

September 12, 2024

Board Packet



Consent Agenda

Minutes for Approval

MINUTES OF THE JUNE 18, 2024
BOARD OF EDUCATION
Special Board Meeting

Board Members Present: Ashley Flukinger, Ed Johnson, Tim Lyman, Sheila Roley, Jody Stahancyk, Mitra Vazeen

Board Members Absent: Lloyd Mueller

The Board of Education met in Executive Session pursuant to ORS 192.660(2)(i) and 192.660(2)(8) to review and evaluate the performance of an officer, employee, or staff member if the person does not request an open meeting. This reason for executive session may not be used to do a general evaluation of an agency goal, objective or operation or any directive to personnel concerning those subjects.

Following adjournment of the Executive Session, Ed Johnson called the Special Meeting to order at 1:42 pm.

Ashley Flukinger **moved to offer Teena Toyas a 30 day contract as Interim President with a 10 day exit clause for either side, automatically renewable. The contract will continue as long as the Board is in the Presidential Search Process and that she will be paid equally to what Kevin LaCoste and Chris Breitmeyer were making.** Mitra Vazeen seconded the motion. Ashley Flukinger, Ed Johnson, Sheila Roley, Jody Stahancyk and Mitra Vazeen voted Aye. Tim Lyman abstained. Lloyd Mueller was absent. **The motion carried.**

The Special Meeting adjourned at 1:45 pm and the Board convened Executive Session pursuant to ORS 192.660(2)(a) and 192.660(7) to consider the employment of an officer, employee, staff member or agent if: (i) the job has been publicly advertised, (ii) regularized procedures have been adopted and (iii) in relation to employment of a chief executive officer, the standards, criteria and policy to be used must be adopted in an open meeting in which the public had an opportunity to comment. This reason for executive session may not be used to fill vacancies in an elective office or on any public commission or other advisory group or to consider general employment policies.

Executive Session was adjourned at 5:53 pm.

**MINUTES OF THE JUNE 20, 2024
BOARD OF EDUCATION
Executive Sessions and Special Board Meeting**

Board Members Present: Ed Johnson, Tim Lyman, Sheila Roley, Jody Stahancyk, Mitra Vazeen

Board Members Absent: Ashley Flukinger, Lloyd Mueller

Others Present: College Attorney Mike Porter, Interim President Teena Toyas, Board Secretary Felicity Green, Rebecca Norden-Bright

The Board of Education met in Executive Session pursuant to ORS 192.660(2)(d) to conduct deliberations with persons they have designated to carry on labor negotiations. Following adjournment of Executive Session, the next Executive Session was convened.

The Board of Education met in Executive Session pursuant to ORS 192.660(2)(i) and 192.660(2)(8) to review and evaluate the performance of an officer, employee, or staff member if the person does not request an open meeting. This reason for executive session may not be used to do a general evaluation of an agency goal, objective or operation or any directive to personnel concerning those subjects. Following adjournment of Executive Session, the next Executive Session was convened.

The Board of Education met in Executive Session to consider the employment of an officer, employee, staff member or agent if: (i) the job has been publicly advertised, (ii) regularized procedures have been adopted and (iii) in relation to employment of a chief executive officer, the standards, criteria and policy to be used must be adopted in an open meeting in which the public had an opportunity to comment. This reason for executive session may not be used to fill vacancies in an elective office or on any public commission or other advisory group or to consider general employment policies. ORS 192.660(2)(a) and 192.660(7).

Executive Sessions were adjourned at 5:06 pm. Ed Johnson called the Special Meeting to order at 5:06 pm.

Motion Related to First Executive Session

Tim Lyman moved to accept the full-time faculty contract MOA as written. There was no second.

Jody Stahancyk **moved to reject the full-time faculty contract MOA based on the advice of Board counsel.** Mitra Vazeen seconded the motion.

Ed Johnson said that the contract MOA should be renegotiated by June 30. Jody Stahancyk said that if it took longer than that date that would not be out of the norm. She added that if there was a new President in place soon, they should be involved. Sheila Roley asked if there were concerns with the current contract, since the MOA is an extension of the current contract that has been in place for two years. Ed Johnson said that no, the current contract was fine; the MOA reflects a 3% COLA whereas the original contract called for a 6% COLA. Jody Stahancyk said that she did not want to feel pressured into negotiating and approving something in ten days.

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

Motion Related to Second Executive Session

Jody Stahancyk **moved to accept Teena Toyas' contract as Interim President with one change: that the contract be for one year instead of two years.** Mitra Vazeen seconded the motion.

Tim Lyman asked if Teena Toyas was in the faculty union. Felicity Green said that she is not but has an individual Service and Supervisory contract. He asked if there were annual raises built into that current contract as Provost. Jody Stahancyk said that she suspected there were no raises in the contract. Tim Lyman said that he was curious about whether the Interim contract would essentially be the same as her current contract. Jody Stahancyk said that the contract guarantees her job and her salary for one year. After that year the new President can offer a new contract, giving Teena Toyas the opportunity to negotiate a new contract.

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

Motion Related to Third Executive Session

Jody Stahancyk **moved to call Presidential Candidate number one or ask Preston Pulliams to call Presidential Candidate number one and invite them to come to campus in July.** Sheila Roley seconded the motion. Ed Johnson, Sheila Roley, Jody Stahancyk and Mitra Vazeen voted Aye. Ashley Flukinger and Lloyd Mueller were absent. Tim Lyman abstained. **The motion carried.**

The meeting adjourned at 5:17 pm.

MINUTES OF THE JULY 11, 2024 BOARD OF EDUCATION

Executive Session

Board Members Present: Ashley Flukinger, Ed Johnson, Tim Lyman, Lloyd Mueller, Sheila Roley, Jody Stahancyk, Mitra Vazeen

Ed Johnson called the Executive Session pursuant to ORS 192.660(2)(A) and 192.660(7) to order at 5:00 pm. Executive Session was adjourned at 5:27 pm.

Regular Board Meeting

Board Members Present: Ashley Flukinger, Ed Johnson, Tim Lyman, Lloyd Mueller, Sheila Roley, Jody Stahancyk, Mitra Vazeen

Others Present: Bill Meck, Evon Jacobsen, Deborah Howe, Rinda Johansen, Amy Magnussen, Fernando Rojas, Doris Jepson, Pat Keefe, Helen Keefe, Mary Jackson, Interim President Teena Toyas, Recording Secretary Felicity Green

Ed Johnson called the Regular Board Meeting to order at 5:37 pm.

Jody Stahancyk **moved to approve the agenda as presented.** Lloyd Mueller seconded the motion. **The motion carried unanimously.**

Voting on Matters Discussed in Executive Session

Ashley Flukinger **moved to bring a second candidate, who was previously discussed in Executive Session, to campus for interviews.** Mitra Vazeen seconded the motion. **Ashley Flukinger, Ed Johnson, Lloyd Mueller, Sheila Roley, Jody Stahancyk and Mitra Vazeen voted Aye. Tim Lyman abstained. The motion carried.** The candidate's name will not be released until the visit is confirmed.

PUBLIC FORUM

Felicity Green reported that a multi-page anonymous letter had been received by mail with a request to read it aloud at the meeting. There was some discussion of policies regarding anonymous comments. Tim Lyman said that it should be put into the Minutes but not read out loud. Ed Johnson said he had not yet read it. Jody Stahancyk said that anonymous letters should not be included in the record. The Board requested copies of the letter, which were distributed. The Board asked Felicity Green to contact Karen Smith about policies on anonymous content. The letter is included in these Minutes (appendix A.)

Amy Magnussen, Director of TRIO Pre-College Programs, invited the Board to attend the Upward Bound Summer Academy Project Fair on Thursday, July 25 at 5 pm. She said that as a member of the

Presidential Search Committee she was surprised to see information about the Board's decision to invite first one and then two candidates to campus in the newspaper. She is concerned that the campus community has not been informed. Ed Johnson said that the decision to invite the second candidate was not finalized until the Executive Session today. Jody Stahancyk said that the campus visit for the first candidate had been put on hold as he had a death in the family. She said that she anticipated having a schedule for the candidate visits by Monday and invited Amy Magnussen to help her plan.

CONSENT AGENDA: APPROVAL OF MINUTES

Ed Johnson **moved to approve the Minutes for March 1 and June 13, 2024.** Ashley Flukinger, Ed Johnson, Lloyd Mueller, Sheila Roley, Jody Stahancyk and Mitra Vazeen voted Aye. Tim Lyman abstained. **The motion carried.**

VERBAL REPORTS / DISCUSSION ITEMS

Report of the President

Teena Toyas reported that the strategic plan is going very well and there are cohorts meeting on five different priorities who will be getting together in July and August. The five areas of focus are improving student access, advancing student retention and success, strengthening the College's reputation, building and sustaining academic and workforce partnerships and increasing organizational effectiveness. She invited Board members to contact her if they were interested in joining a cohort.

The NWCCU accreditation visit will take place on October 28. Margaret Antilla is compiling a financial report for NWCCU as well. The College's NWCCU liaison, Ron Larsen, is retiring at the end of July so she is reaching out to find out who the new liaison will be and to get in touch with that person.

She recently reached out to Senator Merkley's office, who have turned the employee retention credit matter over to the Tax Advocate Group. She is hoping to hear back from them soon. She met with Kristen Wilkin and Julie Kovatch today to discuss the welding expansion. They have found an instructor who is interested in teaching a Friday afternoon and evening class. Welding classes for fall are filling up. Kristen Wilkin contacted the HECC about the MERTS project and now they are working on the forms for an extension; the application is not due until December.

Several Board members asked for the new HR Director to do a presentation at the next Board meeting. They would like to know what she will be doing about filling the open positions. Felicity Green said that she would add it to the agenda for the August Board meeting.

Teena Toyas said that the College is hiring two new student success coordinators who will function as advisors. The College is also implementing online tutoring that will be available 24/7 for the first time at CCC; after interviewing three companies they have chosen one. There are also some changes being made at the bookstore. The College will be partnering with Barnes and Noble / MDS for the bookstore portion of the College store, while the College will continue to run the store portion. Teena Toyas said that Margaret Antilla has done a fantastic job stepping in and working with the bookstore along with several student workers who have been there for some time. There was a question about whether the students would have physical or digital books. They will be able to choose the format. Tillamook Bay

Community College has used this system for some time and had been happy with it, although they were recently dropped by the company. They have far less sales than the College, so she does not anticipate the same issue at CCC.

Ed Johnson asked about the MERTS grant and whether it was possible to pursue purchasing a simulator through donations. Teena Toyas explained that the simulator was part of the match. She said that the College needs to ask for an extension first and then ask the legislature to approve any changes in the project, such as buying a simulator first. The College has the paperwork and is working on filing the extension; the deadline is in December.

Financial Report

Bill Meck said that the numbers through the end of June are preliminary as the year ends. He plans to come back in August to give a summary on the end of 23/24 and the beginning of 24/25, although there may not be much to report on the new fiscal year until October when fall term starts rolling.

Ed Johnson asked Bill Meck to interpret the general operating fund and whether the College hit the budget or not in 2023/24. He pointed out that the budgeted amount was \$1.8.5 million and the actual figure was \$1.6 million. Bill Meck said that he was hesitant to give a final answer at this point, adding that \$800,000 of the \$1.662 million in the general operating fund is a receivable reflecting the ERC money. In FY 2022 the College ending fund was \$1.062 million. It is the following year that reflects the ERC credit. Bill Meck said that is why expenditure cuts were so important this year. He said that the College had good revenue growth this year but unfortunately expenses used up most of that.

Ed Johnson asked about the habitat conservation plan and whether the College still had timber revenue coming? Bill Meck said that while the plan could slightly impact FY 25, it will definitely impact FY 26 more. He said it had been budgeted at a very conservative amount so he does not believe CCC will have a problem meeting that revenue projection and in fact will probably exceed it.

Report of the Board Chair

Ed Johnson commented that the programs which provide jobs for the community are very important and he wanted to salute those who are making the MERTS projects work. He thanked Teena Toyas, Kristen Wilkin, Jesse Fulton, Betsy Johnson, Mike Brosius, Bob Norman, Greg Morrill, Angee Hunt and Kevin Leahy. He said that it was a partnership with the community and commended everyone for a great job. He also said he liked the article in the paper. Teena Toyas said that Sara Lu Heath from COLPAC has also been instrumental in this process.

WRITTEN REPORTS

Report from the ASG Representative.

Ed Johnson commented on what a good job Asher Finch did as ASG representative and that he is excited to see their journey through life.

Report from OCCA

Ed Johnson said that there is an OCCA board training coming up in September that he recommends.

OLD BUSINESS

Revised Full-Time Faculty MOA

Ed Johnson asked if the Board had all seen the revised MOA with the clause about layoffs removed. Jody Stahancyk asked if the College had checked the revised MOA with College counsel. Teena Toyas said that Mike Porter at Miller Nash had worked with the College to remove that clause. Jody Stahancyk said that removing one line can sometimes change the rest of the contract. She said she would approve the MOA with the proviso that it is checked again with College counsel. The Board agreed to have a special meeting to approve the contract after College counsel has reviewed it. Teena Toyas said she would reach out to Mike Porter and ask him to review the contract again.

Policies and Corresponding Procedures for 2nd Reading and Adoption

BP 3410 Nondiscrimination

Ashley Flukinger asked for a motion. Jody Stahancyk **moved to adopt BP 3410 for 2nd Reading and adoption.** Lloyd Mueller seconded the motion. **The motion carried unanimously.**

BP 7120 Recruitment and Hiring

Jody Stahancyk **moved to adopt BP 7120 for 2nd Reading and adoption.** Mitra Vazeen seconded the motion. Tim Lyman asked whether the second paragraph was a direct quote from state statute. Ashley Flukinger looked it up and said that while it is not verbatim, it is listing what is in the question. **The motion carried unanimously.**

Set Date and Location for Board Retreat

Mitra Vazeen **moved to schedule the retreat after the new President has started.** Sheila Rowley seconded the motion. Ed Johnson commented that setting goals with the new President will be better than setting them without them. There was some discussion of whether to set the retreat agenda before or after the new President starts; the Board agreed to set it afterwards. Sheila Rowley commented that she thought the strategic plan should be in place before the retreat as well. **The motion carried unanimously.**

Report from the Grievance Committee on Board Member Complaint

Ashley Flukinger said that the committee has not been able to meet and asked that the report be moved to the August Board meeting agenda. Mitra Vazeen **moved to move the Grievance Committee report to August.** Tim Lyman seconded the motion. **The motion carried unanimously.**

NEW BUSINESS

Election of Board Officers for the 2024 – 2025 Fiscal Year

Jody Stahancyk **moved that Ed Johnson continue as Board Chair.** Mitra Vazeen seconded the motion. There were no other nominations. Ashley Flukinger, Ed Johnson, Lloyd Mueller, Sheila Rowley, Jody Stahancyk and Mitra Vazeen voted Aye. Tim Lyman abstained. **The motion carried.**

Jody Stahancyk **nominated Sheila Rowley as Vice Chair.** Mitra Vazeen seconded the motion. Sheila Rowley said that she is committed to stay on the Board through May, 2025 but over the next few months she

will decide if she can continue after that point. Ashley Flukinger, Ed Johnson, Tim Lyman, Lloyd Mueller, Jody Stahancyk and Mitra Vazeen voted Aye. Sheila Roley abstained. **The motion carried.**

Approve Board Meeting Dates, Times and Locations

Jody Stahancyk **moved to keep the Board meetings on the second Thursday of the month at 5:30 pm and to continue alternating locations between Columbia 219 on the Lexington campus and the South County campus.** Tim Lyman seconded the motion. **The motion carried unanimously.**

Appointment of Clerk, Deputy Clerk and Board Secretary

Ed Johnson read the cover memo. Jody Stahancyk **moved to designate Teena Toyas, Interim President, as Clerk of Clatsop Community College; Kevin Leahy as Deputy Clerk of Clatsop Community College and Felicity Green as Board Secretary.** Sheila Rowley seconded the motion. **The motion carried unanimously.**

Appointment of Budget Officer

Ed Johnson read the cover memo. Jody Stahancyk **moved to appoint Teena Toyas, Interim President, as Budget Officer.** Tim Lyman seconded the motion. **The motion carried unanimously.**

Appointment of Board Committee Reps for Academic Year 2024-2025

Jody Stahancyk **moved to set this over until there is a new President while in the meantime the committee reps remain the same.** Mitra Vazeen seconded the motion. **The motion carried unanimously.**

Designate Depository of Funds for Fiscal Year 2024-2025

Ed Johnson read the designations. Jody Stahancyk moved to approve the designations. Tim Lyman seconded the motion. The motion carried unanimously.

Authorize Fiscal Year Signatures

Ed Johnson read the signature authority. Jody Stahancyk **moved to name Teena Toyas, Interim President and Clerk of Clatsop Community College, Kevin Leahy, Associate Vice President for Community, Workforce Development and Interim Deputy Clerk and Margaret Antilla, Director of Accounting Services as authorized signers for orders and other transactions. The Clerk and Deputy Clerk are authorized to use facsimile signatures.** Tim Lyman seconded the motion. **The motion carried unanimously.**

ANNOUNCEMENTS/COMMUNICATIONS

New Hires

The New Hires / HR Report was inadvertently omitted from the emailed Board packet. It was emailed on July 11 to the Board and included in the printed packet. Jody Stahancyk **moved that it be entered into the record without being read aloud.** Ed Johnson seconded the motion. **The motion carried unanimously.**

BOARD FORUM

Tim Lyman, who had previously brought up calling a question under Robert's Rules, said that according to the University of Louisiana, Monroe, the Board member calling a question must 1) be recognized by the board chair; 2) must not have previously spoken on the issue; 3) must say I call the question; 4) needs a second; 5) there must be no discussion and 6) 2/3 of the membership must vote for the question to pass. He commented that the Board should enjoy the beautiful sunny weather this weekend.

Sheila Rowley thanked Jody Stahancyk and Mitra Vazeen for dinner.

Mitra Vazeen said that she was originally against hiring a recruiting firm but that Lloyd Mueller had been steadfast in moving forward with it. She said she wanted to thank him for that, as the firm made sure there was due process and checks and balances. She also thanked Jody Stahancyk for paying for it.

Jody Stahancyk said that she did not write the check. She said that the process was that the firm was chosen first, then Teena Toyas said that there was no money in the budget, so the Board went out and found the money.

Ed Johnson adjourned the meeting at 6:39 pm.

**MINUTES OF THE JULY 24, 2024
BOARD OF EDUCATION
Special Board Meeting**

Board Members Present: Ed Johnson, Lloyd Mueller, Sheila Roley, Jody Stahancyk, Mitra Vazeen

Others Present: Felicity Green, Board Secretary

Ed Johnson called the meeting to order at 6:00 pm. He announced that the only item on the agenda was a discussion of the full-time faculty contract. He said that the Board should all have received an email showing the opinion of the College attorney.

Jody Stahancyk **moved to accept the Memorandum of Agreement with the full-time faculty.** Mitra Vazeen seconded the motion. Ed Johnson, Lloyd Mueller, Sheila Roley, Jody Stahancyk, Mitra Vazeen voted Aye. Ashley Flukinger and Tim Lyman were absent. **The motion carried.**

There was some discussion of Board member bios to be used in the Presidential candidate packets.

Ed Johnson said that he had forwarded an email from Anita Jensen about the Presidential salary and benefits to the entire Board.

Jody Stahancyk said that she was glad the College consulted an attorney before accepting the contract as their malpractice insurance will protect the College if necessary.

The meeting was adjourned at 6:04 pm.

President's Report

President's Report to the Board

Introduction

Thank you, Chair Ed Johnson, and members of the Board. My update today will cover organizational planning, finance and operations, NWCCU correspondence and updates on recent activities

1. Organizational Planning:

- Organizational Chart Updates: A draft of the senior level reporting structure has been developed (see org chart)
 - Teena Toyas will serve at VP-level over Instruction and Student Success and report to the President.
 - President will serve as acting CFO until the position is filled.
 - The Directors of Marketing & Communications, Facilities, Computer Services and Human Resources, and the Foundation Executive Director will report to the President.
- Several key leadership positions are in the process final approval, pending final review by President.
- Strategic Plan is being finalized (see final draft)

2. Financial & Operations

President continues to meet with leadership to discuss and verify:

- Financial position and budget forecast
- Contractual obligations, outstanding invoices and workflow (approvals and documentation)
- Enrollment and enrollment reporting

3. Accreditation and Compliance:

- Ad Hoc Report: Teena Toyas is leading the Ad-Hoc report, due on September 16th for the October 28th visit from NWCCU.
- Financial Resources Review for NWCCU: President and Bill Meck are leading the Financial Resources Review report. An extension was granted to respond by the end of September.

4. Activities: Since Aug 21 start date, President has attended the following external events and meetings:

- Tongue Pt Job Corps Open House on 8/23
- Astoria-Warrenton Chamber on 8/27
- Astoria Rotary event on 8/28
- Seaside Chamber Weekly Meeting on 8/28
- CEDR Board Executive Committee on 8/28
- Trees and Taps in Olney on 8/29

Upcoming External Events & Meetings:

- Board Retreat on 9/4
- Seaside Rotary 9/5
- CCC Foundation Executive Committee on 9/5
- Astoria Downtown Historic District 9/6
- OCCA Board Training in West Salem with Ed Johnson on 9/6-9/7
- Astoria High School tour with Principal, Lynn Jackson on 9/9
- Providence Seaside on 9/10
- Seaside Downtown Development Assoc on 9/12
- Seaside Car Show on 9/12
- Liberty Theater Gala on 9/14
- Cannon Beach Leaders Lunch on 9/20
- Brewcup festival on 9/21
- CEDR Board Meeting on 9/24
- Astoria-Warrenton Chamber on 9/24
- Columbia Memorial Hospital on 9/27
- Oregon President's Council on 10/3
- Community Leaders Forestry Tour on 10/10

5. Appearance at College Events

- Brief welcome and introduction at Inservice on 9/23 (see agenda)
- Brief welcome at New Student Orientation on 9/24
- Speak at opening of Royal Nebeker Gallery on 10/11

6. Reminders:

- Inservice 9/23-27
- New Student Orientation 9/24
- Fall Term starts 9/30

Financial Reports

**Oregon Community College Tuition and Mandatory Fees Cost Comparison
Fall FY2025 Per Credit Hour and Based on a 12 Credit Hour Enrollment**

	Cost/Credit	Change
Lane	\$163.26	NC
Linn-Benton	\$162.60	\$11.16
Columbia Gorge	\$160.00	\$6.00
Blue Mountain	\$157.25	\$3.00
Umpqua	\$156.50	\$5.00
Oregon Coast	\$154.00	\$4.00
Southwestern	\$154.00	\$7.00
Rogue	\$146.00	\$2.00
Mt. Hood	\$145.75	\$2.00
Portland	\$145.10	\$5.10
Clatsop	\$141.75	\$9.00
Clackamas	\$141.50	\$5.00
Chemeketa	\$141.00	\$3.00
Treasure Valley	\$141.00	\$3.00
Central	\$140.25	\$3.00
Klamath	\$139.00	\$4.50
Tillamook	\$130.00	NC
Average Per Credit	\$148.17	
Median Per Credit	\$145.75	

Clatsop Community College Financial Report as of June 30, 2024 (Preliminary/Unaudited)

General Operating Fund		FY2022		FY2023		FY2024	
Fund	Description	Fiscal Year		Fiscal Year		Fiscal Year	
		Actual	% of Total	Actual	% of Total	Actual	% of Total
11	Beginning Fund Balance	\$ 2,446,011		\$ 1,361,974		\$ 1,662,359	
						(\$826,332)	
	Revenue						
11	Tuition and Fees	\$ 2,520,305	18.87%	\$ 2,760,350	19.48%	\$ 2,953,091	20.72%
11	State Appropriations	\$ 4,191,126	31.38%	\$ 3,771,129	26.61%	\$ 4,106,512	28.81%
11	Property Taxes	\$ 5,287,617	39.59%	\$ 5,610,168	39.59%	\$ 5,903,094	41.41%
11	Other Revenue Including Transfers	\$ 1,356,055	10.15%	\$ 2,028,794	14.32%	\$ 1,291,788	9.06%
	Total Revenue	\$ 13,355,103	100.00%	\$ 14,170,441	100.00%	\$ 14,254,485	100.00%
	Expenditures by Function						
11	Instruction	\$ 5,224,084	36.18%	\$ 5,170,308	37.28%	\$ 5,462,231	38.37%
11	Instructional Support	\$ 1,748,586	12.11%	\$ 1,632,496	11.77%	\$ 1,870,684	13.14%
11	Student Services	\$ 1,529,740	10.59%	\$ 1,571,357	11.33%	\$ 1,489,137	10.46%
11	Institutional Support	\$ 4,223,801	29.25%	\$ 3,689,254	26.60%	\$ 3,554,476	24.97%
11	Operation and Maintenance of Plant	\$ 1,546,734	10.71%	\$ 1,638,689	11.81%	\$ 1,663,056	11.68%
11	Scholarships & Tuition Waivers	\$ 166,195	1.15%	\$ 167,952	1.21%	\$ 196,104	1.38%
	Total Expenditures	\$ 14,439,140	100.00%	\$ 13,870,056	100.00%	\$ 14,235,688	100.00%
	Net Revenue (Expenditures)	\$ (1,084,037)		\$ 300,385		\$ 18,797	
	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	80.06%
	Contracted Services	\$ 1,750,072	12.12%	\$ 2,009,150	14.49%	\$ 1,515,779	10.65%
	Materials, Supplies, and Travel	\$ 575,117	3.98%	\$ 664,415	4.79%	\$ 968,908	6.81%
	Other Expenditures Including Transfers	\$ 1,164,806	8.07%	\$ 379,998	2.74%	\$ 351,486	2.47%
	Capital Outlay	\$ 79,517	0.55%	\$ 67,452	0.49%	\$ 2,263	0.02%
	Total Expenditures	\$ 14,439,140	100.00%	\$ 13,870,056	100.00%	\$ 14,235,688	100.00%



Clatsop Community College

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

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

August represents two months, or 16.7 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 August FY24-25 is \$974 thousand, or 31.08 percent of the adopted budget. Summer Term tuition and fee revenue is \$197 thousand compared to \$199 thousand for FY2023. FY23-24 actual tuition and fee revenue are \$2.95 million.

(b) The first distribution of State Appropriations totaled \$1.175 million. This distribution included an additional \$43.6 thousand in Student Support & Student Success funds. FY23-24 state appropriations total is \$4.11 million.

(c) The first distribution of Property tax revenue will be received in September. The actual FY23-24 property taxes received are \$5.87 million.

(c1) FY24-25 other revenue recorded through August is \$59.6 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 August is \$1.99 million, or 12.6 percent of budget, compared to \$2.41 million in August FY23-24 representing a 17.16 percent decrease.

Grants and Financial Aid Fund

(e) FY24-25 expenditure through August is \$472 thousand representing 8.26 percent compared to budget.

Plant Fund

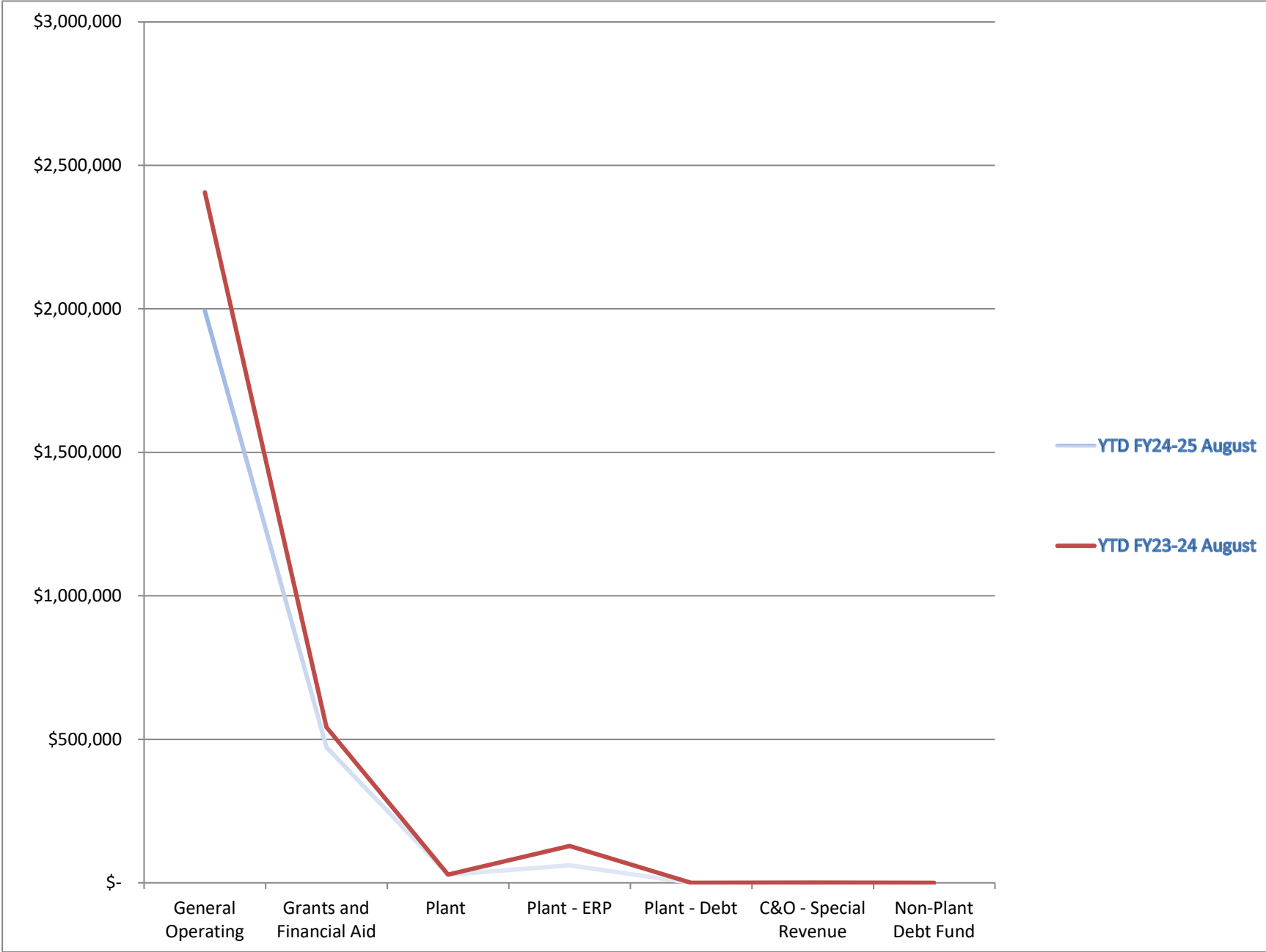
(f1) FY24-25 Plant Fund August expenditures include \$61 thousand for the ERP implementation and \$28.5 thousand for plant equipment purchases.

(g) The Plant – Debt Fund expenditures will be incurred in December and June.

Non-Plant Debt Fund

(h) This fund represents interest earned and debt payments for PERS debt service.

Expenditures
All-Funds
Comparing YTD August 2024 to August 2023



Expenditures
All-Funds
Comparing YTD August 2024 to August 2023

REVENUES

Fund	Description	FY 2024-25		Revenue as of		Revenue as of		% Change August 24 compared to August 23	FY 2023-24		Revenue as of		Change in % received	Budget versus Actual Variance
		Budget		8/31/24	% Received	8/31/23	% Received		Budget	6/30/24	% Received			
11	Tuition and fees (a)	\$ 3,134,503	20%	\$ 974,109	26%	31.08%	\$ 199,404	388.51%	\$ 3,218,183	\$ 2,952,815	91.75%	-60.68%	\$ (265,368)	
11	State Appropriations (b)	\$ 4,273,514	27%	\$ 1,175,260	32%	27.50%	\$ 935,570	25.62%	\$ 3,885,176	\$ 4,106,512	105.70%	-78.20%	\$ 221,336	
11	Property Taxes (c)	\$ 6,100,000	39%	\$ -	0%	0.00%	\$ -	#DIV/0!	\$ 5,561,500	\$ 5,866,328	105.48%	-105.48%	\$ 304,828	
11	Other (c1)	\$ 918,976	6%	\$ 59,565	2%	6.48%	\$ 44,813	32.92%	\$ 933,741	\$ 1,048,250	112.26%	-105.78%	\$ 114,509	
	Beg. Fund Balance (7/1/24) estimated	\$ 1,393,247	9%	\$ 1,491,066	40%	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%	\$ 3,700,000	100%	23.39%	\$ 2,842,146	30.18%	\$ 15,450,932	\$ 15,636,264	101.20%	-77.81%	\$ 185,332	
21	Grants and Financial Aid (e)	\$ 5,723,026		\$ 343,227		6.00%	\$ 633,910	-45.86%	\$ 5,556,733	\$ 5,651,446	101.70%	-95.71%	\$ 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		\$ 58,893		97.76%	\$ 62,373	-5.58%	\$ 72,718	\$ 93,349	128.37%	-30.62%	\$ 20,631	
60	Non-Plant Debt Fund (i)	\$ 1,165,040		\$ 99,926		8.58%	\$ 111,807	-10.63%	\$ 1,172,000	\$ 687,194	58.63%	-50.06%	\$ (484,806)	
	Total Revenues	\$ 27,076,252		\$ 6,766,520		24.99%	\$ 7,274,794	-6.99%	\$ 27,505,880	\$ 28,079,362	102.08%	-77.09%	\$ 573,482	

EXPENDITURES

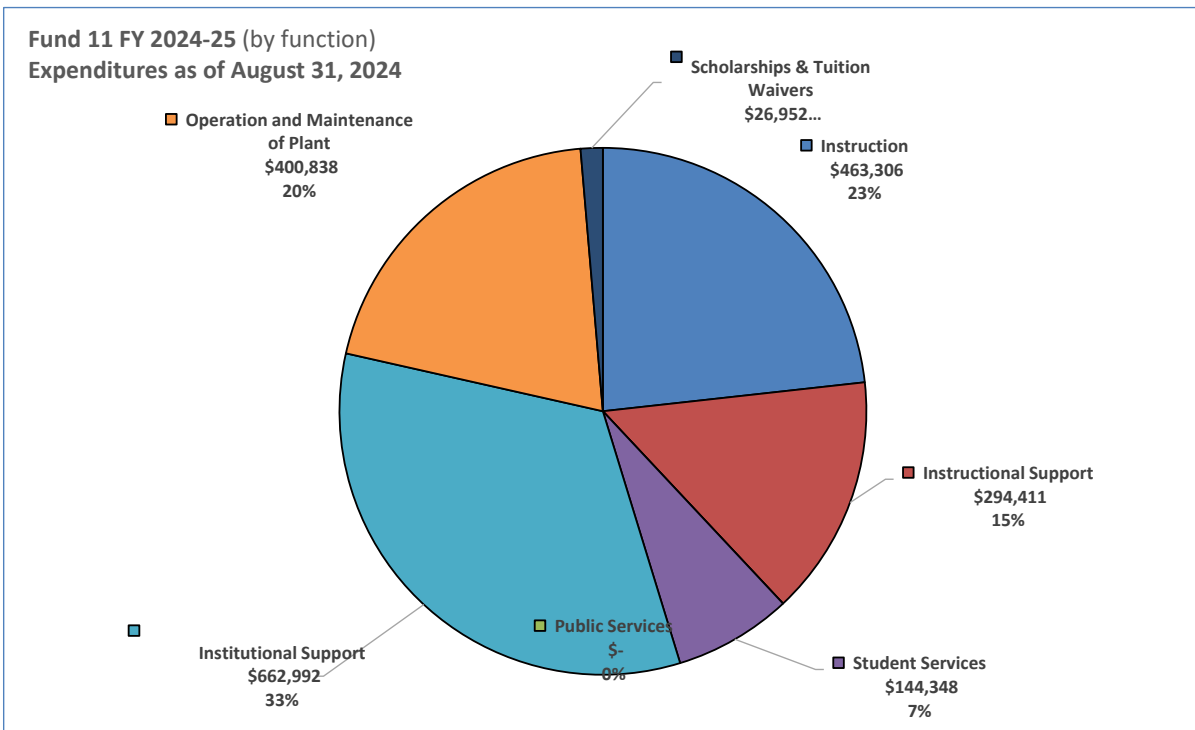
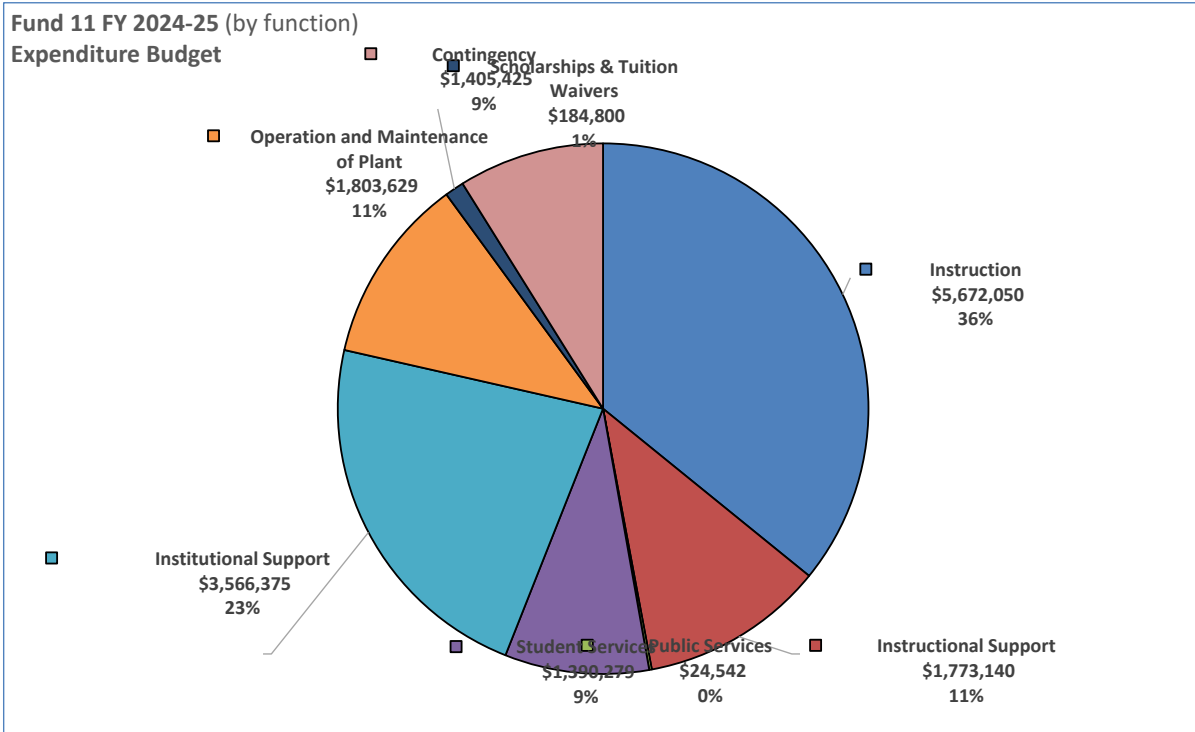
Fund	Description	FY 2024-25		Expended as of		Expended as of		% Change August 24 compared to August 23	FY 2023-24		Expended as of		Change in % expended	Budget versus Actual Variance
		Budget		8/31/24	% Expended	8/31/23	% Expended		Budget	6/30/24	% Expended			
11	General Operating (d)	\$ 15,820,240		\$ 1,992,847	12.60%	\$ 2,405,734	12.60%	-17.16%	\$ 15,450,932	\$ 14,277,372	92.40%	-79.81%	\$ (1,173,560)	
21	Grants and Financial Aid (e)	\$ 5,723,026		\$ 472,473	8.26%	\$ 542,629	8.26%	-12.93%	\$ 5,556,733	\$ 5,757,965	103.62%	-95.37%	\$ 201,232	
41	Plant (f)	\$ 1,794,112		\$ 28,528	1.59%	\$ 28,528	1.59%	0.00%	\$ 1,718,822	\$ 832,646	48.44%	-46.85%	\$ (886,176)	
	Plant - ERP Implementation	\$ 844,213		\$ 61,080	7.24%	\$ 128,685	7.24%	-52.54%	\$ 1,876,038	\$ 955,557	50.93%	-43.70%	\$ (920,481)	
42	Plant - Debt (g)	\$ 1,669,376		\$ -	0.00%	\$ -	0.00%	#DIV/0!	\$ 1,658,637	\$ 1,658,431	99.99%	-99.99%	\$ (206)	
54	C&O - Special Revenue	\$ 60,245		\$ 428	0.71%	\$ 229	0.71%	86.90%	\$ 72,718	\$ 36,093	49.63%	-48.92%	\$ (36,625)	
60	Non-Plant Debt Fund	\$ 1,165,040		\$ -	0.00%	\$ -	0.00%	#DIV/0!	\$ 1,172,000	\$ 802,564	68.48%	-68.48%	\$ (369,436)	
	Total Expenditures	\$ 27,076,252		\$ 2,555,356	9.44%	\$ 3,105,805	9.44%	-17.72%	\$ 27,505,880	\$ 24,320,628	88.42%	-78.98%	\$ (3,185,252)	
	Total Receipts over (under) Total Expenditures	\$ -		\$ 4,211,164		\$ 4,168,989			\$ -	\$ 3,758,733				

GENERAL FUND (11)

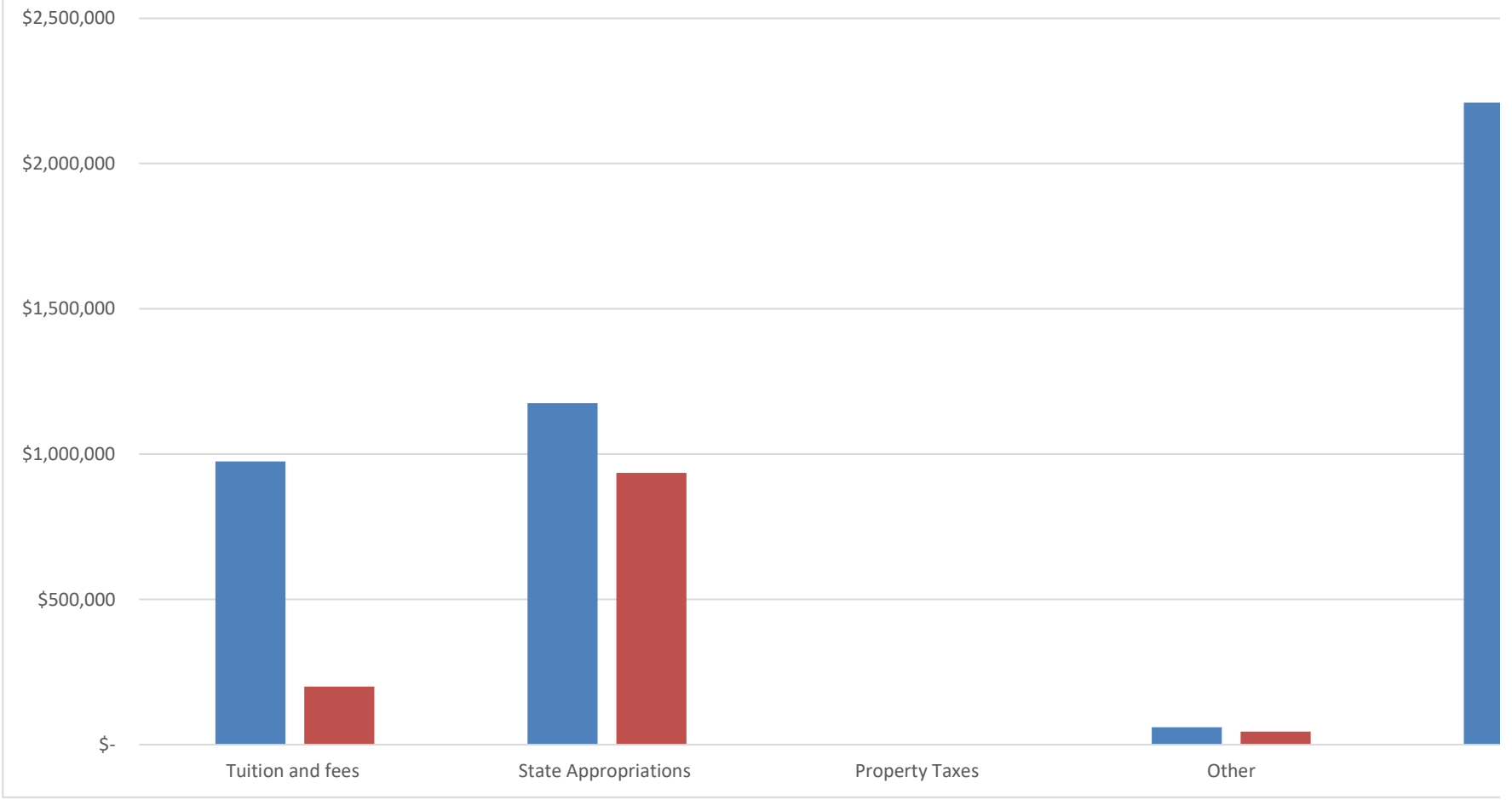
EXPENDITURES BY FUNCTION

Description	FY 2024-25		Expended as of		Expended as of		% Change August 24 compared to August 23	FY 2023-24		Expended as of		Change in % expended	Budget versus Actual Variance
	Budget		8/31/24	% Expended	8/31/23	% Expended		Budget	6/30/24	% Expended			
11 General Operating (d)	\$ 15,820,240		\$ 1,992,847	12.60%	\$ 2,405,734	12.60%	-17.16%	\$ 15,450,932	\$ 14,277,372	92.40%	-79.81%	\$ (1,173,560)	
By Function													
Instruction	\$ 5,672,050	36%	\$ 463,306	23%	\$ 515,792	23%	-10.18%	\$ 5,643,981	\$ 5,452,589	96.61%		\$ (191,392)	
Instructional Support	\$ 1,773,140	11%	\$ 294,411	15%	\$ 319,545	15%	-7.87%	\$ 1,923,176	\$ 1,886,637	98.10%		\$ (36,539)	
Public Services	\$ 24,542	0%	\$ -	0%	\$ 183	0%	-100.00%	\$ 35,424	\$ 8,854	25.00%		\$ (26,570)	
Student Services	\$ 1,390,279	9%	\$ 144,348	7%	\$ 264,793	7%	-45.49%	\$ 1,813,140	\$ 1,541,122	85.00%		\$ (272,018)	
Institutional Support	\$ 3,566,375	23%	\$ 662,992	33%	\$ 915,068	33%	-27.55%	\$ 3,666,670	\$ 3,528,128	96.22%		\$ (138,542)	
Operation and Maintenance of Plant	\$ 1,803,629	11%	\$ 400,838	20%	\$ 368,264	20%	8.85%	\$ 1,714,725	\$ 1,663,938	97.04%		\$ (50,787)	
Scholarships & Tuition Waivers	\$ 184,800	1%	\$ 26,952	1%	\$ 22,089	1%	22.02%	\$ 184,800	\$ 196,104	106.12%		\$ 11,304	
Contingency	\$ 1,405,425	9%	\$ -	0%	\$ -	0%	#DIV/0!	\$ 469,016	\$ -	0.00%		\$ (469,016)	
Total General Fund Expenditures	\$ 15,820,240	100%	\$ 1,992,847	100%	\$ 2,405,734	100%	-17.16%	\$ 15,450,932	\$ 14,277,372	92.40%		\$ (1,173,560)	

**General Fund (11) FY 2024-25
by function
Expenditures**



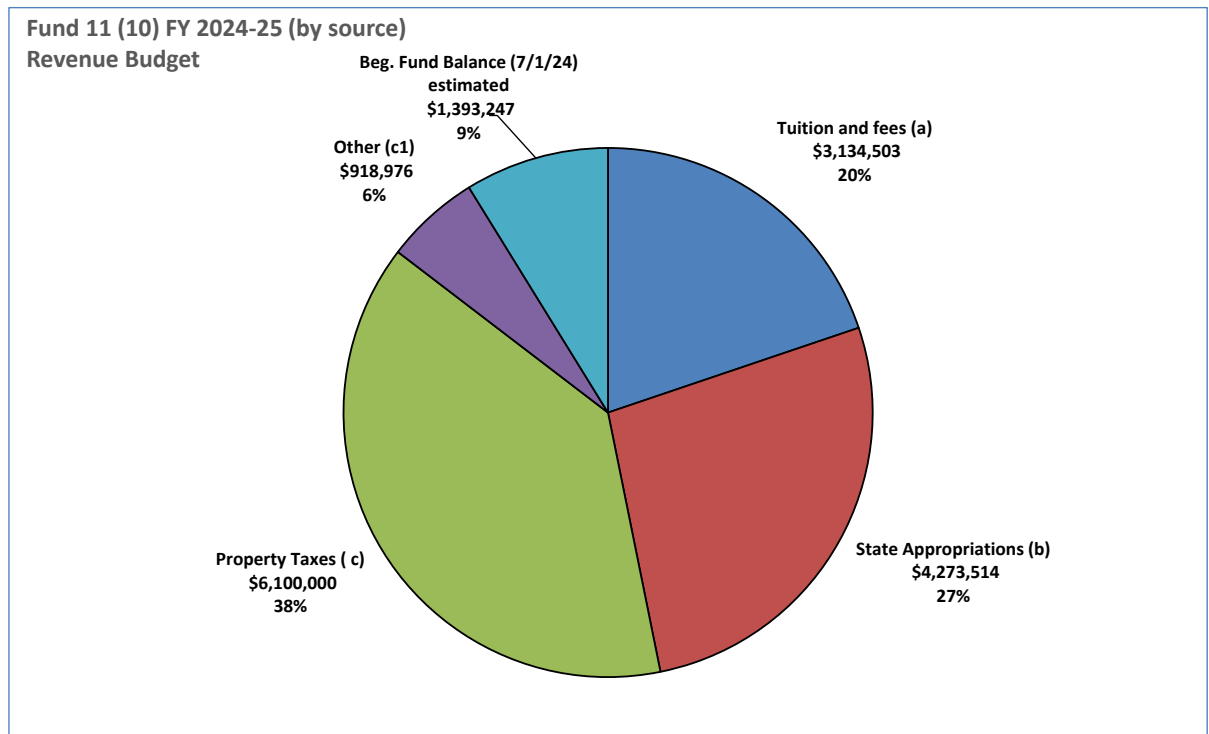
General Fund Revenue August 2024 to August 2023



General Fund (11) FY 2024-25

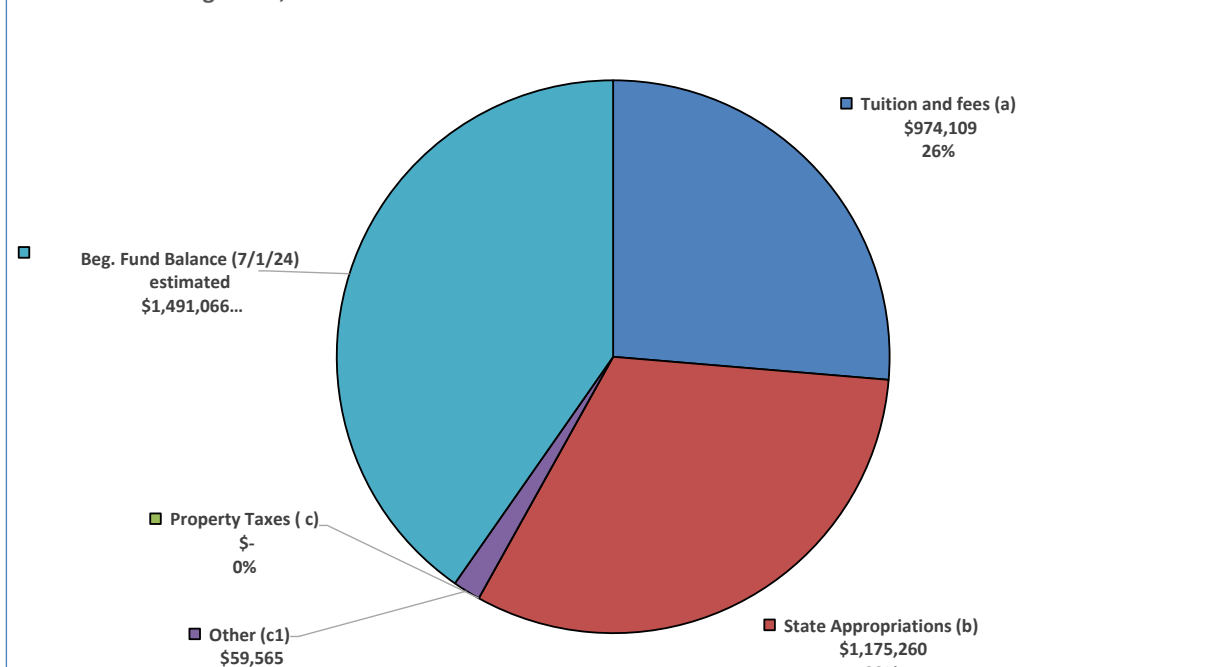
by source

Revenue



Fund 11 (10) FY 2024-25 (by source)

Revenue as of August 31, 2024



OCCA

OCCA Update for College Boards – September 2024

Welcome New OCCA Board Reps!

OCCA would like to extend a warm welcome to new community college board members, as well as a special thank you and welcome to those who have agreed to serve as their college's OCCA representative for the 2024-25 academic year! We look forward to working with you all and having a successful year. Please feel free to reach out to an OCCA staff member at any time with questions.

Response to HECC Agency Request Budget

OCCA, in coordination with the Oregon Council of Presidents (OCOP – the organization that represents the public universities), issued a press release in response to the Higher Education Coordinating Commission's (HECC's) Agency Request Budget that was approved by HECC commissioners on Aug. 8. This joint press release highlighted the significant gap – nearly \$100 million – in the HECC's proposed budget for higher education to meet student needs and continue to offer existing levels of services to students. OCCA Executive Director Abby Lee testified in the hearing about the potential impact of this type of shortfall, while also emphasizing the increasing enrollment at nearly all of Oregon's community colleges. She also pointed out the unique role the colleges play in meeting the state's economic and workforce needs while also addressing its challenges (i.e., housing, mental health). [Click here to read the press release.](#)

Commission Chair Sandy Rowe said during the HECC meeting “we all agree that colleges and universities need and deserve more funding... No one thinks [this budget] is sufficient.” The commissioners also sent a letter to Governor Tina Kotek's office stating as much. [Click here to read the letter.](#)

Next, the Governor will release her proposed budget on Dec. 1, which is used as a starting point for legislators as they begin the legislative session and prepare agency budgets.

Revenue report released

State economists presented their quarterly economic and revenue forecast to legislators this week showing state revenues up \$587 million from the previous forecast also triggering Oregon's unique kicker law. State economists predict Oregon will send roughly \$1 billion dollars back to Oregon taxpayers based on the state's kicker law. The kicker goes into effect when state revenues are over 2% above what state economists predicted at the close of the budget-setting long legislative sessions. When revenues grow over 2% of that forecast, all the additional revenues go back to taxpayers.

While state economists reported the Oregon economic outlook was stable, they pointed to some concerning trends such a significant slowdown in hiring, particularly in industries that are sensitive to high interest rates like construction. Another concern they raised was the effect of major layoffs by large employers such as Nike and Intel.

“Oregon is fortunate to have a positive economic outlook, but with the warning signs on the horizon, we urge state lawmakers to prioritize investments that help get Oregonians skilled-up and back into the workforce,” said OCCA Executive Director Abby Lee. “Community colleges are uniquely positioned to help address these issues.”

OCCA Executive Committee holds annual retreat

The 2024-25 OCCA Executive Committee met for its annual retreat, on Sept. 6 in Salem. The Executive Committee, along with members from the 2023-24 Executive Committee, discussed the evaluation process for new OCCA Executive Director Abby Lee, as well as review the OCCA Strategic Priorities and Objectives. In addition, committee members participated in a facilitated conversation with higher education consultant, Miriam

Friedman around the development of an OCCA Values Statement. The Executive Committee reviewed and approved the Values Statement Process, which will also include the full OCCA Board. The Values Statement is slated to be completed in February for review and approval by the Board.

OCCA Board Training

The OCCA Board Member Training took place on Saturday, Sep. 7, at Chemeketa Community College's Eola Center in Salem. More than 30 board members and presidents took part in the training, which included a comprehensive session on the principles of civil discourse with practical skills to navigate contentious issues respectfully and productively. The training also featured Sonny Ramaswamy, President of the Northwest Commission on Colleges & Universities (NWCCU), who shared best practices and advice on how board members can take a more proactive role in accreditation. Other training topics included how OCCA can serve the needs of colleges and board members, what to expect in the upcoming legislative session, information on public meeting laws, and strategies to combat the looming enrollment cliff. Thanks to all of those who participated!

Preview: September Legislative Days

Legislators will hold their quarterly "Legislative Days" next month (Sept 23-25) where they will hear invited testimony that will provide updates on ongoing and new topics legislators may want to address legislatively in the 2025 Session.

OCCA has worked with the chair of the House Committee on Higher Education to provide an update on emerging community college Bachelor of Science Nursing (BSN) programs. The House Higher Education Committee will also hear an update from the Higher Education Coordinating Commission (HECC) on the ongoing work to create more seamless transfer from community colleges to four-year public universities. OCCA has been closely involved in legislative work around better transfer pathways from community colleges to public universities.

This will also be the final "Legislative Days" before the Sept. 27 deadline for legislators to file bills that will be released prior to the start of the 2025 Legislative Session.

Upcoming Events & Trainings

OCCA has a great schedule of events set for 2024-25! [Click here](#) to see an overview of each of these events (or visit our website, <https://occa17.com/calendar/>) and see below for details about events coming this fall that will benefit board members.

- **OCCA Conference:**
 - **Registration Opens Sept. 4** – Early Bird Registration for the OCCA Annual Conference opens on Sept. 4! This special discounted rate will be available on the conference [web page](#) through Oct. 4. Regular registration will then be available through Oct. 18. The conference will take place Nov. 6-8 at Salishan Coastal Lodge in beautiful Gleneden Beach. OCCA has secured a block of rooms at a special conference rate of \$169 +fees per night at the Salishan Coastal Lodge. Visit the OCCA conference web page for details on how to secure this rate: <https://occa17.com/occa-annual-conference/>.
 - **Keynote Speakers announced** – OCCA is excited to welcome two national-level keynotes at the 2024 conference:
 - **Marty Alvarado, SOVA Solutions:** Marty is a passionate advocate for equitable and transformative education with over two decades of experience driving impactful change across education and workforce development systems.
 - **Parfait Bassalé, Parfait Bassalé Consulting** – During his five-year tenure as the

Executive Diversity Officer at South Puget Sound Community College (a 2023 ASPENT Top 10 Community College finalist), Parfait championed a culture of belonging and implemented equity programs that reduced the achievement gap for historically excluded students.

- **Virtual Advocacy Training** – OCCA will host a virtual Advocacy Training on Thursday, October 10, for community college board members, presidents, Campus Advocacy Coordinators (CACs), students, and other college faculty, staff and stakeholders who will serve or are interested in serving as an advocate during the 2025 Legislative Session. In this free training, participants will learn how to be an effective advocate for community college budget and policy issues, the various ways in which you can be an advocate (hint: it doesn't always mean meeting with legislators!), lobbying tips, important messaging for the Session, and the basics of the legislative process. Visit our website this fall for all the details, <https://occa17.com/occa-advocacy-training/>.
- **Registration open for 2024-2025 Lunch & Learn Webinars** – The OCCA Lunch & Learn Webinars were such a hit in 2023-24 that we're bringing them back with a new lineup in 2024-25! These webinars – which are included in OCCA membership – will continue to take place on the last Thursday of each month at noon starting in October (no December webinar due to the holidays). [Click here](#) for the schedule and [click here](#) to get registered for one or all the webinars! The first Lunch & Learn will take place on Oct. 31: "OCCA 101." Attendees will learn how OCCA serves colleges and about key initiatives. [Get registered now!](#)

OCCA Digest e-newsletter

The *OCCA Digest* is a monthly e-newsletter that highlights updates during the Legislative Session, important events, news, and announcements. It's a great way to stay connected with information important to community colleges in Oregon and learn how you can take action to support colleges and students.

To sign up to receive this free e-newsletter, visit <https://occa17.com/resources/newsletter/> and click the "Sign Up" button. The OCCA Digest will come from OCCA Communications Director Casey White-Zollman at casey@occa17.com, so be sure to add her email to your contacts to ensure the email arrives in your inbox and not your spam folder.

###

Oregon Community College Association was founded in 1962 with the purpose of providing support to the colleges before policymakers and partners whose actions affect the wellbeing of community colleges across the state. OCCA represents the 17 publicly chartered community colleges and their locally elected board members. Leading with racial equity, we advocate, communicate, and collaborate to strengthen community colleges for the benefit of Oregonians, particularly those historically underserved or systemically marginalized in higher education. Have questions about OCCA and our work to support Oregon's community colleges? Contact occa@occa17.com.

CEDR / SBDC,
Clatsop Works and
Cooperative Work
Experience

BOARD REPORT – September 12, 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

- *CEDR is a steering committee member of Clatsop County “Economic Opportunities Analysis” and has been meeting with County Planning Manager Jay Blake to guide the strategy, including the instrumental role CCC has in workforce development, education, and training. The committee met in August to give input and public outreach will happen this fall. CEDR will be leading the final effort with the County.*
- *Attended the Clatsop WORKS intern presentations on July 31 at our South County Center. A highlight of the year with 26 interns presenting to their peers and us on what they learned during their summer internship. Inspiring updates from our future business leaders!*
- *Represented CCC at the Col-Pac (Columbia Pacific Economic Development District) August 8 Board meeting in Astoria on campus in Columbia 219. President Hogue will be invited to join the board.*
- *Signed a petition by the Port of Astoria that requests a fair and equitable solution to the U.S. Customs and Border Protection new practice which is causing major disruption to cruise ships arriving in Astoria, with new unrealistic security measures for passengers departing the ship to visit Astoria and the County, causing cruise ship lines to cancel moorage in Astoria, impacting Port and the local economy.*
- *Attended the NOW (Northwest Oregon Works) meeting on August 23, representing CCC/CEDR. This is the workforce investment board we work closely with. Scheduling an introductory meeting with President Hogue and NOW Executive Director Heather DeSart.*
- *Spearheading introductory meetings and visits with President Hogue and the business community: Astoria-Warrenton & Seaside Chambers, ADHDA & SDDA, Seaside Rotary, CEDR Board Executive Committee, Cannon Beach Leaders.*
- *Confirmed introductory meetings with CMH & Providence Seaside Hospital CEO’s and Senior Leadership, President Hogue, our senior leadership nursing team, and me.*

CENTER FOR BUSINESS, COMMUNITY & PROFESSIONAL DEVELOPMENT

Submitted by Jessica Newhall, Director CBCP

Small Business Development Center

Small Business Education

The center has received a special one-time grant from the Oregon House Bill 3410 via Business Oregon for \$258,000 to develop new educational programs through June 2025 including:

- Food & Beverage Entrepreneur’s Bootcamp Collaboration with Astoria Co-Op and North Coast Food Web focused on agricultural and value-added food manufacturing
- Retail Excellence & Food & Beverage focuses on Mainstreet resilience
- Online library of on-demand small business courses (RFP to launch in September)

Additionally, we have launched SBM (Small Business Management) I & II and the fall edition of the Startup Bootcamp.

All programs focus on education plus technical assistance/ small business advising.

Small Business Advising

Year-to-date we have served 187 small business clients, providing over 830 hours of counseling services. We have supported 19 new business starts, 41 new jobs and \$1.65 in capital formation.

Community Education & Professional Development

-The department was reorganized following the departure of Kinga Sanders (moved to Hawaii) and Jason Edwards is now overseeing community education, professional development (formerly workforce training), and the plumbing apprenticeship program. Bandit Community Fitness is now under Patriot Hall staff.

- Summer programming strong, with the following results:

- 8.3% increase in community education registrations
- 15.1% increase in gross community education revenue
- 7X classes & 25X more students for professional development compared to Summer 2023

Clatsop WORKS Paid Internship Program & CCC Cooperative Work Experience

Submitted by Misty Bateman, Program Manager

Clatsop WORKS

2024 Clatsop WORKS data

ALL APPLICANTS (from CCC, AHS, WHS, KHS, Jewell, Tongue Point Job Corps, and homeschooled)	
Student applications received (The most applications received in the program to date!!)	120
Requests for interviews from employers (reflects students receiving interview requests from multiple employers)	154
Student declined interview	36
Student did not respond to employer	23
Student did not show up to scheduled interview	4
Total number of interviews (reflects students who had multiple interviews)	94
Total number of students contacted (74% of the applicants were contacted by at least one employer!)	89

Total number of students who interviewed	71
HIRED (44% of the students who interviewed were hired for an internship) <i>(26% of the total 120 applicants were hired)</i>	31

The number of employers in the program has grown, which enables us to get more students into an internship experience, but the number of student applicants has grown at a faster rate. For instance, the first year had only 11 employers and now we are up to around 24 employers. But we also only had 55 student applications the first year and now we have 120! We will continue to try and increase the number of employers who participate in the program.

2024 Clatsop WORKS data by School

CLATSOP COMMUNITY COLLEGE	
Student applications received	22
Requests for interviews from employers <i>(reflects students receiving interview requests from multiple employers)</i>	33
Student declined interview	10
Student did not respond to employer	5
Student did not show up to scheduled interview	1
Total number of interviews <i>(reflects students who had multiple interviews)</i>	17
Total number of students contacted <i>(68% of the applicants were contacted by at least one employer)</i>	15
Total number of students who interviewed	11
HIRED as Summer 24 interns	4

Cooperative Work Experience (CWE)

- The three students enrolled in CWE280 in Summer 2024 all completed their work experiences and passed their course. All three students are in the MERTS automotive program and all three will be continuing as employees at their host sites (Lum's Auto, Ocean Crest Chevrolet, and Les Schwab Tires.)
- As of now, we have one student to register for CWE280 for Fall 24, it will be sociology / human services based, so SOC280.
- Coordinating with OSU, we were able to place a current CCC maritime student into an internship position onboard the R/V MARCUS G. LANGSETH, where he assisted with vessel operations on a science mission over the summer from Brooklyn NY to Reykjavik Iceland. OSU covered his travel costs to New York and home from Iceland, and it was a paid internship as well!

Foundation Report

**Foundation Board Report for Thursday, September 12, 2024 Board of Education Meeting
Submitted by Angee Hunt, August 28, 2024**

1. **Aug 2024 e-newsletter: copies are provided in the BOE director binders**
2. **Welding program expansion TOTAL funding to be received is \$98,500**
 - a. Mike Brosius helped coordinate support from Bergerson Construction, RCD Maritime Investment, LLC, WCT Marine, who each contributed \$12,500=\$37,5000
 - b. Betsy Johnson via the Samuel S. Johnson Foundation donated \$10,000
 - c. Private donation in the amount of \$41,000
 - d. Budget for utilizing funds received:
 - i. \$61,000 for equipment and supplies
 - ii. \$22,500 for scholarships
 - iii. \$5,000 for marketing to help promote the opportunity and recruit students
 - e. The College is supporting the costs of hiring adjunct faculty and a part-time program assistant to expand welding course offerings at ClatsopCC.
 - f. Enrollment and scholarship applications are now open.
3. **CCCF Scholarship Updates:**
 - a. Summer/Fall cycle. There is over \$160,000 to be awarded in the current cycle that closes on September 15.
4. **2024-25 Student Ambassadors.**
 - a. Interviews for the 2024-25 student ambassadors will be hosted in September. The goal is to rank and select the top 5. Those not selected will be maintained on a reserve list to fill in as needed. Selected student ambassadors receive a \$500 stipend for 15 hours of service (~5 hours per term)
5. **Nearly \$700,000 is expected to be provided in 2024-25 to the College through CCC Foundation managed funds:**
 - a. Over \$325,000 in scholarship through endowed and annually renewed funds.
 - b. A total of \$73,000 raised during the 2024 CELEBRATE annual fundraising event is designated for the Magic Opportunity Fund. The Magic Opportunity fund is a \$1,500 financial support with \$500 applied to recipient student accounts each term they are enrolled in good standing for 2024-25 (fall, winter, spring).
 - c. Over \$291,800 to be used for programs at CCC:
 - i. Nursing support from Columbia Memorial Hospital & Providence Health Services
 - ii. Welding program expansion
 - iii. Roundhouse CTE Equipment grant
 - iv. Food Pantry/Benefits Navigator
 - v. Olive Bridge Emergency Needs fund
 - vi. Student Success (including New Student Orientation)
6. **SAVE THE DATES:**
 - a. **Tuesday, September 24, 2024.** New Student Orientation BBQ lunch provided and served by the CCC Foundation Board of Directors.
 - b. **Thursday, October 17, 2024.** Bandit Celebration event for scholarship donors, recipients, and other Friends of CCC.
 - c. **Saturday, April 12, 2025.** CCC Foundation Annual Fundraising Event. Theme TBD.

Communications and Marketing

Communications and Marketing Report for Thursday, September 12, 2024 BOE Meeting

Submitted by Julie Kovatch, 9/2/24

Communications - Internal

- Website-
 - Aug. website use: Users: 6.3K
 - Highest visited pages for Aug: Homepage, Faculty Staff, Register for Classes, Directory
- Strategic Planning Cohorts: participating in two strategic planning cohorts (Increase Institutional Effectiveness and Strengthen our Reputation cohorts) and am co-lead on one. We are on target for our timeline and meetings and work is going well.
- Member of New Student Orientation committee: assist with promo materials, messaging, activities and prepping for the day.
- Worked closely with Felicity and Presidential Search lead on presidential interview visits, and announcement and introductions of our new president to the college and community

Communications - External

- Announcements and Press releases for fall art show, promoted media to reach out to Julie Brown regarding her research trip, presidential search communication and invitations to attend forums and zoom sessions, announcement of selection of president. Prepping for communication concerning new online bookstore process.
- Meeting weekly with Corragio on strategic planning tasks and organization, timelines, and communications. I am doing wrap up work with Corragio in September to finalize the plan.
- Attended the Job Corps Open House to engage with staff and learn more for better collaborations.
- Worked with Dan Clark to meet and solidify plans for contract with movie company that will be on campus for 3 months starting in September. This situation offers students opportunities for part time work on the film as well.
- Working with Dan Clark to solidify plans for new operators of Bandit Café to offer food options on campus starting fall term. We are close to a contract agreement and I will start promoting the new option once things are official.

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

- Starting to create content for the Welding program promotion. Met with Teena and Kristen on a plan for the funds earmarked for marketing. Efforts will span over fall and winter to make the most of the funds.
- Fall Schedule was printed and mailed to all households of Clatsop County (approximately 26,500) and also put up on website at PDF.
- Seaside Farmers Market Booth (monthly)- I am staffing a CCC booth to increase awareness of the college in south county and offer a chance for discussions with So.

Communications and Marketing Report for Thursday, September 12, 2024 BOE Meeting

Submitted by Julie Kovatch, 9/2/24

Co. residents. We are getting many people to stop and talk about college offerings. I had 2 people stop and ask about dual credit, a Seaside teacher stopped and took brochures about each of our programs to have for students in her classroom, 2 alumni stopped by, and there were 2 requests for ASL to be taught in Seaside and the lady I visited with in June at the first Seaside market stopped by to say thank you and that she just completed her first summer class with us.

- CCC participated in the Regatta Parade on August 10th. A good showing of employees, students and even some board members participated.
- Social Media- Audience- Aug #'s-
 - Facebook followers: 3,439 (up 15)
 - Instagram Followers: 1,221 (up 10)
 - Organic post reach #'s Facebook: 2.3K Instagram: 560

Events – Recent and Upcoming

- Aug. 21 and Sept. 18- CCC Booth at Seaside Farmers Market
- Sept. 12-15- CCC participates in Seaside Wheels & Waves Car Show
- CCC events and important dates can be seen on the CCC Calendar at:
www.clatsopcc.edu/events/

Office of Instruction and Student Success

July Report to the Board
Office of Instruction and Student Success
Teena Toyas/Provost
9/2/24

Strategic Planning Update:

- The five cohort groups have been meeting with their group leaders and members throughout July and August. The groups continue to develop the strategic indicators and actions to target achievement related to the indicators.
- The college's mission and vision are being reviewed as well and necessary updates will be provided in the final draft. The final draft will be presented to the Board of Education in the October Board meeting.
- Julie Kovatch, Teena Toyas, and Felicity Green continue to meet with The Coraggio Group every other week to ensure the plan is successfully moving forward.
- The Core Strategic Planning Team met with The Coraggio Group on Tuesday, August 27, 2024, to review the strategic indicators and strategic actions developed by each group. The Core Strategic Planning Team will meet again to finalize the rough draft and make any needed changes or adjustments in mid-September.
- The Core Strategic Planning Team includes Pat Keefe, Kevin Leahy, Kristen Wilkin, Greg Dorcheus, Tina Kotson, Julie Kovatch, Kasey White, Greg Riehl, Dan Clark, Margaret Antilla, Felicity Green, Kurt Donaldson, Anita Jensen, and Jarrod Hogue.
- Faculty and staff who participated in the five cohort groups were Kama O'Connor, Faith Forster, Kristi Polus, Christine Riehl, Becky Kraft, Deac Guidi, Amy Magnussen, Jessica Newhall, Celeste Petersen, Jason Edwards, Misty Bateman, and Julie Brown.

The Accreditation Schedule of Reports and Visits remains unchanged:

1. Year 5- The next planned visit from Northwest Commission of Colleges and Universities is scheduled for October 28, 2024. The Ad-Hoc visit will focus on the following:
 - Outstanding Recommendation to be Addressed • Recommendation 1: Fall 2021 Ad Hoc Report with Visit - Review and revise institutional planning processes to ensure that data collectively support mission fulfillment and effective strategic decision-making. (2020 Standard(s) 1.B.1;1.B.3;1.B.4)
 - Concerns Related to a Student Complaint from 2022
 1. Address progress on errors in advising
 2. Address progress on student advocacy program
 - Concerns Related to Receipt of Unsolicited Information
 1. Address Coast Guard & Tongue Point Job Corps agreements
 2. Address Coast Guard & Tongue Point Job Corps course offerings and transcription processes Future Evaluations & Reports
 3. Annual Report (due August 1)
 - Financial Resources Review Fall 2024 to Address concerns of the 2023 Annual Report
 - Year 6 - Standard 2 - Policies, Regulations, and Financial Review Fall 2025
 - Year 7 - Evaluation of Institutional Effectiveness Fall 2026

Office of Instruction Updates:

Lower Division Transfer

Lower Division Transfer faculty have been off contract during the summer. Several faculty members have been attending faculty development and engaged in other activities throughout the summer to improve their knowledge and skills for providing quality education and experiences to CCC students and our community. Several faculty members have shared their faculty development experiences below.

- “Full-time Writing, Literature, and Humanities Faculty Dr. Julie Brown was awarded a National Endowment for the Humanities fellowship to study at the Port of New York this summer. She spent 9 days in July with a group of professors from around the country researching the ways that various cultural groups have interacted with the port, including the Lenape Indians, free and enslaved African Americans, immigrants such as the Chinese and Irish, the role of changing technologies such as container shipping, optimistic ecological changes such as the Billion Oysters Project, and tours of the World Trade Center and Ellis Island. This research is in direct support of the HUM 103: Maritime Culture class she teaches at CCC.” A summary of her learning adventures was recently featured as a guest column in the Daily Astorian which can be viewed at https://www.dailyastorian.com/opinion/columns/guest-column-a-tale-of-two-ports/article_f3dad374-5a93-11ef-9393-27950090f23a.html
(Dr. Julie Brown)

- “Full-time Art Faculty Kristin Shauck was extremely grateful for receiving faculty development funds to participate in the L'Expressoir Artist Residency during the month of July in the historic village of Marnay Sur Seine, France. Over the course of three weeks, she developed a body of work inspired by in-depth study of the work of Camille Claudel, whose sculptures I experienced firsthand at the Camille Claudel Museum in nearby Nogent. Claudel’s ability to capture raw emotion in her work deeply influenced my creative process. In addition, I also painted portraits of several residents, drawing inspiration from the unique character and history of the village.”

“The residency provided Kristin with an exciting interdisciplinary exchange, allowing her to interact with a wonderful and diverse group of artists and art educators from San Francisco, New York, Finland, the Netherlands, Japan, and Marnay itself, expanding my professional network and introducing me to innovative artistic and pedagogical approaches. Weekly music concerts featuring jazz, punk rock, gypsy, and African music expanded the interdisciplinary experience. She also participated in other activities Venice and Paris during her faculty development experiences.”(Kristin Shauck)

- Full-time Writing and Humanities Faculty Kama O’Connor has been teaching the Equity Academy this summer. This activity is a joint project between the local high schools and

Clatsop Community College that was created by Kama. A grant is providing funds for instructors to take the ACUE nationally accredited “belonging in the classroom” course. College and High School Faculty will meet on September 18th and 19th for an in person professional development course. At the conclusion of the in person professional development course, the attendees will put the trainings into practice in their classroom. The group will report back before the winter in-service and discuss the outcomes from implementing the new techniques and information in the classroom.(Kama O’Connor)

- Full-time Spanish, Humanities, and ESL Faculty Fernando Rojas Galvin attended the Pacific Northwest Great Teaching Seminar in Corbett, Oregon, June 16 to June 20, 2024. “At the seminar, approximately thirty community colleges gathered and were directed by four professional, successful community college professors. The seminar involved presentations, lectures, conversations, and other dynamics that informed teachers how to better reach and instruct students. “

“The event has taken place for over thirty years. It is a seminar geared towards helping community college instructors to continue improving their skills and craft. Presenters and participants engaged in learning, studying, and sharing to understand how to better serve community college students.” Fernando stated, “Educators in essence are life-long students that continue to learn to best serve our student population.”(Fernando Rojas-Galvin)

Information from Kristen Wilkin, Dean of Workforce Education and Training:

- On August 29, CCC received a congratulatory notice from the Roundhouse Foundation that we received \$55,000 in funding for new fire science training props for the Fire Response and Research Center (FRRC). These props include: one Commercial Grade Forcible Entry Door Prop with multiple attachments for training on how to open different types of constructed doors safely during a fire; one Commercial Grade Forcible Entry Roll Up Garage Door Prop for training on how to vent a garage fire safely; one Commercial Grade Forcible Entry Security Screen Door Prop for training on how to open doors with exterior bars and metal work; and one Max Fire Box Commercial Grade Prop that allows trainees to see the stages of fire, growth, development and ventilation in a safe, hands-on live fire environment. The Max Fire Box Prop will also allow trainees to see how different ventilation techniques alter a fire’s development and growth within a house. Currently, the Fire Science program has only one Forcible Entry Door Prop that was built in-house by Clatsop Community College students over 10 years ago and it has run its course as an usable prop. The purchase of these new training props will provide a wider range of training options open to our degree and non-degree seeking students and community members by enhancing and improving our classes with more practical scenarios.

Employee Retention Credit (ERC) Updates:

- ❖ An email with updates was received from Senator Merkley’s Office on August 28, 2024. The email is copied below.

Hi Teena,

I hope this email finds you well. I received a quick update from our advocate who continues to monitor this case. It looks like the case continues to sit with the IRS. They did receive it, but it is pending being reviewed. It is also now noted in the case that they notify the advocate when further action is taken. She'll continue to monitor the account and if there are any changes prior to October 9, she will let us know. Otherwise, we'll just receive a quick update on October 9.

Warmly,

MITZI GUZMAN-ISLAS (she/her/ella) -----

Constituent Services Representative

OFFICE OF SENATOR JEFF MERKLEY

Ongoing Activities during the Summer:

- ✓ Work and actions continue regarding the development of the strategic plan.
- ✓ The student services staff continues to implement Colleague the new student information system that will provide improvements for student registration, student information, advising, and much more.
- ✓ The college store will be making changes and updates related to those changes will be provided soon.
- ✓ Work continues to be initiated for the upcoming mid-cycle accreditation visit on October 28, 2024.
- ✓ We continue to schedule interviews and hire open positions.
- ✓ Patriot Hall is open Monday-Thursday 7:00 AM to 7:00 PM during the summer term and will be open 6:30 AM to 8:00 PM at the beginning of the fall term, September 30, 2024.
- ✓ Implementation of Ellucian is going well and continues to move forward.
- ✓ Holly Tumbarello and the New Student Orientation Team are continuing to meet and plan for the New Student Orientation scheduled on Tuesday, September 24, 2024, at the Lexington Campus. More specific information will be provided soon.
- ✓ Becky Kraft, the Instructional Leadership Team, and others continue to plan fall term in-service events. Fall in-service is September 23 to September 27, 2024. More specific information will be available soon.

Wishing everyone a fabulous start to the Fall Term!

Board Goals

Board Committees

Appoint Budget Officer

Appoint Clerk & Deputy
Clerk

Authorize 2024-25
Signatures

BOARD GOALS FOR 2024 – 2025 as set in the September 4, 2024 Retreat.

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

Board Committees

Current Committees

Board Policy Committee

Presidential Evaluation Committee

Current Liaisons

OCCA: Liaison reports on upcoming OCCA events and legislative activities

Foundation: Liaison attends Foundation meetings and reports back to Board of Education.

CEDR / SBDC: Liaison attends CEDR / SBDC meetings – currently inactive?

Past Committees, No Longer Active

Board Engagement

Spirit of Clatsop Award

Health and Wellness

**Clatsop Community College
Board Meeting
September 12, 2024
Submitted by: Jarrod Hogue**

Title: Appoint FY2024-25 Budget Officer

What:

Request the Board appoint the President, Jarrod Hogue, as the Budget Officer until the Vice President, Finance & Operations position is filled.

Why:

Each local government must have a budget officer, either appointed by the governing body or designated in the local government's charter. The budget officer is under the supervision of the President.

Recommended Action:

The Board appoint the President, Jarrod Hogue, as the Budget Officer.

**Clatsop Community College
Board Meeting
September 12, 2024
Submitted by: Jarrod Hogue**

Title: Appoint FY2024-25 Clerk and Deputy Clerk

What: Board Policy 2305 states that the President of the College shall be appointed the Clerk of the College and the Chief Financial Officer shall be appointed the Deputy Clerk of the College. Because the Chief Financial Officer is currently vacant, the Provost / VP of Instruction and Student Success should be appointed.

Why: Board Policy 2305 states the Board needs to take action on this item.

Recommended Action:

The Board appoint Jarrod Hogue, President, as Clerk of the College and Teena Toyas, Provost / Vice-President for Instruction and Student Success as Deputy Clerk of the College.

Clatsop Community College
Board Meeting
September 12, 2024
Submitted by: Jarrod Hogue

Title: Authorized FY24-25 Signatures (revised)

What: Request that the Board appoint individuals to sign orders and other FY24-25 transactions that oblige the college.

Why: *Board Policy 6150* (formerly Policy 3.120) states the Board will annually appoint officers to sign orders and other transactions. Administrative Procedure 6150 designates the Clerk (President), Deputy Clerk (Chief Financial Officer), and the Director of Accounting as officers authorized to sign obligations on behalf of the college. In the absence of the President or Chief Financial Officer (vacancies), historically the Provost / VP Instruction and Student Success shall be designated in their place.

Authority to sign orders and other transactions on behalf of the Board of Education is delegated to the President and other officers appointed by the President during the Board's annual organizational meeting in July, or at other times when deemed necessary.

The Board may authorize the use of electronic signatures by those persons authorized to sign College checks.

Currently, only the College Clerk and Deputy Clerk use facsimile signatures on checks.

Recommended Action:

The Board designates Jarrod Hogue, President, and Clerk of Clatsop Community College; Teena Toyas, VP Academic and Student Affairs and Deputy Clerk of Clatsop Community College and Margaret Antilla as Director of Accounting Services as authorized signers for orders and other transactions.

The Clerk and Deputy Clerk may use facsimile signatures.

Consider Approval of
Purchase Over \$50,000:
Firewalls

Consider Approval of Purchase of New Firewalls and Support for all CCC Campuses

Clatsop Community College currently leverages Palo Alto firewalls to provide network security, secure VPN access, traffic filtering, and robust internet connectivity.

The current devices are going end of life and will not be able to take advantage of new security features, as well as have a higher support and maintenance contract cost.

After working with the manufacturer, we were able to secure pricing that allows the college to replace all the firewalls and have these new devices fully covered for the service life of these devices (5 years.)

This includes training, software and security updates, hardware warranties, and new cloud-based services and monitoring.

The total cost of this upgrade is \$159,961.82.

To reduce the annual operational cost, a five year lease was sought. This involves five (5) annual payments of \$38,296.46, with a buy-out at the end of the term of \$1. The annual payment is slightly higher (by approximately \$6,000) than continuing support on the old equipment, and is due primarily to interest to be paid on the lease.

This reflects an 8% APR, and brings the total cost of this upgrade to \$191,482.30.

Installment Payment Agreement



Customer's Full Legal Name ("You" and "Your"):

Clatsop Community College District

Address:

1651 Lexington Ave

City/State/Zip Code:

Astoria, or 97103

Equipment Location (if different from above):

Telephone Number:

(503) 325-0910

Federal Tax ID#:

23-7100856

County:

Product Agreement Information:

See Attached Schedule for description of Products:

Licensor and Supplier Name(s) & Address(es): TECHHEADS - 7070 SW Fir Loop, Portland, Oregon 97223

Description of Product Agreement(s): See Attachment A

Term and Payment Information:

"Product Fee" Owed by Customer Under Product Agreement(s): \$159,961.82

Term: 60 months

Date Term Begins: July 1, 2024

Periodic Payment: \$38,296.46 due 7.1.2024

\$38,296.46 due 7.1.2025

\$38,296.46 due 7.1.2026

\$38,296.46 due 7.1.2027

\$38,296.46 due 7.1.2028

Origination Fee: N/A

Payment Period: Annual

Total Number of Payments: 5

The Periodic Payment amounts were determined using rate factors indexed to the like-term "Treasury constant maturities" for July 1, 2024 as such rates appear at <http://www.federalreserve.gov/releases/H15/update> ("Index"). Company reserves the right, prior to commencement of term, to adjust actual Periodic Payments as a result of any changes in the Index. Once fixed at term commencement, the Periodic Payment will remain constant for the term.

You acknowledge and agree that this agreement (as amended from time to time, the "IPA") represents the complete and exclusive agreement between You and Tech. Finance Co., LLC dba Technology Finance ("We," "Us" and "Our") regarding the subject matter herein and supersedes any other oral or written agreements between You and Us regarding such matters. This IPA can be changed only by a written agreement between You and Us. Other agreements not stated herein (including, without limitation, those contained in any purchase order or agreement between You and a Supplier) are not part of this IPA. To help the government fight the funding of terrorism and money laundering activities, U.S. Federal law requires financial institutions to obtain, verify and record information that identifies each person (individuals or businesses) who opens an account. What this means for You: When You open an account or add any additional service, We will ask You for Your name, address, federal employer identification number and other information that will allow Us to identify You. We may also ask to see other identifying documents.

1. FUNDING AUTHORIZATION; PAYMENTS. You acknowledge having entered into one or more license, subscription, and/or product agreements described above (each a "Product Agreement") with the above-referenced licensor(s) and/or supplier(s) (each a "Supplier") pursuant to which You obtained the right to use the software, goods and/or other products referenced therein ("Software"), receive certain services and/or equipment and other personal property together with all attachments, accessories, accessories, substitutions, parts, replacements, repairs, additions and upgrades attached or incorporated therein ("Equipment") covered under the Product Agreement(s) (collectively, the "Products"). Pursuant to the terms of the Product Agreement(s), You are obligated to pay to the Supplier(s) the Product Fee amount set forth above on account of the Products. You hereby choose to finance the Product Fee through Us over a period of time instead of paying the Product Fee in cash presently pursuant to the terms and conditions of this IPA.

This IPA is binding on You as of the date You sign it (the "Effective Date"). By Your execution of this IPA, You hereby request Us to pay to the Supplier(s) an amount necessary to satisfy Your Product Fee obligations to the Supplier(s). You acknowledge that the amount so remitted by Us to the Supplier(s) may be net of any discounts or other financial arrangements or accommodations granted by the Supplier(s) to Us, with any such discount, financial arrangement or accommodation reflected in the Periodic Payment. Each Payment Period, You hereby unconditionally agree to pay to Us the Periodic Payments by the due date set forth on Our invoice to You. In addition, You agree to pay a per diem charge (based on the Periodic Payment amount prorated based on a 30 day month) as reasonably calculated by Us for the period from the Effective Date through the day preceding the commencement of the Term. If requested by Us, You agree to sign and return a certificate of acceptance with respect to the Products. In addition, You agree to pay a one-time origination fee in the amount set forth above (the "Origination Fee"). The Periodic Payments shown above are exclusive of taxes. You shall be solely responsible for the payment of all applicable fees, taxes (including personal property tax) and governmental charges, of any nature, imposed upon or relating to any of the Products. You are the owner of the Equipment.

If We do not receive a Periodic Payment in full on or before its due date, then You shall pay a late fee equal to the greater of 10% of the amount that is late or \$29.00 (or the highest amount permitted by law if less). If any check or draft is returned or dishonored, You shall pay Us a fee of \$15.00. You agree that the fees set forth in this IPA may include a profit to us and/or a Supplier. In the event You pay any Periodic Payment in whole or in part prior to the due date thereof, You agree that the entire amount paid will be applied by Us to the next-due installment(s). **This IPA is non-cancelable for the full Term.**

2. CUSTOMER REPRESENTATIONS AND ACKNOWLEDGMENTS; ACCEPTANCE OF PRODUCTS. You hereby represent and warrant to Us that: (i) this IPA has been duly authorized, executed and delivered by You and constitutes a legal, valid and binding obligation of You enforceable against You in accordance with its terms, except as enforcement may be limited by bankruptcy or other insolvency-related laws; (ii) the execution, delivery and performance of this IPA will not violate or create a default under any law, regulation, judgment, order, instrument, agreement or organizational document binding on You; (iii) any and all information furnished to Us by You or on Your behalf is true and correct in all material respects; (iv) You have entered into this IPA solely for commercial purposes and not for personal, family or household purposes; and (v) the Equipment, if any, has been delivered to the site set forth above and inspected by You, is in good operating order and condition, is satisfactory and acceptable to You in all respects, or the Software, if any, have been made available for use by the Supplier, and/or any services have been satisfactorily performed.

BY SIGNING BELOW, CUSTOMER ACKNOWLEDGES RECEIPT OF PAGE 2 OF THIS AGREEMENT AND AGREES TO THE TERMS ON BOTH PAGES 1 & 2

Customer: Clatsop Community College District		Company: Tech. Finance Co., LLC	
By:	Date: July 1, 2024	By:	Date: July 1, 2024
Print name:		Print name:	Title:
Title:		Agreement Number: 4665-001	

You hereby acknowledge and agree that: (a) this IPA constitutes a discreet financing agreement, and is separate and distinct from the Product Agreement(s); (b) no breach by any Supplier under a Product Agreement shall relieve You of Your obligations under this IPA; (c) You selected each Supplier and the Products and negotiated the Product Fee based on Your own judgment and expressly disclaim any reliance on statements made by Us or Our agents; (d) Your obligations hereunder are absolute, unconditional and irrevocable despite any failure of, or Your dissatisfaction with, any of the Products; and (e) Your obligation to make the Periodic Payments under this IPA shall not be subject to any abatement, setoff, claim, counterclaim, adjustment, reduction or defense of any kind.

3. NO WARRANTIES. WE MAKE NO WARRANTIES, EXPRESSED OR IMPLIED, CONCERNING THE SOFTWARE, EQUIPMENT OR ANY SERVICES, GOODS OR OTHER PRODUCTS COVERED BY THE PRODUCT AGREEMENT(S), INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY. YOU WAIVE ANY CLAIM (INCLUDING ANY CLAIM BASED ON STRICT OR ABSOLUTE LIABILITY IN TORT) THAT YOU MAY HAVE AGAINST US FOR ANY LOSS, DAMAGE (INCLUDING, WITHOUT LIMITATION, LOSS OF PROFITS, LOSS OF DATA OR SPECIAL, PUNITIVE, INCIDENTAL OR CONSEQUENTIAL DAMAGE) OR EXPENSE CAUSED BY THE SOFTWARE, EQUIPMENT OR ANY SERVICES, GOODS OR OTHER PRODUCTS COVERED BY THE PRODUCT AGREEMENT(S), EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE, LOSS, EXPENSE OR COST. YOU ACKNOWLEDGE THAT WE DID NOT MANUFACTURE, DISTRIBUTE, OR LICENSE THE SOFTWARE, EQUIPMENT GOODS OR OTHER PRODUCTS COVERED BY THE PRODUCT AGREEMENT(S). YOUR OBLIGATIONS UNDER THIS IPA ARE COMPLETELY INDEPENDENT OF THE DELIVERY, PERFORMANCE OR QUALITY OF THE EQUIPMENT, SOFTWARE OR ANY SERVICES, GOODS OR OTHER PRODUCTS COVERED BY THE PRODUCT AGREEMENT(S).

4. SOFTWARE. In consideration of and to secure Your full and timely payment of Your obligations hereunder, You hereby irrevocably transfer and assign to Us all of Your rights and interests (but not any of Your obligations) in, to and under the Software Product Agreement(s), including all of Your rights to use and/or receive the Software, and to suspend, cancel and/or terminate Your license for any Software, goods or other products and rights to receive any services included in such Software. This is a present grant to Us, but may be acted upon by Us only after a default by You under the terms of this IPA. You and We each acknowledge that Our rights to use and receive the Software may be subject to the provisions of the related Product Agreement and rights of the Supplier thereunder, but, as between You and Us, after a default by You under the terms of this IPA and upon Our written exercise of Our rights hereunder, there shall be a total relinquishment of Your rights in the Software to Us. Our rights under this Section 4 shall be referred to as the "Transfer of Software Rights".

5. EQUIPMENT. We have the right at any reasonable time to inspect the Equipment and any documents relating to its installation, use, maintenance and repair. At Your expense, You agree to keep the Equipment: (1) in good repair, condition and working order, in compliance with applicable manufacturers' and regulatory standards; (2) free and clear of all liens and claims; and (3) only at Your address shown on page 1, and You agree not to move it unless We agree in writing. You grant Us a security interest in the Equipment to secure all amounts You owe Us under this IPA. You authorize and ratify Our filing of any financing statements(s) to show Our interest in the Equipment and Software. In the event the Equipment is transferred, You are solely responsible for removing any data that may reside in the Equipment, including but not limited to hard drives, disk drives or any other form of memory.

6. INSURANCE. For Equipment, You agree to keep the Equipment fully insured against all risk, with Us named as lender's loss payee, in an amount not less than the full replacement value of the Equipment until this IPA is terminated. You will provide written notice to Us within 10 days of any modification or cancellation of Your insurance policy(s). We are not responsible for, and You agree to hold us harmless and reimburse us for and to defend on our behalf against, any claim for any loss, expense, liability or injury caused by or in any way related to delivery, installation, possession, manufacture, use, condition, inspection, removal, or storage of the Equipment. All indemnities will survive the expiration or termination of this Agreement. You are responsible for any loss, theft, destruction or damage to the Equipment ("Loss"), regardless of cause, whether or not insured. You agree to promptly notify Us in writing of any Loss. If a Loss occurs, You will promptly pay to Us the unpaid balance of this IPA, including any future Payments to the end of the term, discounted to present value at 2%. Any proceeds of insurance will be paid to Us and credited against the Loss.

7. EVENTS OF DEFAULT. You will be in default hereunder if: (1) You fail to pay any amount due hereunder within 15 days of the due date; (2) You breach or attempt to breach any other term, representation or covenant herein or in any other agreement now existing or hereafter entered into with Us or any Assignee; (3) an event of default occurs under any obligation You may now or hereafter owe to any affiliate of Us or any Assignee; (4) You and/or any guarantors or sureties of Your obligations hereunder (i) die, (ii) go out of business, (iii) commence dissolution proceedings, (iv) merge or consolidate into another entity, (v) sell all or substantially all of Your or their assets, or there is a change of control with respect to Your or their ownership, (vi) become insolvent, admit Your or their inability to pay Your or their debts, (vii) make an assignment for the benefit of Your or their creditors (or enter into a similar arrangement), (viii) file, or there is filed against You or them, a bankruptcy, reorganization or similar proceeding or a proceeding for the appointment of a receiver, trustee or liquidator, or (ix) suffer a material adverse change in Your or their financial condition; and/or (5) Your license to use any software component of the Products is canceled, terminated, suspended or materially restricted or limited.

8. REMEDIES. If You default under the terms of this IPA, We may do any or all of the following: (A) require You to pay to Us, on demand, an amount equal to the sum of (i) all Periodic Payments and other fees and charges then due and past due, if any, (ii) all Periodic Payments to become due in the future through the remainder of the Term, discounted (if applicable) to present value calculated using the simple interest method and a per annum rate equal to 2% (or the lowest rate permitted by law, if higher), and (iii) interest on the amounts specified in clauses "i" and "ii" at the rate of 1.5% per month (or the maximum amount permitted by law if less) from the date of demand to the date paid, (B) cancel, terminate, suspend or cause the cancellation, termination and/or suspension of all licenses for Software granted to You, and cancel, terminate, suspend or withhold or cause the cancellation, termination, suspension or withholding of Software, (C) exercise any rights under any Product Agreement which have been granted to Us by a Supplier, (D) exercise the Transfer of Software Rights as provided in Section 4 above, (E) render the Software unusable by requiring You to remove the Software from any computer or other equipment, (F) exercise any other remedy available to Us under any security agreement securing this IPA, (G) take possession of the Equipment and/or (H) exercise any other remedy available to Us at law or in equity. Upon Our instructions after a default by You under the terms of this IPA, You agree to immediately cease using the Software, to deinstall and delete all copies of Software from any computer systems owned or controlled by You or used for Your benefit, destroy all written manuals and materials provided with the Software, and provide Us with a certificate signed by an officer who is responsible for Your information systems, attesting to such cessation of use and maintenance, deinstallation, deletion, delivery and destruction. We or Our designees will have full and unrestricted access to Your records, computer systems, service provider systems (if any) and facilities to verify Your cessation of use, deinstallation, deletion and destruction. Our remedies hereunder are cumulative and non-exclusive, may be exercised concurrently or successively, and may be specifically enforced. You agree to pay all costs of collection and enforcement of this IPA, including, without limitation, reasonable attorneys' fees, court costs and other reasonable expenses relating directly or indirectly to collection and enforcement. No delay or omission by Us in Our exercise of any right hereunder shall operate as a waiver thereof. If We take possession of the Equipment, You agree to pay the costs of repossession, moving, storage, repair and sale. The net proceeds of the sale of any Equipment will be credited against what You owe Us under this IPA and You will be responsible for any deficiency.

9. ASSIGNMENT. You shall not sell, transfer, lease, assign or delegate Your obligations or Products under this IPA, without Our prior written consent, and any such assignment or delegation shall be invalid and of no effect. We may, without notice to You, sell, assign or otherwise transfer Our interests in this IPA, in whole or in part, to a third party (an "Assignee"), in which case the Assignee will, to the extent of such sale, assignment or transfer, have all of Our rights and benefits hereunder but will not have to perform any of Our obligations (if any). Any assignment by Us will not relieve Us of Our obligations hereunder. If We assign this IPA, You further acknowledge and agree that (i) You will not assert against the Assignee any claim, defense or offset that You may have against Us or any predecessor in interest, (ii) neither We nor any Supplier are agents of the Assignee, (iii) the Assignee shall not be responsible for the obligations of any Supplier under a Product Agreement, (iv) no statement, representation or warranty by Us or any Supplier is binding on the Assignee, and (v) neither We nor any Supplier will have any authority to waive or alter any term of this IPA.

10. ENFORCEMENT. This IPA shall be governed by, enforced and construed in accordance with the laws of the state of Our principal place of business or, if We assign this IPA to an Assignee, the laws of the state of the Assignee's principal place of business, and any dispute concerning this IPA shall be adjudicated in a federal or state court in such state or in any other court or courts having jurisdiction over You or Your assets, all at the sole election of Us or Our Assignee. You hereby irrevocably submit generally and unconditionally to the jurisdiction of any such court so elected by Us or an Assignee in relation to such matters and irrevocably waive any defense of an inconvenient forum to the maintenance of any such action or proceeding. **YOU AND WE EACH HEREBY WAIVE YOUR AND OUR RESPECTIVE RIGHTS TO A TRIAL BY JURY IN ANY LEGAL ACTION ARISING FROM OR RELATED TO THIS IPA.** If any amount charged or collected under this IPA is greater than the amount allowed by law, then any excess amount charged but not yet paid, will be waived by Us and any such excess amount collected will be refunded to You or applied to any other amount then due hereunder. Each provision hereof shall be interpreted to the maximum extent possible to be enforceable under applicable law. If any provision is construed to be unenforceable, such provision shall be ineffective only to the extent of such unenforceability without invalidating the remainder hereof.

11. MISCELLANEOUS. You shall furnish Us or an Assignee with current financial statements upon request by Us or an Assignee. You authorize Us or an Assignee to (a) obtain credit reports or make credit inquiries in connection with this IPA, and (b) provide Your credit application, information regarding Your account to credit reporting agencies, potential Assignees, Suppliers and parties having an economic interest in this IPA. This IPA may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute the same document; provided, however, only the counterpart which is marked "Original" and is in Our possession shall constitute chattel paper under the UCC. You acknowledge that You have received a copy of this IPA and agree that a facsimile or other copy containing Your faxed, copied or electronically transmitted signature may be treated as an original and will be admissible as evidence of this IPA. You waive notice of receipt of a copy of this IPA with Our original signature.

**Attachment A to
Installation Payment Agreement 4665-001**

<u>Qty</u>	<u>Description</u>
1	Palo Alto Networks PA-1410 Security appliance - 10GbE, 5GbE, 2.5GbE - front to back airflow - 1U - rack-mountable
1	Palo Alto Networks Core Security Subscription Bundle Advanced Threat Prevention, Advanced URL Filtering, Advanced Wildfire, DNS Security and SD-WAN Subscription license (5 years)
1	Palo Alto Networks Enterprise IoT Security Subscription license (5 years) - 1 device
1	Palo Alto Networks Premium Support Extended service agreement - advance parts replacement - 5 years - shipment - response time: NBD - prepaid - for Palo Alto Networks PA-1410
1	Palo Alto Networks PA-1410 Security appliance - 10GbE, 5GbE, 2.5GbE - front to back airflow - 1U - rack-mountable
1	Palo Alto Networks Core Security Subscription Bundle Advanced Threat Prevention, Advanced URL Filtering, Advanced Wildfire, DNS Security and SD-WAN Subscription license (5 years)
1	Palo Alto Networks Enterprise IoT Security Subscription license (5 years) - 1 device
75	TRAINING CREDIT - TO BE REDEEMED WITH AUTHORIZED TRAINING PARTNERS (ATPS). ENROL
1	Palo Alto Networks Premium Support Extended service agreement - advance parts replacement - 5 years - shipment - response time: NBD - prepaid - for Palo Alto Networks PA-1410
1	Panorama Centralized Management License - up to 25 devices
1	Palo Alto Networks Premium Support Program Technical support - for Panorama - 25 devices - prepaid - phone consulting - 5 years - 24x7 - response time: 1 h
1	Palo Alto Networks PA-415 Security appliance - 1GbE
1	Palo Alto Networks Core Security Subscription Bundle Advanced Threat Prevention, Advanced URL Filtering, Advanced Wildfire, DNS Security and SD-WAN Subscription license (5 years)
1	Palo Alto Networks Enterprise IoT Security Subscription license (5 years) - 1 device
1	Palo Alto Networks Premium Support Extended service agreement - advance parts replacement - 5 years - shipment - response time: NBD - for Palo Alto Networks PA-415
1	NCPA-01-170-Fee

Initials: _____

NON-APPROPRIATION RIDER

This Non-Appropriation Rider to the Installment Payment Agreement No. 4665-001 dated July 1, 2024 (the "Agreement"), is by and between **Tech. Finance CO., LLC** ("TFC") and **Clatsop Community College District** ("Customer"). Capitalized terms used herein without definition shall be defined as provided in the Agreement.

Notwithstanding anything contained in the Agreement to the contrary,

1. Customer presently intends to continue the Agreement for its entire term and to pay all payments relating thereto and shall do all things lawfully within its power to obtain and maintain funds from which the payments owing thereunder may be made. To the extent permitted by law, the person or entity in charge of preparing Customer's budget will include in the budget request for each fiscal year during the term of the Agreement the payments to become due in such fiscal year, and will use all reasonable and lawful means available to secure the appropriation of money for such fiscal year sufficient to pay all payments coming due therein. The parties acknowledge that appropriation for payments is a governmental function which Customer cannot contractually commit itself in advance to perform and the Agreement does not constitute such a commitment. However, Customer reasonably believes that moneys in an amount sufficient to make all payments can and will lawfully be appropriated and made available to permit Customer's continued use of the Products in the performance of its essential functions during the term of the Agreement.

2. If Customer's governing body fails to appropriate sufficient moneys in any fiscal year for payments due under the Agreement and if other funds are not available for such payments, then a "Non-Appropriation" shall be deemed to have occurred. If a Non-Appropriation occurs, then: (i) Customer shall give TFC immediate notice of such Non-Appropriation and provide written evidence of such failure by Customer's governing body at least sixty (60) days prior to the end of the then current fiscal year or if Non-Appropriation has not occurred by that date, immediately upon such Non-Appropriation; (ii) no later than the last day of the fiscal year for which appropriations were made for the payments due under the Agreement (the "Return Date"), Customer shall return to TFC all, but not less than all, of the Products covered by the Agreement, at Customer's sole expense, in accordance with the terms hereof; and (iii) the Agreement shall terminate on the Return Date without penalty or expense to Customer and Customer shall not be obligated to pay the payments beyond such fiscal year, provided, that Customer shall pay all payments due under the Agreement for which moneys shall have been appropriated or are otherwise available, provided further, that Customer shall pay month-to-month rent at the rate set forth in the Agreement for each month or part thereof that Customer fails to return the Products as required herein.

3. The Agreement shall be deemed executory only to the extent of monies appropriated and available for the purpose of the Agreement, and no liability on account thereof shall be incurred by the Customer beyond the amount of such monies. The Agreement is not a general obligation of the Customer. Neither the full faith and credit nor the taxing power of the Customer are pledged to the payment of any amount due or to become due under the Agreement. It is understood that neither the Agreement nor any representation by any public employee or officer creates any legal or moral obligation to appropriate or make monies available for the purpose of the Agreement.

IN WITNESS WHEREOF, each of the parties hereto has caused this Rider to be executed as of the 1st day of July 2024.

Tech Finance CO., LLC
(TFC)

Clatsop Community College District
(Customer)

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

BILLING INSTRUCTIONS

Thank you for selecting *Technology Finance* to handle your equipment leasing needs. In order that we may better serve you, please complete the billing instructions and **return this form** with the equipment leasing documents being returned to:

Technology Finance
16430 N. Scottsdale Rd. Ste. 170
Scottsdale, AZ 85254

Please provide the name of the person that should receive the invoice along with the complete mailing address (including if applicable, room number, mail stop)

Attention: _____

Billing Address: _____ Company: Clatsop Community College District
Street: _____
City, State, Zip: _____

A/P Contact: _____

Telephone and Extension: _____

Email: _____

End User (if involved in approving invoices): _____

Telephone and Extension: _____

Purchase Agent (if involved in approving invoices): _____

Telephone and Extension: _____

County: _____

State of Incorporation: Oregon

Federal Tax ID: _____

If your purchasing department requires we reference a purchase order in order to process our invoices, **please attach a copy of your purchase order to this form.**

Purchase Order Number: _____

How many days are required for your Accounts Payable Group to process an invoice to ensure that we receive payment by the payment due date? _____

Is your company tax exempt, or does your company pay sales and use tax directly to the taxing authorities?
YES: _____ NO: _____ If yes, **please attach a copy of the tax exemption certificate or direct pay permit to this form.**



AUTHORIZATION FOR AUTOMATIC PAYMENTS (Continuing Authorization)

AGREEMENT #4665

1. Clatsop Community College District hereby authorizes and requests Tech. Finance Co., LLC or its assignee ("Creditor") to initiate debit entries ("withdrawals") from the account indicated below and to transfer the withdrawn funds in accordance with the following instructions. The name on the account must reflect the same information as stated in the signed Transaction(s) documents. Please note that your bank statement will reference Creditor or its assignee as the drawer of your payments.

2.

The withdrawals shall be made from:		Please indicate type of account:	
<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	<input type="checkbox"/> Business	<input type="checkbox"/> Personal
Bank Name:			
City:	State:	Zip:	
Account Number:			
ABA Number <i>(obtain this number from your bank)</i> :			

ON A SEPARATE PAGE, PLEASE PROVIDE A VOIDED CHECK COPY FOR ACCOUNT VERIFICATION.

3. The withdrawn funds shall be transferred to Creditor for application of Customer's obligations pursuant to the above-referenced Agreement and all future lease, loan or other obligations of Customer to Creditor pursuant to other agreements that may be entered into between Customer and Creditor ("the Transaction(s)"). **Customer hereby acknowledges and agrees that this authorization shall constitute a continuing authorization to withdraw amounts for this Agreement as well as all future Transaction(s) pursuant to other agreements.**

4. The amount of each withdrawal shall be an amount equal to each scheduled payment periodically due on the Transaction(s), plus any applicable taxes and other amounts due and owing in connection with the Transaction(s) at the time of such withdrawal.

5. The first withdrawal shall be made on or after the first payment due date of the Transaction(s). Thereafter, withdrawals for the Transaction(s) shall be made on each payment due date of the respective Transaction(s) (the "Due Date(s)"). Notwithstanding the foregoing, Customer acknowledges that Creditor will not make a withdrawal of the amount due in connection with any purchase option(s) and that Creditor will bill Customer for such payment(s).

6. If the Due Date falls on a Saturday, Sunday or legal holiday, withdrawals shall be made on the following business day. If there are insufficient funds in the account described above to make any preauthorized debit, Creditor may refuse to make the automatic debit, in which case, Customer agrees to separately make payment of the amount then due. Customer agrees to pay all fees on the account resulting from the automatic debits, including the amount of any resulting overdraft and any overdraft / NSF charges.

7. Customer acknowledges and agrees that Creditor may cancel this automatic withdrawal service at any time upon five (5) days written notice to Customer. **Otherwise, this authorization shall remain in full force and effect until Creditor has received written notification from Customer that Customer wishes to revoke this authorization.** Customer understands that Creditor requires five (5) days prior notice in order to cancel this authorization. **If the approval for the Transaction(s) required that payments be made by automatic withdrawal, this authorization shall remain in full force and effect for so long as any amounts remain owing on the Transaction(s) or until Creditor gives its prior written consent to a termination hereof.**

Please email completed form and voided check to erica.sorensen@tftfc.com

Dated: July 1, 2024

Clatsop Community College District
Customer

X

Signature

Print Name Title

ADDRESS FOR ALL NOTICES:
16430 N. Scottsdale Rd. Ste. 170
Scottsdale, AZ 85254

Tech. Finance Co., LLC
16430 N. Scottsdale Rd. Ste. 170
Scottsdale, AZ 85254
(480) 281-1548
erica.sorensen@tfctfc.com



INVOICE

BILL TO:
Clatsop Community College District
1651 Lexington Ave
Astoria, or 97103

INVOICE #: 4665-001-ADV
DATE: July 1, 2024
DUE DATE: July 1, 2024
TERMS: Due Upon Receipt

AGREEMENT NUMBER: 4665-001

DESCRIPTION	AMOUNT
Annual Advance Payment	\$38,296.46
TOTAL:	\$38,296.46

Remit to:
Tech. Finance Co., LLC
16430 N. Scottsdale Rd. Ste. 170
Scottsdale, AZ 85254



7070 SW Fir Loop
 Portland, Oregon 97223
 (P) 1 (503) 639-8542
 (F) 1 (503) 639-2383
 www.TechHeads.com

Quotation (Open)

Quote # : 34021 1 rev of 1
 Modified Date: Aug 26, 2024 12:42 PM
 PDT
 Expiration Date: 09/25/2024
 Description: Palo Alto - 5YR - R1

Account Manager

Customer Contact

Ank, Tom
 tank@clatsopcc.edu
 (P) (503) 325-0910

Customer

Clatsop Community College
 Ank, Tom
 1651 Lexington Ave
 Astoria, OR 97103
 United States
 (P) (503) 325-0910
 (F) (503) 338-2558

Bill To

Clatsop Community College
 Ank, Tom
 1651 Lexington Ave
 Astoria, OR 97103
 United States
 (P) (503) 325-0910
 tank@clatsopcc.edu

Ship To

Clatsop Community College
 Ank, Tom
 1651 Lexington Ave
 Astoria, OR 97103
 United States
 (P) (503) 325-0910
 tank@clatsopcc.edu

#	Description	Qty	Unit Price	Total
NCPA quote 0023005726				
1	Palo Alto Networks PA-1410 Security appliance - 10GbE, 5GbE, 2.5GbE - front to back airflow - 1U - rack-mountable	1	\$9,000.01	\$9,000.01
2	Palo Alto Networks Core Security Subscription Bundle Advanced Threat Prevention, Advanced URL Filtering, Advanced Wildfire, DNS Security and SD-WAN Subscription license (5 years)	1	\$35,625.60	\$35,625.60
3	Palo Alto Networks Enterprise IoT Security Subscription license (5 years) - 1 device	1	\$8,640.00	\$8,640.00
4	Palo Alto Networks Premium Support Extended service agreement - advance parts replacement - 5 years - shipment - response time: NBD - prepaid - for Palo Alto Networks PA-1410	1	\$8,640.00	\$8,640.00
5	Palo Alto Networks PA-1410 Security appliance - 10GbE, 5GbE, 2.5GbE - front to back airflow - 1U - rack-mountable	1	\$9,000.01	\$9,000.01
6	Palo Alto Networks Core Security Subscription Bundle Advanced Threat Prevention, Advanced URL Filtering, Advanced Wildfire, DNS Security and SD-WAN Subscription license (5 years)	1	\$35,625.60	\$35,625.60
7	Palo Alto Networks Enterprise IoT Security Subscription license (5 years) - 1 device	1	\$8,640.00	\$8,640.00
8	TRAINING CREDIT - TO BE REDEEMED WITH AUTHORIZED TRAINING PARTNERS (ATPS). ENROL	75	\$95.00	\$7,125.00
9	Palo Alto Networks Premium Support Extended service agreement - advance parts replacement - 5 years - shipment - response time: NBD - prepaid - for Palo Alto Networks PA-1410	1	\$8,640.00	\$8,640.00
10	Panorama Centralized Management License - up to 25 devices	1	\$10,838.40	\$10,838.40
11	Palo Alto Networks Premium Support Program Technical support - for Panorama - 25 devices - prepaid - phone consulting - 5 years - 24x7 - response time: 1 h	1	\$9,792.00	\$9,792.00
12	Palo Alto Networks PA-415 Security appliance - 1GbE	1	\$1,560.00	\$1,560.00
13	Palo Alto Networks Core Security Subscription Bundle Advanced Threat Prevention, Advanced URL Filtering, Advanced Wildfire, DNS Security and SD-WAN Subscription license (5 years)	1	\$4,012.80	\$4,012.80
14	Palo Alto Networks Enterprise IoT Security Subscription license (5 years) - 1 device	1	\$1,411.20	\$1,411.20
15	Palo Alto Networks Premium Support Extended service agreement - advance parts replacement - 5 years - shipment - response time: NBD - for Palo Alto Networks PA-415	1	\$1,411.20	\$1,411.20
16	NCPA-01-170-Fee	1	\$0.00	\$0.00

Customer: Tom Ank
 Email: tank@clatsopcc.edu

Subtotal: \$159,961.82
 Misc: \$0.00
Total: \$159,961.82

Unless otherwise requested, shipping method is ground and shipping charges are added at time of invoice. Tech Heads collects a 3% processing fee for any invoice amount paid using a credit card. This quote is governed by the Terms and Conditions found at <https://www.techheads.com/terms> and those Terms and Conditions are incorporated herein by reference.

Signature: _____ Date: _____

Consider Purchase Over
\$50,000: Softdocs

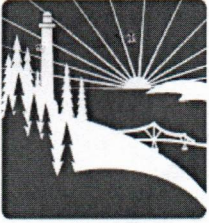
Consider Approval of SoftDocs Implementation and Support Agreement

Clatsop Community College has migrated to SoftDocs for electronic document archiving and digital signing. This is used for a number of items around campus, including staff and faculty contracts, student enrollment, and financial aid.

The purchase order includes additional support for migration to the new platform, as well as license costs for the upcoming year.

This was previously approved as part of the larger Ellucian Colleague contract by the board and does not exceed previously quoted prices.

This contract will need to be renewed next year. The yearly costs are expected to remain consistent or decrease after implementation.



Purchase Order

Clatsop Community College
1651 Lexington Ave.
Astoria, OR 97103
(503) 338-2422

PURCHASE ORDER NO.
B0000893

IMPORTANT
REFER TO THIS NUMBER ON ALL
PACKAGES, INVOICES, SHIPPING
NOTICES, AND RELATED CORRES-
PONDENCE

Vendor: Carahsoft Technology Corp
11493 Sunset Hills Rd
Suite 100
Reston VA 20190

Ship To: Clatsop Comm College Main
1651 Lexington Avenue
Astoria OR 97103

Attn: Evon Jacobsen

Do not ship item(s) if price exceeds amount shown without prior authorization.
See list page for additional Terms and Conditions.

Table with 5 columns: Date, Ship Via, F.O.B., Terms, Date Required. Row 1: 07/09/2024

Main table with 7 columns: Line #, Qty, U/M, Part/Catalog Number, Description, Unit Price, Amount. Row 1: 001, 1.00, SoftDocs software, 60,227.39, 60,227.39. Includes handwritten notes: '2 price changes to quote', 'FILE COPY', '\$60,270.19'.

Special Instructions:
Okay to Pay - 5 year
agreement
9/30/2022-9/29/2027,
FY2324 \$57971.70, FY2425
\$60227.39, FY2526
\$49732.50, FY2627

For CCC use only: 41_0_511882_134398_000000

Handwritten notes: '42.80 diff', 'Shipping: Total: 60,227.39', 'Do not ship item(s) if price exceeds amount shown without prior authorization. Ship FREIGHT PREPAID.'

BY Margaret Antilla
MARGARET ANTILLA, DIRECTOR OF ACCOUNTING SERVICES

HR Report



To: Board of Directors

Prepared By: Anita Jensen

Date: Sept. 2, 2024

Subject: New Hires, Job Postings, Recruitment Efforts, Recruitment Systems Update

New Hires

Andrew Morgan – Academic success coordinator TRIO SSS

We are pleased to welcome Andrew Morgan as the new Writing Center Coordinator at Clatsop Community College, starting September 1, 2024. Andrew brings a wealth of experience in education and writing to this role.

Andrew holds a Master of Science in Curriculum and Instruction from Western Governors University and a Bachelor of Arts in English from Montclair State University. His diverse background includes teaching positions at West Exchange School, Astoria High School, and Tillamook High School, as well as international experience as a Communications Officer in Uganda.

Most recently, Andrew served as an English and Science Teacher at West Exchange School, where he designed inquiry-based curricula and created student-specific interventions. His proven track record of enhancing student writing outcomes, including a 92% pass rate for AP Literature students, makes him an ideal fit for leading our Writing Center.

Andrew's expertise in curriculum development, writing instruction, and educational technology aligns perfectly with our mission to provide high-quality, student-centered education. We look forward to the valuable contributions he will make in supporting our students' writing development and academic success.

Michael Lee - Maritime Technology Instructor

We are delighted to welcome Michael Lee as our new Maritime Technology Instructor at Clatsop Community College, starting September 1, 2024. Michael brings a wealth of experience in the maritime industry and education.

Michael holds a Bachelor's degree in Marine Transportation from Cal Maritime and a K-12 Teaching Credential from Cal State Fresno. His impressive background includes serving as Master on US Government-owned, contracted military cargo vessels from 2019 to 2023, and as Chief Mate on similar vessels from 2014 to 2019.

With 17 years of experience as a Chief Mate on US Flag cargo ships, where he served as a training coordinator, Michael's expertise in maritime operations and his passion for education make him an excellent addition to our Maritime Science program. His combination of real-world experience and teaching credentials will be invaluable in preparing our students for successful careers in the maritime industry.

Jarrold Hogue - President

We are pleased to announce Jarrold Hogue as the new President of Clatsop Community College. Jarrold brings extensive leadership experience in higher education to this role, which will be crucial in guiding our institution forward.

As our new president, Jarrold will be responsible for overseeing all aspects of the college's operations, from academic programs and student services to financial management and community partnerships. His vision for the future of CCC is expected to focus on:

1. Enhancing student success and completion rates
2. Strengthening ties with local industries to ensure our programs meet workforce needs.
3. Expanding access to higher education through innovative programs and delivery methods
4. Fostering a diverse and inclusive campus environment
5. Securing sustainable funding and resources for the college's growth

Jarrold's commitment to student success, community engagement, and academic excellence aligns perfectly with CCC's mission and values. We look forward to the fresh perspectives and strategic leadership he will bring to our institution.

Jobs Posted

College Store Manager – (Interview Process)

Director, Nursing and Allied Health – (Expanding Advertising, Specialized Field)

Onboarding Specialist – (Interview Process)

Curriculum Coordinator/Scheduler - Posted

Enrollment Systems Analyst - Posted

Maritime Instructional Assistant – (Interview Process)

Separations

Bernie Wood - Retiring – Writing Instructional Assistant

Angee Hunt – Separation – Director, College Foundation

Ryan Prochaska – Separation – Historic Preservation and Restoration Instructor

Ongoing Recruitment Efforts:

Human Resources is actively collaborating with administration to finalize details for several key leadership positions. These strategic hires are crucial to maintaining our college's operational excellence and supporting our growth initiatives.

We are committed to conducting thorough searches to identify candidates who not only possess the required technical skills but also align with our college's values and culture.

The Human Resources department, in close collaboration with the administration, is diligently working to attract top talent for these crucial roles. We recognize the importance of these positions in maintaining our college's financial health, operational efficiency, and commitment to student success.

We will continue to update the Board on the progress of these recruitment efforts and look forward to introducing our new team members in the coming months.

Human Resources Process Enhancements:

In our ongoing efforts to modernize and streamline our human resources processes, we are pleased to announce the implementation of ADP's recruitment services. This strategic move represents a significant enhancement to our recruitment, hiring, and onboarding processes. Key benefits of this new system include:

1. **Enhanced Recruitment Strategies:** The ADP platform will revolutionize our job posting and candidate sourcing methods. We will now have an expanded presence on major job boards, significantly increasing our visibility to potential candidates.
2. **Streamlined Onboarding:** The new system will simplify and expedite our onboarding process, ensuring a smooth transition for new hires and reducing administrative burden.
3. **Efficient Hiring Process:** ADP's recruitment services will facilitate a more efficient hiring workflow, from application to offer letter, reducing time-to-hire and improving the candidate experience.

Expanded Recruitment Presence:

With the implementation of ADP's recruitment services, Clatsop Community College will gain automatic posting capabilities to several high-traffic external job boards, including:

1. ZipRecruiter
2. Indeed
3. JobTarget

This enhanced presence is expected to significantly increase our visibility in the job market. To quantify the potential impact (numbers are based on their analytics):

- ZipRecruiter reports over 25 million active job seekers monthly.
- Indeed boasts over 250 million unique visitors every month.
- JobTarget connects to over 25,000 job boards and social networks.

By leveraging these platforms, we anticipate:

- A 200-300% increase in the number of qualified applicants for our open positions.
- Broader geographical reach, attracting talent from across the nation.
- Improved diversity in our candidate pools, aligning with our commitment to inclusivity.
- Reduced time-to-fill for open positions, potentially by 30-40%.
- Cost savings on recruitment advertising, estimated at 20-25% annually.

Moreover, this expanded presence will enhance Clatsop Community College's employer brand, positioning us as a forward-thinking institution that leverages technology to attract top talent.

Upcoming Events

September and October 2024 UPCOMING EVENTSUpdated
09/05/2024

EVENT	DATE	TIME	LOCATION
Inservice: Welcome Back Potluck Breakfast	Monday, September 23	8:00 am	3 rd Floor Patriot Hall
Inservice: All Campus Training	Monday, September 23	9:00 am – 11:50 am	3 rd Floor Patriot Hall
New Student Orientation	Tuesday, September 24	9:00 am – 12:00 noon	Patriot Hall and Lexington Campus
New Student Orientation BBQ Lunch	Tuesday, September 24	12:00 – 1:00 pm	Back Parking Lot, Lexington Campus
First Day of Fall Term	Monday, September 30		
Art Opening: The Country I Come From is Called the Midwest	Friday, October 11	5:30 – 8:00 pm	Royal Nebeker Gallery, Art Building, Lexington Campus
Board of Education October Meeting	Thursday, October 10	5:30 pm	Columbia Hall 219, Lexington Campus
Bandit Scholarship Celebration	Thursday, October 17	4:30 – 5:30 pm	Patriot Hall

Please see attached flyer for more detailed Inservice information.

• Please refer to calendar invites for more detailed information

SCHEDULE

2024

MON

23
SEPT

8:00 AM

WELCOME & BREAKFAST
3RD FLOOR PATRIOT HALL

9:00 AM-11:50 AM

ALL CAMPUS TRAINING
3RD FLOOR PATRIOT HALL

THERE WILL BE A 10 MIN BREAK BETWEEN SESSIONS

1:00 PM-1:50 PM

BOOKSTORE & TUTORING
3RD FLOOR PATRIOT HALL

2:00 PM- 2:50 PM

WEBSITE & IT
3RD FLOOR PATRIOT HALL

3:30 PM- 4:30 PM

DEPARTMENT MEETINGS

TUES

24
SEPT

9:00 AM - 12:00 PM

NEW STUDENT ORIENTATION
LEXINGTON CAMPUS

1:00 PM - 3:00 PM

OPEN ADVISING HOURS

5:00PM

PART TIME FACULTY MEETING
COLUMBIA 219

WED

25
SEPT

9:00 AM

SYNAPSE UPDATES
COLUMBIA 219

10:00 AM-10:50 AM

ADVISOR MEETING
TOWLER 310

11:00 AM & 1:00 PM

CLASSROOM IT HELP - T308
OR

COLLEAGUE WALK THROUGH - T105

TH&FRI

26&27
SEPT

FACULTY WORK DAYS

FALL INSERVICE