for the governance of Clatsop Community College, including professional personnel and other employees ~~thereof~~ and students ~~therein~~ of the College.
3. Prescribe the educational program.
4. Control use and access to the grounds, buildings, books, equipment and other property of the district.
5. Acquire, receive, hold, control, convey, sell, manage, operate, lease, lease-purchase, lend, invest, improve, and develop any and all property of whatever nature given to or appropriated for the use, support, or benefit of any activity under the control of the Board, according to the terms and conditions of such gift or appropriation.
6. Purchase real property upon a contractual basis when the period of time allowed for payment under the contract does not exceed 30 years.
7. ~~Establish-Fix~~ standards of admission to the College, prescribe and collect tuition for admission to the College, including fixing different tuition rates for students who reside in the district, students who do not reside in the district but are residents of the state, and students who do not reside in the state.
8. Prescribe and collect fees and expend funds so raised for special programs and services for the students and for programs for the cultural and physical development of the students.
9. Provide and disseminate to the public information relating to the program, operation, and finances of the community college.
10. Establish or contract for advisory and consultant services.
11. Take, hold, and dispose of mortgages on real and personal property acquired by way of gift or arising out of transactions entered into in accordance with the powers, duties, and authority of the Board and institute, maintain, and participate in suits and actions and other judicial proceedings in the name of the district for the foreclosure of such mortgages.

12. Maintain programs, services, and facilities, and in connection therewith, cooperate and enter into agreements with any person or public or private agency. ~~Ensure 12. College accreditation by the U.S. Department of Education authorized regional accrediting body/agency.~~
13. Provide student services including health, guidance, counseling and placement services, and contract therefor.
14. Join appropriate associations and pay any required dues therefor from resources of the district.
15. Apply for federal funds and accept and enter into any contracts or agreements for the receipt of ~~such the~~ funds from the federal government or its agencies for educational purposes.
16. Exercise any other power, duty, or responsibility necessary to carry out the functions under this section or required by law.
17. Prescribe rules for the use and access to public records of the district that are consistent with ORS 192.314 (Right to inspect public records), and education records of students under applicable ~~and~~ state and federal law and rules of the State governing board/commission. Whenever a student has attained 18 years of age is attending an institution of post-secondary education, the permission or consent required of and the rights accorded to a parent of the student regarding education records shall thereafter be required of and accorded to only the student. However, faculty records relating to the matters such as conduct, personal and academic evaluations, disciplinary actions, if any, and other personal matters shall not be made available to public inspection for any purpose except with the consent of the person who is the subject of the record or upon order of a court of competent jurisdiction.
18. Enter into contracts for the receipt of cash or property, or both, and establish charitable gift annuities pursuant to ORS 731.038 (Application of Insurance Code to charitable organizations that issue charitable gift annuities); and commit, appropriate, authorize, and budget for the payment of or other disposition of general funds to pay, in whole or part, sums due under an agreement for a charitable gift annuity and to provide the necessary funding for services or other trust funds pursuant to ORS 731.038 (Application of Insurance Code to charitable organizations that issue charitable gift annuities).
19. Encourage gifts to the district by faithfully devoting the proceeds of ~~such the~~ gifts to the district purposes for which intended.
20. Build, furnish, equip, repair, lease, purchase, and raze facilities; and locate, buy, and acquire lands for all district purposes. Financing may be by any prudent method including ~~by but~~ not limited to lands, contract purchase, or lease. Lease authorized by this section include lease-purchase agreements under which the district may acquire ownership for the leased property at a nominal price. ~~Such The~~ financing agreements may be for a term of up to 30 years except for lease arrangements, which may be for a term of up to 50 years.
21. Participate in an educational consortium with public and private institutions that offer upper division and graduate instruction. Community colleges engaged in ~~such~~ consortiums may expend money, provide facilities, and assign staff to assist those institutions offering upper division and graduate instruction.

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22. Enter into contracts of insurance or medical and hospital service contracts or may operate a self-insurance program as provided in ORS [341.312 \(Self-insurance program\)](#).

END OF PROCEDURE

Approved: November 13, 2018

Old Business



Clatsop
Community
College

Board of Education



2025-2030 STRATEGIC PLAN FRAMEWORK

DRAFT

OUR MISSION

Empowering all students to reach their full potential.

OUR VALUES

Accessibility | Collaboration | Community | Inclusivity | Integrity

OUR VISION

We envision Clatsop Community College as a diverse, dynamic center for education, workforce development, and community enrichment.

STRATEGIC PRIORITIES

1. Improve Student Access

Expanding outreach, simplifying the enrollment process, and maximizing financial support to ensure more students can access opportunities.

2. Increase Student Success

Enhancing support systems, improving academic resources, and fostering a sense of belonging to ensure students stay on track and achieve their goals.

3. Strengthen Our Reputation

Showcasing academic excellence and the college's impact on enrichment and economic development in the region.

4. Increase Organizational Effectiveness

Improving internal processes and communication to support faculty and staff in delivering high-quality education and services.

5. Build & Sustain Partnerships

Developing and maintaining strong collaborations with high schools, universities and industry to create successful pathways for students.

2025

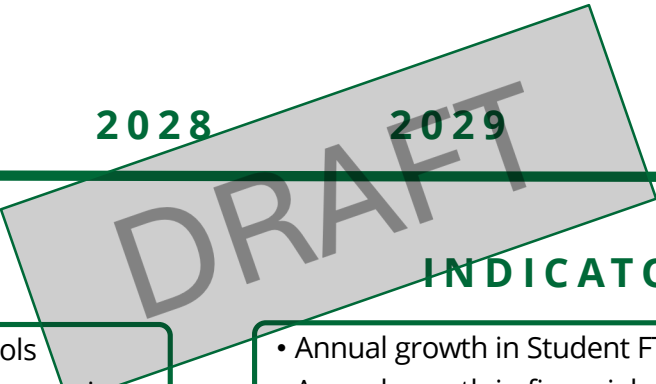
2026

2027

2028

2029

2030



PRIORITY

ACTIONS

INDICATORS

1. Improve Student Access

- 1.1 Increase presence at high schools
- 1.2 Streamline student onboarding experience
- 1.3 Expand programs and course offerings
- 1.4 Outreach to underrepresented communities

- Annual growth in Student FTE (1,300 by 2030)
- Annual growth in financial aid applications
- Growth in students from area high schools
- Student demographic reflects the district

2. Increase Student Success

- 2.1 Enhance student belonging efforts
- 2.2 Expand student employment opportunities
- 2.3 Leverage resources for basic needs support
- 2.4 Create ongoing student satisfaction survey

- Fall-to-Winter retention above 70% annually
- Annual retention above 50% annually
- Student satisfaction above 75% annually
- IPEDS normal time completion above 25%

3. Strengthen Our Reputation

- 3.1 Strengthen relationships with high schools
- 3.2 Promote student success stories
- 3.3 Conduct annual staff and NPS surveys
- 3.4 Implement facilities maintenance plan

- Annual growth in prospective inquiries
- Net Promoter Score above 20
- Staff satisfaction above 70%
- Student satisfaction above 75%

4. Increase Organizational Effectiveness

- 4.1 Sustain effective leadership structure
- 4.2 Build comprehensive hire-to-retire plan
- 4.3 Implement a strategic budgeting process
- 4.4 Streamline workflows and approvals

- Leadership vacancy below 10%
- Staff performance reviews updated at 95%
- Budget reserves maintained above 10%
- Annual FT staff turnover rate less than 10%

5. Build and Sustain Partnerships

- 5.1 Expand advisory committee participation
- 5.2 Add university and accelerated programs
- 5.3 Expand high school dual credit opportunities
- 5.4 Increase co-op/internship programming

- Growth of industry partners and donations
- Growth of 2+2 university partnerships
- Annual growth of dual credit students
- Increase in student employment outcomes

New Hires



Clatsop
Community
College

Board of Education



To: Board of Directors

Prepared By: Anita Jensen

Date: November 4, 2024

Subject: **New Hires, Job Postings, Separations, Position Changes, Recruitment News**

NEW HIRES

We are excited to welcome **Misty Lindstrom** as the new Onboarding Specialist at Clatsop Community College. Misty brings a unique blend of experience in education, emergency management, and community service, making her an outstanding addition to our team.

Misty holds a Master's in Leadership with an emphasis in Emergency Management and a Master's in Special Education from Grand Canyon University. Her extensive background includes roles as an EMT instructor, emergency dispatcher, and public-school teacher, where she developed a deep understanding of teamwork, crisis management, and communication. In addition to her teaching experience, Misty's strong organizational skills and dedication to community service, demonstrated by her ongoing volunteer work as a firefighter and EMT, make her well-suited to support the onboarding process for new employees.

With her commitment to fostering a positive and supportive environment, Misty will play a vital role in helping new team members integrate smoothly into the CCC community. We look forward to the positive impact she will bring to our onboarding program.

We are pleased to welcome **Ian Wilson** as the new Enrollment Systems Analyst at Clatsop Community College. Ian brings a robust background in data analysis, mathematics, and academic administration, which will greatly benefit our enrollment systems and processes.

Ian is currently pursuing a Master of Science in Applied and Computational Mathematics at the University of Washington, where he is developing advanced skills in data analysis and automation. He also holds a Bachelor of Science in Physics from Oregon State University, where he contributed to the Gravity and Quantum Foundations research group.

Ian's experience includes previous roles at Clatsop Community College, where he has served as Executive Coordinator to the President and Board of Education and as a Chemistry Instructor. He has also held instructional roles in mathematics and physics,

supporting diverse student populations with tailored learning plans and interactive lab experiences. His technical expertise in configuring systems, troubleshooting data migration issues, and ensuring data accuracy will enhance the efficiency and accuracy of our enrollment systems.

New Jobs Posted –

(Posted on ADP [zip-recruiter, job-target, and indeed] these have also been shared via networked link within LinkedIn.)

No new postings

SEPARATIONS

None

POSITION CHANGES – None

RECRUITMENT EFFORT UPDATE STATEMENT –

The recruitment system continues to show promising results, with sustained growth in application numbers and an increasingly diverse pool of candidates. While there have been no major updates this month, the team is making steady progress in refining and optimizing the process. These ongoing adjustments aim to enhance the experience for both applicants and hiring managers, ensuring the system's effectiveness and alignment with our strategic hiring goals. We look forward to providing more updates as this system becomes a vital component of our recruitment success.

Upcoming Events



Clatsop
Community
College

Board of Education

