

**MINUTES OF THE MARCH 1, 2024
BOARD OF EDUCATION**

Special Board Meeting

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

Others Present: Greg Dorcheus, Logan Garner, Vanessa Garner, Tamara Blackford, Interim President Teena Toyas, Board Secretary Felicity Green

Jody Stahancyk convened the meeting at 1:30 pm and asked if everyone had seen the rules from Karen Smith about the number of people who can be on a Presidential Search Committee. She asked Ed Johnson if the Board had voted to form the Committee. The Board voted to create the Presidential Search Committee on February 29 and named Jody Stahancyk, Mitra Vazeen, Tim Lyman and Lloyd Mueller as the Board representatives. Lloyd Mueller asked Jody Stahancyk if she was chairing the Presidential Search Committee. She said that she was the Chair. There was a question about whether this meeting was a Board meeting or a committee meeting. It was advertised as a Board meeting; Ed Johnson agreed to chair the meeting from that point.

Ed Johnson said that there had been some feedback from the campus community about the Presidential Search Committee. He said the first order of business would be to decide how many people should be on the committee. He says that there should be 16 people only, with two Board members and four staff and faculty.

Jody Stahancyk said that Preston Pulliams told them that the committee should be run by the Board. She said she felt there should be four Board members on the committee and they should select the other committee members.

Greg Dorcheus said that many stakeholders across the community and the campus had expressed issues. He said that as a representative of Human Resources he was committed to impartiality but today he had to bring concerns from the entire campus to the Board, adding that he would not break confidentiality when discussing those concerns. He said that serious concerns about ageism and sexism had been raised following the Special Board meeting on February 26, as well as concerns that the Board is tarnishing the College's reputation. He said that there have been complaints that the meeting perpetuated the College's bad image and that the urgency to have a candidate in place rushes the process. He received four letters from faculty and staff about this issue.

Greg Dorcheus stated that there were also concerns about ethics violations. Lloyd Mueller asked Greg Dorcheus to email the letters to the entire Board so they can respond in a calm and logical way. Tim Lyman said that he also had received phone calls about the Search Committee

makeup. He said the main complaint he heard was that faculty and staff were concerned that the Board was choosing their representatives rather than letting them choose.

Jody Stahancyk said it was important for people to remember that the Search Committee is an advisory committee to the board and must be chaired by a member of the Board. She said that the Board is charged with the makeup of the Committee and the Board is listening to Gold Hill, who have recommended against a large group. She said that the timing was in some ways out of their hands but there was consensus on the Board that they wanted to move more quickly. She added that advisory does not mean powerless and that the Committee will be able to speak, which will be their power.

Jody Stahancyk **moved that the Search Committee include four Board members.** Tim Lyman seconded the motion. There was some discussion of the motion and of the role of the Search Committee. There was a suggestion that the Committee would recommend the finalists and the Board decide among those finalists. There was also discussion of the Committee being responsible for deciding what criteria the College and Community are looking for in a President. There was some further discussion about the makeup of the Committee, including a suggestion that staff and faculty should not outnumber the Board and a suggestion that there should be four Board members, four College staff and faculty, four community leaders and four representatives of special interest groups. Jody Stahancyk stressed that the Committee representatives would be charged with bringing information back from their constituent groups to the Committee and vice versa. Ed Johnson said that Gold Hill could do a town hall zoom meeting and a survey to give everyone a voice in the criteria for the Presidential candidates. He then called a vote on the motion. **The motion carried unanimously with Sheila Roley and Ashley Flukinger absent.**

Tim Lyman **moved that the Board representation on the Search Committee be Jody Stahancyk, Mitra Vazeen, Tim Lyman and Lloyd Mueller.** Mitra Vazeen seconded the motion. **The motion carried unanimously with Sheila Roley and Ashley Flukinger absent.**

Jody Stahancyk **nominated herself as chair of the Search Committee.** Mitra Vazeen seconded this motion. Tim Lyman **nominated Lloyd Mueller as chair of the Search Committee.** There was no second. **The motion to make Jody Stahancyk chair of the Search Committee carried unanimously with Sheila Roley and Ashley Flukinger absent.**

Jody Stahancyk moved to appoint Lloyd Mueller as vice chair of the Search Committee. Tim Lyman seconded the motion. **The motion carried unanimously with Sheila Roley and Ashley Flukinger absent.**

Clatsop Community College
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Jody Stahancyk **moved to make Mitra Vazeen the secretary of the Search Committee.** Tim Lyman seconded the motion. **The motion carried unanimously with Sheila Roley and Ashley Flukinger absent.**

Ed Johnson asked the Board to discuss the survey. He will contact Dr. Pulliams about creating an online survey. There was discussion about putting all the information regarding the search on the College website. The Board decided to ask Dr. Pulliams to attend the March Board meeting on Thursday, March 14.

Interim President Teena Toyas asked the Board how the College would pay for the Gold Hill Associates contract. She said that the contract could not be signed until a source for the funds was found. Greg Dorcheus said that he asked the Board to please keep that in mind as the HR budget is also limited and that he would like to be included in the conversation about how to fund the contract. There were some comments that the money could come from budgeted salaries for staff who are no longer with the College. Teena Toyas stated that the President's Office budget was currently \$133,000 overdrawn.

Greg Dorcheus said that he wanted to ask the Board if they took Teena Toyas seriously as Interim President. He stated that there is no contract on file for her in HR as interim president and there has been no discussion of additional compensation for her.

The Board continued discussing the makeup of the Search Committee. Jody Stahancyk **moved that the Committee have no more than 16 members including four Board members.** She recommended four from the College, four from the community and four more from any predominant groups they believe are not otherwise represented. Ashley Flukinger seconded the motion. Tim Lyman asked if the additional people could come from the College or would the College be limited to four representatives. Jody Stahancyk said that those four would represent an unrepresented constituency or category. She said that could include anyone in Clatsop County and they could be from the College. **The motion carried unanimously with Sheila Roley absent.**

Ed Johnson said the Foundation should be represented. Greg Dorcheus stated that he wanted to add that ASG should be represented and the faculty felt underrepresented. Tim Lyman **moved that one of the unallocated four positions should be a member of the Foundation Board.** Jody Stahancyk seconded the motion. **The motion carried unanimously with Sheila Roley and Ashley Flukinger absent.** Jody Stahancyk **moved that one unaffiliated seat go to ASG or to a student, not necessarily affiliated with ASG.** Tim Lyman seconded the motion. There was some discussion as to whether the student representative could switch in the middle of the search to accommodate changing term schedules. The consensus was that this would not be possible. **The motion to include a student representative carried unanimously The motion carried unanimously with Sheila Roley absent.**

The Board discussed how the applications would be reviewed, including a K-12 superintendent on the Search Committee and if the College should be allowed to choose their own representatives or if the Board should select for them. The Board agreed that the College should choose their own representatives, as should the Foundation Board.

The Board agreed that Dr. Pulliams should give a town hall style presentation on Friday, March 8 for the entire community. There was some discussion about selecting community representatives for the Search Committee. There was also discussion about the survey. One Board member suggested adding a field on the survey for interest people to state their interest and what they could bring to the committee. The decision was to defer the selection of community members until after Dr. Pulliams' presentation. It was also decided that Gold Hill Associates should provide the survey. The Board asked Felicity Green and Greg Dorcheus to provide names of the College representatives by the Friday presentation. Later in the meeting they agreed that those names did not need to be provided until Wednesday, March 13.

The meeting was adjourned at 3:41 pm.

**MINUTES OF THE JUNE 13, 2024
BOARD OF EDUCATION
*Executive Session, Special Meeting, Public Hearing on the Budget and
Regular Board Meeting***

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

The Board of Education convened in Executive Session pursuant to ORS 192.660(2)(a) and 192.660(7) at 4:32 pm. Executive Session was adjourned at 5:20 pm.

The Board convened a Special Meeting at 5:24 pm to make decisions from matters discussed at the Executive Session.

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

Others Present: Rinda Johansen, Fernando Rojas, Julie Kovatch, Bill Meck, Josie Kerr, TJ Lackner, Carla Moha, Mike Brosius, Deac Guidi, Julia Mabry, Cliff Fick, Pat Keefe, Helen Keefe, Tammy Lambert, Margaret Antilla, Julie Brown, Nichole Warwick, Kirsten Horning, Deborah Howe, Marian Derlet, Gulgun Ugur, Evon Jacobsen, David Williams, Kama O'Connor, Aziz Chebili, Celeste Petersen, Tamara Blackford, Kristen Wilkin, Amy Magnussen, Mary Jackson, Jesse Fulton, Jim Alegria, Greg Riehl, Temese Szalai, K. Eaton, Tom Ank, Jake Campbell, Robert Duehmig, Jason, Chris Breitmeyer, Craig Johnson, Jessica Newhall, Interim President Teena Toyas and Recording Secretary Felicity Green

Ashley Flukinger **made a motion that the Board interview the top five candidates from the Presidential Search Committee.** Lloyd Mueller seconded the motion. Ashley Flukinger, Ed Johnson, Lloyd Mueller, Sheila Roley, Jody Stahancyk and Mitra Vazeen voted Aye. Tim Lyman voted Nay. **The motion carried.**

The Special Meeting was adjourned at 5:27 pm.

The Public Hearing on the Budget was called to order at 5:30 pm. There was no public comment. The Hearing was adjourned at 5:31 pm and the Regular Board Meeting convened at 5:32 pm.

Approval of Agenda

Interim President Teena Toyas asked that the agenda be amended in order to discuss the short term borrowing Resolution #2023-2024-3, Authorizing Tax and Revenue Anticipation Notes, first so representatives from Piper Sandler could be present for questions. Jody Stahancyk **moved to approve the agenda as amended.** Ashley Flukinger seconded the motion. **The motion carried unanimously.**

Teena Toyas explained that the College is asking to borrow \$1.7 million on a short-term basis to cover cash flow issues. Although the College did not borrow last year as they were able to use the ERP loan for cash flow, they have used tax and revenue anticipation notes several times in the past. Sheila Roley

commented that this is a commonplace financial strategy for school districts. Ashley Flukinger **moved to approve Resolution #2023-24-03 Authorizing Tax and Revenue Anticipation Notes**. Lloyd Mueller seconded the motion. **The motion carried unanimously.**

PUBLIC FORUM

Rinda Johansen, Program Assistant I and OSEA Rep, read a letter from the Classified Union to the Board. (Appendix A) They support the full-time faculty letter (Appendix B) which asking for a fair and equitable contract for Teena Toyas and that Teena Toyas be retained as Interim President for at least one year. She stressed that even Classified staff affected by the layoffs voted in favor of this letter.

Pat Keefe, Physics Instructor, presented the full-time faculty letter in support of Teena Toyas. He said that one of the main themes of the strategic plan is that the College is seen as chaotic and unstable and her continued Presidency would provide that stability.

Helen Keefe, Patriot Hall Coordinator, spoke in support of Teena Toyas, saying that her interim Presidency is healing the campus from the chaos created by the previous interim

Julie Brown, English Instructor, said that Teena Toyas was the best President she has served under in her 27 years as full-time faculty and that morale has significantly improved under her presidency. She commented that it was unfair that she was making less than the two men who preceded her in the position.

Mike Brosius, Community and Search Committee Member, said that he thought Teena has done a fantastic job but that there are two very viable candidates in the search. He believes that they should be invited to campus but if they do not work out then Teena should be invited to stay.

Julia Mabry, Biology Instructor, thanked the Board and stated her appreciation for those who helped with the search committee. She said she would hate to see someone else come in who is not familiar with the College and particularly their accreditation processes and asked the Board to keep Teena Toyas on as interim a little longer.

Fernando Rojas, Spanish Instructor, said that he had been teaching for 27 years and worked with many principals and presidents but very few leaders like Teena Toyas. He said that while he agreed with Mike Brosius that there are two great candidates, he felt that Teena Toyas was one of those two.

Amy Magnusson, TRIO SSS Guidance Coordinator, said that as a member of the search committee, she appreciates Teena Toyas and the work she has done but is also excited about some of the candidates. She said she wished that Teena Toyas had applied and was in the mix of candidates we reviewed.

Tammy Lambert, Program Assistant II, thanked the Board for opening up the mic tonight. She said that the College needs to heal from the inside out and asked the Board to think about what it will take for the next President to be successful.

Mary Jackson, CTE Regional Coordinator, said that she appreciated the work Teena Toyas has done

but thought halting the search at this point would do a disservice to the Board and the colleagues who have spent their time working on the search.

Asher Finch, Student and ASG President, said that they were on the committee and a lot of good work, time and energy went into it. They felt that not continuing with the search would be disrespectful of the Committee's time, energy and effort. They added that Teena has been a great leader and does a great job.

Kirsten Horning, Distance Learning Coordinator, said that she also had her hours cut but supports Teena Toyas fully. She said she appreciated the work of the Search Committee but expressed concerns about the timing, as most faculty and staff will not be on campus over the summer to meet the candidates.

CONSENT AGENDA: APPROVAL OF MINUTES

Jody Stahancyk moved to approve the April 22, 2024 Special Board Meeting Minutes and the May 9, 2024 Regular Board Meeting Minutes as presented. Sheila Roley seconded the motion. The motion carried unanimously.

VERBAL AND WRITTEN REPORTS

Report of the President

Interim President Teena Toyas reported that the strategic plan is going very well and is on track to be ready to go to the Board by September. Staff and faculty have broken into cohorts and will start working on initiatives next week.

There will be an on-campus accreditation visit from NWCCU on October 28. The nurses' pinning today went very well with lots of visitors. She has been meeting with different people and groups on aspects of funding for the MERTS project. There will be another meeting on June 18 to discuss more possible funding towards redevelopment. There was a question about whether an HR Director had been selected and hired. The new HR Director has been confirmed and is scheduled to start on July 15; however, the paperwork is not yet complete and so this cannot be publicly released yet.

Financial Report

Bill Meck reported that May financials improved from April and the College continues to see some revenue growth. Tuition and fees are up \$181,000 from a year ago. State appropriations are \$335,000 more than last year and fully collected. There is also \$140,000 extra timber revenue Expenditures were up a little under half a million, which is less than the increase seen at this time last year. Some of that expenditure reduction had to do with some of the ERC money that was paid out to Synergy partners. At this time of year there will typically be more expenses than revenues as the books are closed. The College is in a better position than it was a year ago.

Report of the Board Chair

Ed Johnson commented that he very much appreciated all the work that went into the successful budget committee. It was a very difficult process and he appreciated all the difficult decisions that

were made. He also praised the hard work of the Presidential Search Committee and said he hoped the results will be positive no matter what comes out of it.

Report from the Presidential Search Committee

Jody Stahancyk reported that after today's Executive Session the Board agreed to interview the top five candidates on the list on Tuesday, June 18. They cannot disclose names yet but hopefully there will be several finalists to invite to campus after these interviews. There will be at least two weeks' notice so people can arrange to come back to be on campus or on Zoom to interact with the finalists; she is hoping they will take place by mid to late July. Those meetings will take place over the course of one or two whole days and include group meetings with the candidates. She thanked everyone on the committee and said that it was one of the most impressive groups she had ever worked with; they were respectful, collaborative and sharing.

Report from the ASG Representative

Asher Finch reported that ASG will be continuing this summer with their goal to reset the ASG constitution and define goals for student engagement for next year. They said that ASG had a presence at a lot of events over the course of the year and mentioned the CCC bonfire, the letter writing events, the safer sex and resource table in Towler all year, the fiber arts club and the LGBTQ and Allies Club, Lavender Graduation and the on campus Pride March as particular high points. They said there are two students who are enthusiastic to run for president and VP; voting will happen in the fall. The final ASG gathering was last night and they decorated Towler Hall for commencement tomorrow. The Board and audience applauded. Ed Johnson congratulated Asher Finch on their Ford Family scholarship and said they would be missed.

OLD BUSINESS

Set Date and Location for Board Retreat

The Board agreed to send Felicity Green the dates when they are not available in July. There was a question about August; Ed Johnson said that he will be out of town.

BP 2432 Succession of the President

Jody Stahancyk **moved to approve BP 2432 for 2nd reading and adoption.** Sheila Roley seconded the motion. **The motion carried unanimously.**

NEW BUSINESS

Amend 2023 – 2024 Appropriation Resolution #2023-24-01

Jody Stahancyk **moved to approve Resolution 2023-24-01, Amending the 2023-24 Appropriation.** Sheila Roley seconded the motion. **The motion carried unanimously with Tim Lyman absent.**

Adopt FY 2024-25 Budget, Making Appropriations and Imposing and Categorizing Taxes Resolution #2023-24-02

Ed Johnson read the resolution. **Ashley Flukinger moved to approve Resolution #2023-24-02, adopting the FY 2024-25 Budget, Making Appropriations and Imposing and Categorizing Taxes.** Jody Stahancyk seconded the motion. **The motion carried unanimously with Tim Lyman absent.**

Ed Johnson called for a moment of silence for Board member Tim Lyman who just had a death in the family.

Discussion of Complaint Against Board Members

Ed Johnson read Tim Lyman's complaint against Board members Jody Stahancyk and Ed Johnson. BP 2720 violation. He said that the Board should be ethical and that this must be investigated. He recommended appointing an ad hoc committee of three Board members not subject to the complaint to be guided by ethics and determine the validity of the complaint. **Jody Stahancyk moved to appoint Ashley Flukinger, Sheila Roley and Lloyd Mueller to the ad hoc committee.** Ashley Flukinger seconded the motion. **The motion carried unanimously with Tim Lyman absent.**

Discussion of Methodology of Strategic Plan Insight Report

With Tim Lyman absent it was decided to move this issue to July. Teena Toyas will also ask Tim Lyman if after the most recent strategic plan meetings he felt it still needed to be discussed.

Capital Campaign

Teena Toyas said that there was some information in the President's report. On June 4 the group met to identify needs for inclusion in an RFP to solicit consultants to lead a campaign. They will need to file an extension of the deadline. Teena Toyas said she had reached out to OPC about the grant and it would be possible to use the funds to pay for a grantwriter. The group has spoken with multiple possible donors including the bar pilots, cruise ship companies and the Port of Astoria. Dan Clark is working on estimates for what is needed but is having trouble hearing back from contractors. They are hoping to get the RFP done after he has gotten quotes.

Policies and Corresponding Procedures for 1st Reading

Ashley Flukinger **moved to place BP 7120 Recruitment and Hiring in first reading.** Sheila Roley seconded the motion. **The motion carried unanimously with Tim Lyman absent.**

Jody Stahancyk **moved to place BP 3410 in first reading.** Sheila Roley seconded the motion. **The motion carried unanimously with Tim Lyman absent.**

Proposal to Cancel the August Board Meeting

Felicity Green said that in the past there was no August Board meeting and asked how the Board wished to proceed. Ed Johnson said the August meeting should be scheduled and then could be canceled later if not needed.

Approve Full-Time Faculty MOA / Contract

Teena Toyas distributed the MOA with the full-time faculty which would extend their contract through 2024-25 with certain revisions, including two mandatory furlough days, advising roster changes, a 3% COLA and an agreement that no full-time faculty would be laid off this year. The faculty team and the college team have been working hard to get this approved. She summed up the document and said that these changes were covered by the budget.

Jody Stahancyk said that the Board could not agree to not lay people off in the future as there is no certainty that is possible. She said that it would not be good stewardship of the county's funds. She

also commented that if something happened which required layoffs then other staff without this clause would have to be laid off and that would be unfair. Lloyd Mueller agreed and said that something catastrophic could occur which would lead to layoffs.

Ed Johnson asked if this clause had been in the contract previously. Teena Toyas said that no, it was a new clause. She added that any changes would require renegotiation and added that there is a clause in the contract itself that the College reserves the right to create, combine or eliminate positions as it deems necessary. Jody Stahancyk said that she thinks those are two different concepts and that clause would only affect newly hired faculty. Pat Keefe and Julia Mabry said that there was a clause in the contract that allowed the Board to do layoffs in extreme financial difficulties.

The Board recessed for 25 minutes while faculty and staff attempted to find these details in the contract. There was some informal discussion of the contract between Board members, faculty and staff during the break.

After the recess, Jody Stahancyk said that she would like College legal counsel to weigh in on this contract. She said that the Board would consider it in Executive Session on Tuesday at 1:30 pm, before the candidate interviews. Jody Stahancyk and Ed Johnson said they would call Miller Nash.

PUBLIC COMMENT on items discussed at this meeting.

Kevin Leahy said that he has spoken with several people about grant writing and that Providence Hospital is contracting for a community needs grant with Mike Lindberg in Columbia Gorge. He said he is meeting with Mike Lindberg next week as Providence intends this to benefit the entire community.

Teena Toyas said that the two MERTS meetings on June 18 will be combined. She also invited the Board to join the faculty and staff for the employee appreciation pot luck breakfast at 8:30 am on Friday, June 14.

BOARD FORUM

Ashley Flukinger said that she agrees that Teena Toyas has done a great job and it is admirable how much support she has from faculty and staff.

Lloyd Mueller said that he went to lavender graduation which was very nice and the LIT graduation, which was very touching and he was able to speak a little to the graduates.

Ed Johnson said that the nurse pinning was fantastic and that it was inspiring to see married students with multiple kids pursuing life changes. He said that is what community colleges are for.

Ed Johnson adjourned the meeting at 7:33 pm.

July Report to the Board
Teena Toyas
Interim President
7/3/2024

Strategic Planning Update:

- Director, Marketing and Communications, Julie Kovatch, Executive Coordinator to the President and the Board of Education, and Interim President, Teena Toyas continue to meet with Cara Meyer and others of the Coraggio Group every other Wednesday to review all aspects of the strategic planning process.
- The Clatsop Community College Strategic Planning Core Team with the assistance of Coraggio has established five Strategic Planning Cohorts. Two individuals have volunteers to lead each Cohort. The Cohort titles and college staff members are listed below.

Improve Student Access	Advance Student Retention & Success	Strengthen Our Reputation	Increase Organizational Effectiveness	Build and Sustain Academic/ Workforce Partnerships
<u>Cohort Leaders</u> Kasey White & Greg Riehl	<u>Cohort Leaders</u> Teena Toyas & Kristen Wilkin	<u>Cohort Leader</u> Julie Kovatch & Kevin Leahy	<u>Cohort Leaders</u> Greg Dorcheus & Tina Kotson	<u>Cohort Leaders</u> Kevin Leahy & Kristen Wilkin
Pat Keefe	Pat Keefe	Deac Guidi	Celeste Petersen	Jason Edwards
Kama O'Connor	Kama O'Connor	Amy Magnussen	Margaret Antilla	Misty Bateman
Faith Forster	Christine Riehl	Jessica Newhall	Felicity Green	Julie Brown
Kristi Polus	Becky Kraft	Helen Keefe	Julie Kovatch	Kurt Donaldson
Eileen Purcell	Sarah Galeynse	Tammy Heintz	Teena Toyas	Mary Jackson
	Vanessa Garner	Angee Hunt	Dan Clark	

- The Cohort Leaders are scheduling times and dates when the Cohort Groups will meet two or more times during July and August to continue the progress for the strategic planning decisions and initiatives.

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 focus of the visit will be to review the new and approved Strategic Plan, examine the progress that Clatsop Community College has made regarding the ability to implement data driven decision making, and review the Ad Hoc report.
2. A Financial Resource Review report requested by NWCCU is to be completed by September 1, 2024.
3. Year 6-Standard 2-Policies, Regulations, and Financial Review Fall of 2025
4. Year 7-Evaluation of Institutional Effectiveness Fall 2026

Graduation Updates for 2024:

Listed below are the types of degrees, certificates, and other completions and the unofficial number of recipients for each is provided in the column on the right.

Type of Degree or Certificate	Number of Recipients
Associates of Science Oregon Transfer/Business	2
Associate of Arts Oregon Transfer	45
Associate of General Studies	9
Associate of Applied Science/Automotive	3
Associate of Applied Science/Accounting Technician	3
Associate of Applied Science/Business Management	1
Associate of Applied Science/Historic Preservation and Restoration	1
Associate of Applied Science/Nursing	15
Associate of Applied Science/Welding and Fabrication	3
Associates of Applied Science /Automotive	1
Associate of Applied Science/Criminal Justice	1
Associate of Applied Science/Fire Science	1
Associate of Applied Science/Vessel Operations	1
Automotive Technician/Career Pathway Certificate	1
Career Pathway Certificate/Entry-Level Accounting Clerk/Communication in Business/Business Professional/Accounting for Business Management/Business Professional	1

One Year Certificate/Automotive	1
Medical Assisting-One Year Certificate	8
GED Completions	48

Employee Retention Credit (ERC) Updates:

- ❖ An email with updates was received from Senator Merkley's Office on Tuesday, July 2nd, 2024. The email is copied below.

Hi Teena,

I hope you're doing well. I am reaching out to let you know that the inquiry is being monitored by an advocate moving forward. I'll be letting you know what updates they give me as they are available.

I've also attached a piece provided by our IRS District Liaison that narrates what updates are coming from the IRS on ERC's.

Thank you for your patience.

Warmly,

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

Constituent Services Representative

OFFICE OF SENATOR JEFF MERKLEY

- ❖ The document provided from the IRS District Liaison is also provided in the Board Packet.

Outlook and Ongoing Activities during the Summer:

- ✓ Work and actions continue regarding the development of the strategic plan.
- ✓ 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.
- ✓ We welcome the new Human Resources, Title XI, and DEI Director, Anita Jensen beginning, July 15, 2024.
- ✓ Welcome Lacey Guest to the TRIO Pre-College Program. Lacey's position as a College/Career Advisor began in June 2024.
- ✓ Patriot Hall is open Monday-Thursday 7:00 AM to 7:00 PM during the summer term.
- ✓ Library hours during the summer are Monday-Thursday 8:00 AM to 4:30 PM until August 22, 2024
- ✓ Implementation of Ellucian is going well and continues to move forward.

Wishing everyone a fabulous summer!



IRS enters next stage of Employee Retention Credit work; review indicates vast majority show risk of being improper

Highest-risk claims being denied, additional processing to begin on low-risk claims; heightened scrutiny and review continues as compliance work tops \$2 billion; IRS will consult with Congress on potential legislative action before making decision on future of moratorium

IR-2024-169, June 20, 2024

WASHINGTON — Following a detailed review to protect taxpayers and small businesses, the Internal Revenue Service today announced plans to deny tens of thousands of improper high-risk Employee Retention Credit claims while starting a new round of processing lower-risk claims to help eligible taxpayers.

“The completion of this review provided the IRS with new insight into risky Employee Retention Credit activity and confirmed widespread concerns about a large number of improper claims,” said IRS Commissioner Danny Werfel. “We will now use this information to deny billions of dollars in clearly improper claims and begin additional work to issue payments to help taxpayers without any red flags on their claims.”

“This is one of the most complex credits the IRS has administered, and we continue to ask taxpayers for patience as we unravel this complex process,” Werfel added. “Ultimately, this period will help us protect taxpayers against improper payouts that flooded the system and get checks to those truly eligible.”

The review involved months of digitizing information and analyzing data since last September to assess a group of more than 1 million Employee Retention Credit (ERC) claims representing more than \$86 billion filed amid aggressive marketing last year.

During this process, the IRS identified between 10% and 20% of claims fall into what the agency has determined to be the highest-risk group, which show clear signs of being erroneous claims for the pandemic-era credit. Tens of thousands of these will be denied in the weeks ahead. This high-risk group includes filings with warning signals that clearly fall outside the guidelines established by Congress.

In addition to this highest risk group, the IRS analysis also estimates between 60% and 70% of the claims show an unacceptable level of risk. For this category of claims with risk indicators, the IRS will be conducting additional analysis to gather more information with a goal of improving the agency’s compliance review, speeding resolution of valid claims while protecting against improper payments.

At the same time, the IRS continues to be concerned about small businesses waiting on legitimate claims, and the agency is taking more action to help. Between 10% and 20% of the ERC claims show a low risk. For those with no eligibility warning signs that were received prior to the last fall’s moratorium, the IRS will begin judiciously processing more of these claims.

The IRS anticipates some of the first payments in this group will go out later this summer. But the IRS emphasized these will go out at a dramatically slower pace than payments that went out during the pandemic period given the need for increased scrutiny.

As the additional IRS processing work begins at a measured pace, other claims will begin being paid later this summer following a final review. This additional review is needed because the submissions may have



calculation errors made during the complex filings. For those claims with calculation errors, the amount claimed will be adjusted before payment.

The IRS also noted that generally the oldest claims will be worked first, and no claims submitted during the moratorium period will be processed at this time.

No additional action needed by taxpayers at this time; await further notification from the IRS

The IRS cautioned taxpayers who filed ERC claims that the process will take time, and the agency warned that processing speeds will not return to levels that occurred last summer. Taxpayers with claims do not need to take any action at this point, and they should await further notification from the IRS. The agency emphasized those with ERC claims should not call IRS toll-free lines because additional information is generally not available on these claims as processing work continues.

“These complex claims take time, and the IRS remains deeply concerned about how many taxpayers have been misled and deluded by promoters into thinking they’re eligible for a big payday. The reality is many aren’t,” Werfel said. “People may think they are on safe ground, but many are simply not eligible under the law. The IRS continues to urge those with pending claims to use this period to review the guideline checklist on IRS.gov, talk to a legitimate tax professional rather than a promoter and use the special IRS withdrawal program when there’s an issue.”

Werfel also cautioned taxpayers to be wary of promoters using today’s announcement as a springboard to attract more clients to file ERC claims.

“The whole world has changed involving Employee Retention Credits since the deepest days of the pandemic,” Werfel said. “Anyone applying for this credit needs to talk to a trusted tax professional and closely review the eligibility requirements, not someone playing fast and loose and trying to make a fast buck off well-meaning taxpayers. People need to be cautious of promoters trying to take advantage of today’s announcement to drive more business. People should remember the IRS continues to be very active in our compliance lanes on Employee Retention Credits.”

Steps taken since September 2023 when processing moratorium on new ERC claims began

During the ERC review period, the IRS continued to process claims received prior to September 2023. The agency processed 28,000 claims worth \$2.2 billion and disallowed more than 14,000 claims worth more than \$1 billion.

The ERC program began as a critical effort to help businesses during the pandemic, but the program later became the target of aggressive marketing well after the pandemic ended. Some promoter groups may have called the credit by another name, such as a grant, business stimulus payment, government relief or other names besides ERC or the Employee Retention Tax Credit (ERTC).

To counter the flood of claims being driven by promoters, the IRS announced last fall a moratorium on processing claims submitted after Sept. 14, 2023, to give the agency time to digitize information on the large study group of nearly 1 million ERC claims, which are made on amended paper tax returns. The subsequent analysis of the results during this period helped the IRS evaluate next steps, providing the IRS valuable information to change the way the agency will process ERC claims going forward.

The findings of the IRS review confirmed concerns raised by tax professionals and others that there was an extremely high rate of improper ERC claims.



The claims followed a flurry of aggressive marketing and promotions last year that led to people being misled into filing for the ERC. After the moratorium was put in place on Sept. 14, the IRS has continued to see ERC claims continuing to come in at the rate of more than 17,000 a week, with the ERC inventory currently at 1.4 million.

In light of the large inventory and the results of the ERC review, the IRS will keep the processing moratorium in place on ERC claims submitted after Sept. 14, 2023. The IRS will use this period to gather additional feedback from partners, including Congress and others, on the future course of ERC.

“We decided to keep the post-September moratorium in place because we continue to be concerned about the substantial number of claims coming in so long after the pandemic,” Werfel said. “These claims are clogging the system for legitimate taxpayers. We worry that ending the moratorium might trigger a gold rush by aggressive marketers that could lead to a new round of improper claims, which would be a bad result for taxpayers or tax administration. We will use this time to consult with Congress and seek additional help from them on the ERC program, including potentially closing down new claims entirely and seeking an extension of the statute of limitations to allow the agency more time to pursue improper claims.”

Special IRS Withdrawal Program remains open for those with unprocessed ERC claims

Given the large number of questionable claims indicated by the new review, the IRS continues to urge those with unprocessed claims to consider the special IRS ERC [Withdrawal Program](#) to avoid future compliance issues.

Businesses should quickly pursue the [claim withdrawal process](#) if they need to ask the IRS to not process an ERC claim for any tax period that hasn't been paid yet. Taxpayers who received an ERC check — but haven't cashed or deposited it — can also use this process to withdraw the claim and return the check. The IRS will treat the claim as though the taxpayer never filed it. No interest or penalties will apply. With more than 1.4 million unprocessed ERC claims, the claim withdrawal process remains an important option for businesses who may have submitted an improper claim.

IRS compliance work tops \$2 billion from Voluntary Disclosure Program, withdrawal process, disallowances

The IRS also announced today that compliance efforts around erroneous ERC claims have now topped more than \$2 billion since last fall. This is nearly double the amount announced in March following completion of the special ERC Voluntary Disclosure Program (VDP), which the IRS announced led to the disclosure of \$1.09 billion from over 2,600 applications. The IRS is currently considering reopening the VDP at a reduced rate for those with previously processed claims to avoid future compliance action by the IRS.

Compliance work on previously processed ERC claims continue, and work continues on a number of efforts to counter questionable claims:

- The ongoing [claim withdrawal process](#) for those with unprocessed ERC claims has led to more than 4,800 entities withdrawing \$531 million.
- The IRS has determined that more than 12,000 entities filed over 22,000 claims that were improper and resulted in \$572 million in assessments. This initial round of letters covers Tax Year 2020. Thousands more of these letters are planned in coming months to address Tax Year 2021,



which involved larger claims. Congress increased the maximum ERC from \$5,000 per employee per year in 2020, to \$7,000 per employee for each quarter of the year in 2021.

- More than 2,600 applications for the special [ERC Voluntary Disclosure Program \(VDP\)](#), which ended in March, disclosed \$1.09 billion.

The IRS is currently assessing whether to reopen the special ERC Voluntary Disclosure Program to help taxpayers get into compliance on paid claims and avoid future IRS compliance action, including audits. If the program reopens, the IRS anticipates the terms will not be as favorable as the initial offering that closed in the spring. A decision will be made in coming weeks.

The IRS also reminded those with pending claims or considering submitting an ERC claim about other compliance actions underway:

Criminal investigations: As of May 31, 2024, IRS Criminal Investigation has initiated 450 criminal cases, with potentially fraudulent claims worth nearly \$7 billion. In all, 36 investigations have resulted in federal charges so far, with 16 investigations resulting in convictions and seven sentences with an average sentence of 25 months.

Audits: The IRS has thousands of ERC claims currently under audit.

Promoter investigations: The IRS is gathering information about suspected abusive tax promoters and preparers improperly promoting the ability to claim the ERC. The IRS's Office of Promoter Investigations has received hundreds of referrals from internal and external sources. The IRS will continue civil and criminal enforcement efforts of these unscrupulous promoters and preparers.

Help for businesses with eligibility questions and those misled by promoters

Some promoters told taxpayers every employer qualifies for ERC. The IRS and the tax professional community emphasize that this is not true. Eligibility depends on specific facts and circumstances. The IRS has dozens of resources to help people learn about and check ERC eligibility and businesses can also consult their [trusted tax professional](#). Key IRS materials to help show taxpayers if they have a risky ERC claim include:

- [ERC Eligibility Checklist](#) (interactive version and a [printable guide](#)) includes cautions about common areas of misinformation and links to facts and examples.
- [7 warning signs ERC claims may be incorrect](#) outlines tactics that unscrupulous promoters have used and why their points are wrong.
- [Frequently asked questions about the Employee Retention Credit](#) includes eligibility rules, definitions, examples and more.

OCCA Update for College Boards – July 2024

College Board Organizational Meetings

Community college boards are required by Oregon statute to hold an organizational meeting at the start of each fiscal year sometime after July 1. Unlike election years, in non-election years, there is no requirement for the organizational meeting to be held during the month of July.

At the organizational meeting, community college boards must meet for the purpose of organizing and electing a chair and a vice-chair (ORS 341.283). Other items for the July organizational meeting may include the following:

- Establishing dates and times of regular board meetings
- Appointing members to committees
- Adopting rules governing the conduct of board members and board proceedings
- Selecting the board's OCCA Representative.

OCCA Board Representative Selection

OCCA Representatives from each college serve with the college president as members of the OCCA Board of Directors. The OCCA Representative brings the perspective of their member college's district board of education on issues of statewide concern to the Association and the Board of Directors. OCCA Bylaws delineate the duties of the OCCA Representatives as playing an active role in the activities of the Board of Directors, providing the local voice from their district boards of education to the Board of Directors on issues of statewide impact, and actively engaging their fellow district board of education members in supporting and promoting Association goals and priorities.

2024 OCCA Member Feedback Survey

We invite you and your fellow board members to participate in our [2024 Member Feedback Survey](#). This is your opportunity to share your insights and help us understand your perspectives – what is OCCA doing well and where can we improve as an organization as we look to the future. The survey will remain open until the close of business on July 17. Responses will remain strictly confidential; our primary goal is to gather collective insights to improve our services for you and all our members. The survey should take approximately 10-15 minutes to complete, and you have the option to skip any questions you prefer not to answer.

To participate, please click on the survey link: <https://www.surveymonkey.com/r/96VFP2B>

OCCA 2024-25 Calendar

OCCA has released its calendar for the 2024-25 academic year. This calendar includes all events and trainings, OCCA board and standing committee meetings, and other important dates. [Click here](#) for the calendar or [visit the OCCA website](#).

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.

- **Board Member Training: Save the Date!** – OCCA’s All Board Member Training is set for Saturday, September 7, at Chemeketa Community College’s Eola Center in Salem. Come learn how OCCA supports board members, presidents and colleges in Oregon, the future of OCCA and its services, and meet new OCCA Executive Director Dr. Abby Lee. You’ll also learn about how boards and colleges can hold constructive dialogues using civil discourse methods. Registration opens in July, but you can reserve your hotel room now at the Grand Hotel to secure the special OCCA rate! There will also be an opportunity for members to come to town early to network at a dinner. Visit the OCCA website, <https://occa17.com/board-training/> for details.
- **OCCA Conference: Call for Presentations** – OCCA is now accepting proposals for breakout sessions at the 2024 OCCA Annual Conference, set for November 6-8 at Salishan Coastal Lodge in Gleneden Beach. This year’s theme is “Charting a Course to the Future,” and OCCA is looking for presentations that share best practices, showcase a unique college program, or inform other stakeholders about an event or issue affecting your institution and/or community colleges on a broader level. All presentations should relate to the conference theme, as well as at least one of the following topic areas:
 - Innovation and the Future;
 - Equitable Pathways to Good Careers;
 - Board and College Commitment to Equity;
 - Student Achievement and Data;
 - Policy and Procedure; or
 - Community Engagement and Partnerships

All proposals must be submitted by Friday, August 16, at 5:00 p.m. PST using the [online form](#). More details on the conference and proposal submissions can be found on the OCCA Annual Conference web page, <https://occa17.com/occa-annual-conference/>.

- **Howard Cherry Awards: Call for Nominations** – OCCA is also now accepting nominations for the annual Howard Cherry Awards, held November 7 during the OCCA Annual Conference at Salishan Coastal Lodge. The Howard Cherry Awards are named for Dr. Howard Cherry, who was a lifelong advocate for education and community involvement. Nominations may be made in the following categories:
 - Outstanding Community College Advocate
 - Outstanding Community College Board Member
 - Outstanding Community College Administrator

Nominations must be submitted no later than Friday, August 16, at 5:00 p.m. PST using the [online form](#). More details about the Howard Cherry Awards can be found on the OCCA website, <https://www.occa17.com/occa-annual-conference/>.

- **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, lobbying tips, important messaging for the Session, and the legislative process. Visit our website this fall for all the details, <https://occa17.com/occa-advocacy-training/>.

- **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 as a benefit – 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 stay tuned for registration details this fall!

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.

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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.

JULY 2024

July 24	Campus Advocacy Coordinators (CAC) Retreat	Central Oregon CC, Bend
July 25	Oregon CC Marketing & Public Relations (OCCMPR) Retreat	Central Oregon CC, Bend

AUGUST 2024

August 4-7	Oregon Presidents' Council (OPC) Retreat	Tillamook Bay CC, Tillamook
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SEPTEMBER 2024

September 2	LABOR DAY OCCA Office Closed	HOLIDAY
September 6	Executive Committee Retreat	Chemeketa Eola, Salem
September 7	All Board Member Training (dinner on September 6)	Chemeketa Eola, Salem
September 23-25	Legislative Days	State Capitol, Salem

OCTOBER 2024

October 3	OPC Meeting 9 am – 3 pm	Rogue CC, Grants Pass
October 4	OCCA Board Meeting 8:30 Board Forum / 9 am – 12 pm Board Meeting	Rogue CC, Grants Pass
October 6-8	2024 Annual Oregon Economic Development Conference	Running Y Ranch & Resort, Klamath Falls
October 10	OCCA Legislative Advocacy Training	Virtual
October 23-26	Association of Community College Trustees (ACCT) Leadership Congress	Seattle, WA
October 31	OCCA Lunch & Learn Webinar – Intro to OCCA 101	Virtual

NOVEMBER 2024

November 6	OPC Meeting 9 am – 3 pm	Salishan Resort, Gleneden Beach
November 6	Board Policy Program Training	Salishan Resort, Gleneden Beach
November 6-8	OCCA Conference	Salishan Resort, Gleneden Beach
November 7-9	Oregon School Board Association (OSBA) Convention	Portland, OR
November 11	Veteran's Day OCCA Office Closed	HOLIDAY
November 20-22	Northwest Commission on Colleges and Universities (NWCCU) Conference	Seattle, WA
November 21	OCCA Lunch & Learn Webinar – Local Budget Law	Virtual
November 28-29	Thanksgiving OCCA Office Closed	HOLIDAY

DECEMBER 2024

December 5	OPC Meeting 9 am – 3 pm	Mt. Hood CC, Gresham
December 6	OCCA Board Meeting 8:30 Board Forum / 9 am – 12 pm	Mt. Hood CC, Gresham
December 10-11	Legislative Days	State Capitol, Salem
December 24-25	Christmas OCCA Office Closed	HOLIDAY
December 31	New Years Eve OCCA Office Closed	HOLIDAY

JANUARY 2025

January 1	New Year's Day – OCCA Office Closed	HOLIDAY
TBD	OPC Meeting 9 am – 3 pm	Virtual
TBD	Weekly Legislative Update Calls Begin	Virtual
January 20	Martin Luther King – OCCA Office Closed	HOLIDAY
January 21	2025 Legislative Session Begins	
January 30	OCCA Lunch & Learn Webinar – 2025 Legislative Session & Advocacy	Virtual

FEBRUARY 2025

February 6	OPC Meeting 9 am – 3 pm	Virtual
February 7	OCCA Board Meeting 8:30 Board Forum / 9 am – 12 pm Board Meeting	Virtual
February 9-12	National Legislative Summit (NLS)	Washington DC
February 6-7	Student Success and Retention Conference (SSRC)	Portland, OR
February 27	OCCA Lunch & Learn Webinar – Workforce/Economic Development	Virtual

MARCH 2025

TBD	OPC Meeting 9 am – 3 pm	Virtual
March 5-6	OCCA Legislative Summit	Salem Convention Center/State Capitol, Salem
March 27	OCCA Lunch & Learn Webinar – Artificial Intelligence	Virtual

APRIL 2025

April 3-5	Council for the Study of Community Colleges (CSCC)	Detroit, MI
April 12-15	American Association of Community Colleges (AACCC) Annual Conference	Nashville, TN
TBD	OPC Meeting 9 am – 3 pm	Chemeketa CC / Hybrid
April 18	All-Oregon Academic Team Luncheon	Chemeketa Eola, Salem
April 24	OCCA Lunch & Learn Webinar – Diversity, Equity & Inclusion	Virtual

MAY 2025

May 15	OPC Meeting 9 am – 3 pm	Chemeketa CC, Salem
May 16	OCCA Board Meeting 8:30 Board Forum / 9 am – 12 pm Board Meeting	Chemeketa CC, Salem
May 26	Memorial Day – OCCA Office Closed	HOLIDAY
May 29	OCCA Lunch & Learn Webinar – Mental Health	Virtual

JUNE 2025

June 26	OCCA Lunch & Learn Webinar – Public Meeting Law	Virtual
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June/July TBD	Sine Die End of the Legislative Session	
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2024-2025

Events & Trainings



All Board Member Training



Member Registration Fee*: ~\$100

September 7, 2024

Chemeketa Eola Center, Salem

Join community college board members from around the state for this one-day training opportunity! Learn about how OCCA supports board members, presidents and colleges in Oregon, and the future of OCCA and its services. Participants will also learn about holding constructive dialogues using civil discourse methods. This training is ideal for all college board members, as well as presidents.

Annual Conference & Howard Cherry Awards



Member Registration Fee*: ~\$530

November 6-8, 2024

Salishan Coastal Lodge

The Conference brings together college board members and administrators to learn more about how to be empowered to learn more about current issues and explore the roles and responsibilities board members can play in providing leadership that ensures Oregon's community colleges remain vibrant institutions that provide equitable educational opportunities for all. Event also includes the annual Howard Cherry Awards to honor an outstanding community college administrator, advocate and board member.

**Registration fees are approximate and based on 2023-24 fees. They do not include hotel and other travel costs. Subject to change when updated registration becomes available.*

2025 Legislative Summit

March 5-6, 2025
Salem Convention Center



Opportunity for college presidents, board members, students and other advocates to learn more about impacts to colleges during the Legislative Session. Hear from legislators, veteran community college advocates, and students. Learn advocacy best practices and important messaging as we work to support community colleges during the 2025 Legislative Session.

Member Registration Fee: ~\$125*

AOAT Luncheon

April 18, 2025
Chemeketa Eola Center, Salem

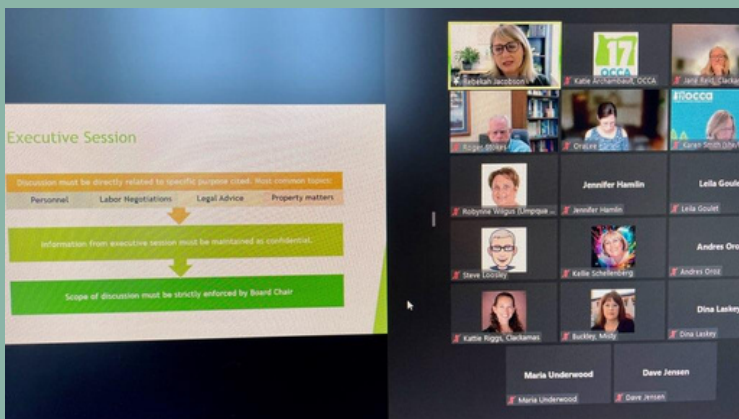


This luncheon honors Oregon community college students selected to the All-Oregon Academic Team. This honor recognizes high-achieving two-year college students who demonstrate academic excellence and intellectual rigor combined with leadership and service that extends their education beyond the classroom to benefit society.

Registration Fee: ~\$60*

OCCA Lunch & Learn Webinars

Monthly/Virtual
Last Thursday in October-June



Join OCCA for monthly professional development webinars to learn about issues important to community college board members and leaders. These hour-long webinars take place the last Thursday of each month at noon PST. There is no registration cost to attend for OCCA members as they are included as a member benefit. For the full schedule of events, please [click here](#).

Member Registration Fee: \$0*



LUNCH & LEARN

Last Thursday of the month
Noon to 1:00 p.m. PST

2024-25

October



October 31

**Intro to OCCA
101**

November



November 21

**Local Budget
Law**

January



January 30

**2025 Legislative
Session &
Advocacy**

February



February 27

**Workforce/
Economic
Development**

March



March 27

**Artificial
Intelligence**

April



April 24

**Diversity,
Equity &
Inclusion**

May



May 29

**Mental
Health**

June



June 26

**Public Meeting
Law**

No-cost registration for OCCA members

To learn more and to register, visit <https://www.occa17.com/lunchandlearn/>

(Packet documents due by July 01st)

BOARD REPORT – July 11th, 2024

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

CENTER FOR BUSINESS, COMMUNITY & WORKFORCE DEVELOPMENT

Submitted by Jessica Newhall, Director CBCW, Jason Edwards (Coordinator, Workforce Training) & Kinga Sanders (Coordinator, Community Education)

Kinga Sanders last day is June 28th and we have consolidated the .77 community education and full-time workforce training coordinator positions into one position- a .8 Community Education & Professional Development Coordinator position. Jason Edwards will be taking on this role beginning July 1. He also serves as the .20 Programming Specialist for the SBDC, supporting workshops and education.

Community Ed

FTE Registrations	594
Non-FTE Registrations	532
Number of Classes	111
Total Registrations	1126
Total FTE (6+ hour classes)	19.6

Bandit Community Fitness

Total Number of Paid Community Members	650
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Workforce Training/ Professional Development

Total Registrations	
Number of non-entered classes	341
CCC & 3 rd Party Classes	40
3rd Party Classes	27
3rd Party Classes Not Entered	23
Total Fee Revenue	\$12,460
Total FTE Income	\$13,088
Total Income	\$25,548

Plumbing Apprenticeship

Fall Term	11
Spring Term	11

Small Business Development Center (Jan-June 2024)

Impact	2024 YTD
Unique Clients Served	156
Capital Formation Amount	\$1,218,700
Capital Formation Transaction Count	14
Jobs Created	18
Business Startups	10

Clatsop WORKS Paid Internship Program & CCC Cooperative Work Experience

Submitted by Misty Bateman, Program Manager

Clatsop WORKS

- The summer 2024 Clatsop WORKS student interns cohort is off to a great start! 23 employers hired 30 student interns for summer 2024.
 - North County: 16 employers hired 19 interns
 - South County: 7 employers hired 11 interns
 - Students hired:
 - Astoria High: 8
 - Seaside High: 8
 - Clatsop Community College: 4
 - TPJC: 4
 - Warrenton High: 4
 - Jewell School: 1
 - Homeschool: 1
 - Knappa High: 0
- TOTAL = 30
- Intern Orientation was held on June 18th at South County Campus and all interns attended! For the next 7 weeks, the interns will work their internships and will also attend Career Exploration sessions with Misty every Wednesday morning.

Cooperative Work Experience (CWE)

- The five student enrolled in CWE280 in Spring 2024 all completed their work experiences and passed their course. Three of the students were hired by the employer who hosted their cooperative work experience to continue on as employees!
- There are three students currently completing their Learning Outcomes paperwork in order to register for Cooperative Work Experience for summer term. All three are automotive students and will be hosted by Lum's Auto, Ocean Crest Chevrolet, and Les Schwab Tires.

- Coordinating with OSU, we were able to place a current CCC maritime student, Jason Babich, into an internship position onboard the R/V MARCUS G. LANGSETH, where he will be assisting with vessel operations on their science mission this summer from Brooklyn NY to Reykjavik Iceland. OSU covers his travel costs to New York and home from Iceland, and it is a paid internship as well!

**Foundation Board Report for Thursday, July 11, 2024 Board of Education Meeting
Submitted by Angee Hunt, June 28, 2024**

1. **June 2024 printed 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 Report for Thursday, July 11th, 2024 BOE Meeting

Submitted by Julie Kovatch, 6/28/24

Communications - Internal

- Website-
 - June website use: Users: 6.1K
 - Highest visited pages for June.: Homepage, New MyCCC, Canvas, Faculty Staff, Register for Classes
- Creation of promotions and press releases: Ales & Ideas Student Showcase, Shinrin yoku, Commencement, Nurses Pinning, Pride events
- Finalized and ordered the Lower Division Transfer “Areas of Focus” trifolds for recruitment and promotion purposes. We utilized the Learning Communities groupings to categorize them into: Arts & Communications, Math & Sciences, and Social Sciences & Education. Sample is attached at end of report.
- Assisted in internal communication to set focus for the Strategic Planning Cohorts to engage in the next steps throughout July and August.
- With reduction of staff at CCC, we realized the registrar and curriculum coordinator who were trained in the online catalog are no longer here, so responsibilities for the online catalog have returned to our department. Russ Dickerson will be leading the efforts to make sure next year’s catalog is up to date with accurate information.
- Collaborated with Career Pathways in creating new Career Pathways info cards.
- Acting as an advisor for the Associated Student Government- Meeting with ASG weekly, assisting with PO’s and purchases and activities as requested and wrapping up the year. Assisted with the end of the year meeting and celebration.
- Graduation responsibilities: create landing pages and redirects for live streaming, photography, set up, supplies as well as creation of the printed program.
- Member of New Student Orientation committee: assist with promo materials, messaging, activities.
- Took all photos from graduation events. They are being processed and will be up in July for students and all to view.
- Removed employees from website and directory that are no longer employed at CCC as of June 30.

Communications - External

- Announcements and Press releases for Ales & Ideas, Commencement and Guest Speaker announcement, CCC’s scholarship recipient, Shinrin-Yoku art hike, CCC end of year bonfire, CCC Pride month activities, Outstanding Teacher awards, Student spotlight articles
- Met with Mike Martin with Clatsop Care and Mike Antrim with Providence about opportunities for cross promotions. I am currently working with Providence on a billboard showcasing our Nursing and Allied Health program. No solid plans with Clatsop Care yet but we are still talking on ideas.
- Meeting weekly with Corragio on strategic planning tasks and organization, timelines, and communications.

Communications and Marketing Report for Thursday, July 11th, 2024 BOE Meeting

Submitted by Julie Kovatch, 6/28/24

- Registered for Summer Parades: 4th of July in Warrenton and Astoria Regatta in August
- Lead a small group in hosting the CCC End of Year Bonfire at Sunset Beach on June 7th. We had a great turn out of students, employees, family members and a few community members. We collaborated with ASG to offer smores. Thank you to the Antilla family for helping haul wood and maintain the bonfire. Many asked to make this a yearly event.

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

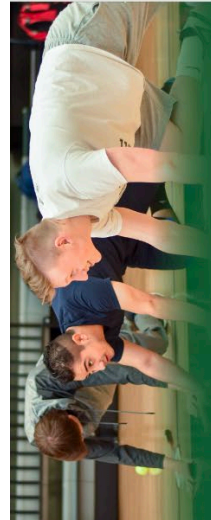
- Radio Ads continued through June focusing on starting their college journey here and how more people are eligible for FAFSA than ever before and there is financial assistance to attend CCC.
- Sponsored the Seaside Car Show and used it as an opportunity to highlight the Automotive department. We were able to secure our Automotive Instructor Thad Nolan as a judge and also enter a car that students work on into the show. We had many people stop by not only to look at the Montago, but also visit about the program. We had students present to talk about what they learn and had an engaging experience. We are scheduled to also participate in the September car show in Seaside as well.
- I have signed up to have a CCC booth at the Seaside Market once a month through the summer. The first booth date was June 26th. While it was a rainy day, we had several people stop by inquiring about classes. There was a mix of questions about academics and also community education. It was a positive start.
- Social Media- Audience- June #'s-
 - Facebook followers: 3,422
 - Instagram Followers: 1,210
 - Organic post reach #'s Facebook: 8675 Instagram: 987

Events – Recent and Upcoming

- July 4- Participate in the Warrenton 4th of July Parade
- July 17- Seaside Market CCC Booth
- Aug. 10- Participate in the Astoria Regatta Land Parade
- Sept. 12- CCC participates in Wheels & Waves Seaside car show
- CCC events and important dates can be seen on the CCC Calendar at:
www.clatsopcc.edu/events/

Attached Items:

- One of the trifold info pieces for recruitment for Lower Division Transfer areas of focus.
- Photo from End of the Year Bonfire



HEALTH, PHYSICAL EDUCATION & NUTRITION

Understand the importance of maintaining a healthy lifestyle and physical well-being through studying nutrition, exercise, mental health, and the prevention of diseases helps foster lifelong habits that contribute to overall wellness. Focus your electives on CCC's Health & Physical Education classes while obtaining your AAOT degree to gain a foundation for further studies in the Health and Wellness fields.

MATH

Develop critical thinking, problem-solving, and analytical skills that are applicable in virtually every aspect of life. Mathematics provides the foundational language and tools needed to understand and describe the world around us, from everyday tasks like budgeting and cooking to advanced fields such as engineering, physics, computer science, and economics. Go beyond your core classes in math for a transfer degree and using your electives to further your studies that will prepare you for advanced classes at a university and to navigate the increasingly data-driven and technological society we live in.

SCIENCES


As part of transfer degree requirements, choose from various science classes that will expand your understanding of life systems and the universe. If science is your passion, multiple areas of focus are available to develop your knowledge if you plan to pursue a science major at a university.

Biology and Botany

Understand life from the molecular level to entire ecosystems that address many of the world's pressing challenges, such as diseases and sustainable food production. Biology opens up career opportunities in fields like healthcare, environmental conservation, biotechnology, and education.

Chemistry

Chemistry is the cornerstone of numerous scientific and industrial advancements, from the development of new materials and medicines to innovations in energy production. Chemistry offers career paths in fields such as pharmaceuticals, environmental science, forensic science, and chemical engineering.




Environmental Science

Understand and address the complex environmental challenges facing our planet. Learn about the impacts of human activities on ecosystems, climate change, resource management, and conservation strategies.

General Science

Studying general science provides a comprehensive foundation in the key principles of multiple scientific disciplines, including biology, chemistry, physics, and earth science.

Physics

Study the principles that govern the universe, from the smallest particles to the largest galaxies. Physics teaches motion, energy, force, and the nature of matter and radiation, which are foundational to numerous scientific and technological advancements. Physics lays the groundwork for careers like engineering, astronomy, medical technology, and renewable energy.



START HERE. GO ANYWHERE.

Clatsop Community College is an affirmative action, equal opportunity institution. ADA accessible. For the complete Non-Discrimination and Accommodations statements, please visit <https://www.clatsopcc.edu/ada>.

Clatsop Community College es una institución de igualdad de oportunidades y de afirmación positiva. Para las declaraciones completas de No-Discriminación y de Acomodación, por favor visite <https://www.clatsopcc.edu/ada>.

NEW STUDENT CHECKLIST

✓ GATHER INFORMATION

Check out Clatsop Community College to learn about programs and admission

- www.clatsopcc.edu
- Or visit the Welcome Center/First Stop
Call (503) 338-2411
Columbia Hall 109

✓ APPLY FOR ADMISSION

Apply online at:
<https://www.clatsopcc.edu/applynow>



Or scan QR code for college application

✓ APPLY FOR FINANCIAL AID

Complete the Free Application for Federal Student Aid (FAFSA) online: studentaid.gov

For help, please email financial@clatsopcc.edu or call (503) 338-2414

✓ AFTER ADMISSION

Complete the Orientation Process
You will receive an email with a link to the online orientation once you are admitted to CCC.

Schedule an Advising Appointment to register for classes.

EXPLORE AREAS OF FOCUS
FOR TRANSFER WITH AN
AAOT DEGREE

ASSOCIATE OF ARTS
OREGON TRANSFER
MATH & SCIENCES

Health, Physical
Education &
Nutrition

Math
Sciences

Areas of Focus



TRANSFER WITH CONFIDENCE!

Explore academic disciplines in preparation for transfer to a four-year college or university. The Associate of Arts, Oregon Transfer (AAOT) degree can further a student's seamless transfer.

Students earning the AAOT complete lower division requirements at Clatsop Community College. Once a student completes the AAOT at Clatsop you can transfer to one of Oregon's seven (7) public universities and have the AAOT degree accepted as a complete package, meaning you will have all the lower division General Education requirements for a baccalaureate degree accepted.

QUESTIONS?

CONTACT ADMISSIONS **CLATSOP COMMUNITY COLLEGE**
Columbia Hall Room 115D
1651 Lexington Ave.
Astoria, OR 97103
admissions@clatsopcc.edu
clatsopcc.edu/admissions



Clatsop
Community
College

www.clatsopcc.edu

www.clatsopcc.edu/math-sciences

Communications and Marketing Report for Thursday, July 11th, 2024 BOE Meeting

Submitted by Julie Kovatch, 6/28/24



2nd Reading and Adoption



BP 3410 Nondiscrimination

References:

Title VI of the Civil Rights Act of 1964 (Title VI) and 42 U.S. Code Section 2000d;
Title VII of the Civil Rights Act of 1964 (Title VII) and 42 U.S. Code Section 2000e
Title IX of the Education Amendments Act of 1972; 20 U.S. Code Sections 1681 et seq.;

The Age Discrimination in Employment Act of 1967(ADEA) and 29 Code of Federal Regulations Sections 1625 et seq.;

Age Discrimination Act of 1975; 42 U.S. Code Sections 6101-6107, 34 Code of Federal Regulations Sections 110 et seq. and 45 Code of Federal Regulations Section 90 et seq.;

Americans with Disabilities Act of 1990 (ADA) and 29 Code of Federal Regulations Sections 1630 et seq.;

ADA Amendments Act of 2008 (ADAAA);
Section 504 of the Rehabilitation Act of 1975, 34 Code of Federal Regulations Sections 104 et seq. and 45 Code of Federal Regulations Sections 84 et seq.;

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) and 29 Code of Federal Regulations Sections 1635.1 et seq.;

29 Code of Federal Regulations Sections 1601.1 et seq. – Discrimination based on National Origin;

29 Code of Federal Regulations Parts 1606 et seq. – Religious Discrimination;

Pregnancy Discrimination Act of 1978 (PDA) and 29 Code of Federal Regulations Section 1604.10

34 Code of Federal Regulations Part 106

ORS 659A

ORS 659.850 to 659.860

Clatsop Community College is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The College and each individual who represents the College, shall provide access to its services, classes, and programs without regard to the individual's legally protected status.

Legally protected status is defined as: sex or gender, national origin, religion, age, gender identity, gender expression, race, color, genetic information, sexual orientation, physical or mental disability, military and veteran status, and pregnancy. The President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with state and federal laws regarding nondiscrimination.



No College funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the College or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, military and veteran status, and pregnancy.

Approved by the Joint Policies and Procedures Committee: May 13, 2024

Adopted by the Board of Education:

Last Revised:



BP 7120 Recruitment and Hiring

References:

NWCCU Standard 2.F.1, 2.F.3

The College President shall establish procedures to recruit and select faculty, staff, and administrators who are dedicated to student success and have a clear understanding of and commitment to the mission, vision, and values of the College in accordance with College policies and procedures and/or requirements of any applicable Collective Bargaining Agreement.

In order to promote student learning within a culture of equity and inclusion, successful candidates must demonstrate through a series of pre-qualifying and interview questions that they have an understanding of how to work well with individuals from a broad range of backgrounds and needs. This includes, but is not limited to, individuals with disabilities and those with diverse academic, socio-economic, cultural, racial and ethnic backgrounds. There will be no discrimination or harassment on the grounds of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, marital status, age (18 years of age and older), disability, expunged juvenile record, or familial status. Oregon law defines race to include “physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles” as defined in ORS 659A.001.)

Employees shall possess the minimum qualifications prescribed for their positions by federal law, state law, and/or College policies/procedures.

The Board of Education must be advised of any employment candidate who inadvertently or willfully misrepresents any information on their application or during any interviews specific to the application or fails to notify CCC of a change in status from what is on their application or disclosed during any interviews specific to the application within one week of that change. The President must inform the Board of Education of the misrepresentation before hiring the candidate, but it does not preclude the President from hiring that candidate after informing the Board.

END OF POLICY

Joint Policies and Procedures Committee Approval Date: May 13, 2024

Board Adoption Date:

Last Revised:

Rescinds: 4.005 Personnel Policy Goals

AP 7120 Recruitment and Hiring

References:

NWCCU Standard 2.F.1, 2.F.3
ORS 659A.001
BP 1200 Clatsop Community College Mission

The College's recruitment and hiring procedures will demonstrate a commitment to diversity, equity, and inclusion in order to achieve the College's mission, vision, and values and support students in achieving their educational goals.

Clatsop Community College is committed to providing equal access in its recruitment and selection process for all applicants and fully respects and values the diversity of cultures and abilities of its surrounding communities. The College shall actively recruit from both within and outside of the college workforce to attract qualified applicants for all openings. This shall include outreach designed to ensure that all individuals, including those from protected groups (Oregon law includes the following protected classes: race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, marital status, age (18 years of age and older), disability, expunged juvenile record, or familial status. Oregon law defines race to include "physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles" as defined in ORS 659A.001.) are provided the opportunity to seek employment with the college.

This administrative procedure is intended to identify the process of recruiting and hiring for all positions at Clatsop Community College. While this procedure is intended to be comprehensive, there may be areas that need clarification. Questions should be directed to the Office of Human Resources.

The following principles shall guide all activities related to the screening and hiring of new employees:

1. The College actively seeks applicants who demonstrate the required technical expertise, preparedness, competence, respect, knowledge, and sensitivity that will enable them to effectively work in a multicultural educational environment. The administrators, faculty and staff share the responsibility for assuring equal opportunity practices throughout the screening and selection process.
2. Hiring decisions shall comply with federal and state laws, and the College's commitment to equal opportunity, fairness, inclusion, respect of all candidates and objectivity throughout the selection process.
3. Between the announcement of a vacant position and the hiring of the candidate, there is sufficient time to allow for a thorough, complete and thoughtful search.
4. All participants in the selection process receive training by the Office of Human Resources.

5. Selection committee membership shall be representative of diverse members of the College community, in order to broaden perspectives and to better represent the College commitment to equal opportunity.
6. The selection committees shall maintain confidentiality throughout, and following completion of, the selection and hiring process.

Vacant Positions

New positions, including positions which have been performed by temporary employees, will be proposed through the annual budget process.

Development of new, or changes proposed for existing job descriptions will be made in coordination with the Director of Human Resources, who will convene the Compensation/Classification Committee when necessary to review the position. Once approved by the Compensation/Classification Committee, the hiring supervisor will work with their responsible administrator to make a recommendation to the President's Cabinet to fill the position.

Vacancies due to retirement, resignation or other termination of an employee will be reviewed by supervisor and Human Resources. The responsible administrator will make a recommendation to the President's Cabinet regarding need to fill the position.

Development of Job Announcement

To ensure equal employment opportunity and the integrity of the screening and hiring process, the job announcement will be developed through the Office of Human Resources in consultation with the hiring supervisor.

All positions shall indicate a "Closing Date" or a "First Review Date", unless open until filled, which would allow committees to review applications while recruitment may continue.

Part-time temporary positions will be advertised by the Office of Human Resources at the request of the hiring supervisor. The Office of Human Resources will maintain an applicant pool for part-time temporary assignments. Supervisors can access and review the applications in the relevant pool prior to making a hiring decision.

Recruitment

The goal is to develop a comprehensive recruitment plan for each position which will ensure a diverse pool of well-qualified applicants.

The standard recruitment plan:

- a. The job announcement will be posted on the college's website and emailed to all employees within the college; and posted in appropriate online or print media that ensure diversity is a priority, as well as target professional expert sources to support a rigorous recruitment effort.



- b. The hiring supervisor may request expanded job announcement distribution through professional organizations, targeting mailing lists, or listing provided by the hiring supervisor.
- c. Positions will be posted on the college's employment page for a minimum of five business days before the position's closing date or first review date.

Application Process

All applicants, internal or external must apply through the College's online application system, including any required documents as stated in the position announcement.

If required for the position, internal and external applicants must submit a resume and/or transcript(s) along with the application form in order to demonstrate that minimum qualifications are met.

At the close of the recruitment process, the Office of Human Resources will review the applications received, ensuring that they are complete and verifying minimum qualifications prior to submitting the applications to the selection committee.

Selection Committee

Upon the authorization to proceed with recruitment for an open position, the Office of Human Resources will work with the hiring supervisor in the creation of a selection committee. Committees will have diverse membership composed of individuals which may include administrators, service and supervisory, faculty, classified, and confidential classified. As appropriate, hiring committees may include a student, and/or community member. Final committee members will be approved by the Director of Human Resources.

Committee members are required to participate in training for each hiring process they participate in. Members who do not participate in the training will not be able to participate in the hiring process. The Office of Human Resources is responsible for the orientation/training of the screening committee and the collection and distribution of application materials. Orientation/training will take place during the initial meeting.

Committee members must attend all scheduled committee meetings, or members will be unable to score candidate(s).

Confidentiality must be maintained throughout the recruitment and hiring process. Each member of the selection committee must sign a Confidentiality Agreement. Any breach of confidentiality will result in the removal of the committee member. No discussions regarding the selection process shall take place outside of the selection committee meetings. Any unauthorized disclosure of confidential information by a selection committee member may result in suspension from serving on selection committees in the future.

Membership of the selection committee will not change during the process, except in the event of an emergency, or as necessary as determined by the Director of Human Resources in consultation with the hiring supervisor.

Selection committees are responsible for developing interview questions. Questions must comply with the Uniform Guidelines for Employee Selection and will be approved by the Office of Human Resources. Committees may develop questions which include skills or knowledge testing.

At the conclusion of the hiring process, all notes, forms, applications and so forth, will be turned in to the Office of Human Resources.

Interviews

An individual, personal interview by the entire selection committee will be conducted for applicants who submit a complete application packet by the filing deadline, pass the preliminary document review, and who are mutually agreed upon by the selection committee. Though not a requirement, it is recommended that hiring supervisors interview applicants for part-time temporary positions.

The interview may be conducted in person, by telephone, video or other electronic methods if necessary. However, the same method shall be used of all candidates interviewed. The Office of Human Resources will be responsible for contacting applicants to arrange for interviews.

The same set of pre-determined interview questions (and skills/teaching demonstrations, if applicable) shall be used to screen each candidate. The committee may ask appropriate follow-up questions to clarify a candidate's response to a question.

A second interview may be conducted by the hiring supervisor for top ranked candidates. In some cases, another review level may be conducted by the Department Administrator or President. This interview will be arranged by the Office of Human Resources at the request of the appropriate administrator.

Final candidates should be those who have clearly demonstrated knowledge, skills and abilities that best meet the needs of the position, the department, and the College.

Following the last interview, the committee shall review each candidate and determine a final candidate.

Employment Offer

Following the selection of the final candidate, the hiring supervisor shall submit formal notification of the selection to the Office of Human Resources. The Office of Human Resources will then make a conditional offer of employment, pending the outcome of the background and reference check. The hiring supervisor will be notified when someone has accepted the position.



Job offers for part-time temporary positions may be made by a hiring supervisor once an application has been completed by the applicant in the online application system. Hire/Pay Authorization forms are the official method by which to offer employment to a part-time temporary employee and must be signed by the direct supervisor, and in some cases, by the department administrator.

Exceptions

Exceptions to the above procedures may be required for emergencies or other unanticipated situations. Exceptions need to be considered through the Human Resources Director prior to offering employment.

The Board of Education must be advised of any employment candidate who inadvertently or willfully misrepresents any information on their application or during any interviews specific to the application, or fails to notify CCC of a change in status from what is on their application or disclosed during any interviews specific to the application within one week of that change. The President must inform the Board of Education of the misrepresentation before hiring the candidate, but it does not preclude the President from hiring that candidate after informing the Board.

Joint BP/AP Committee Approval Date: May 13, 2024

Last Revised: May 13, 2024

Clatsop Community College
Executive Session and Special Board Meeting
June 24, 2024
Submitted by: Teena Toyas

Title: Appoint FY2024-25 Budget Officer

What: Request the Board appoint the Interim President as the Budget Officer

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 Interim President as the Budget Officer.

2024 – 2025 Academic Year Proposed Board Meeting Dates

DATE OF BOARD MEETING 2nd Thursdays 5:30 PM <i>Unless marked</i>	Board Agenda Prep Meeting 4th Thursdays 11:00 am <i>Unless marked</i>	LOCATION OF BOARD MEETING
August 8, 2024	For September August 22, 2024	Columbia 219
September 12, 2024	For October September 26, 2024	South County
October 10, 2024	For November October 24, 2024	Columbia 219
November 14, 2024	For December November 21, 2024	South County
December 11, 2024	For January December 19, 2024	Columbia 219
January 9, 2025	For February January 23, 2025	South County
February 13, 2025	For March February 27, 2025	Columbia 219
March 13, 2025	For April March 27, 2025	South County
April 10, 2025	For May April 24, 2025	Columbia 219
May 8, 2025	For June May 23, 2025	South County
Tuesday, June 10, 2025	For July June 27, 2025	Columbia 219
July 10, 2025	NEW CALENDAR!	South County

Clatsop Community College
Board Meeting
July 11, 2024
Submitted by: Teena Toyas

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 Vice-President of College Services shall be appointed the Deputy Clerk of the College. Because the Vice-President of College Services (Finance and Operations) is currently vacant, the Associate Vice-President for Business, Community and Workforce Development should be appointed.

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

Recommended Action: The Board appoint Teena Toyas, Interim President, as Clerk of the College and Kevin Leahy, Associate Vice-President for Business, Community and Workforce Development as Deputy Clerk of the College.

**Clatsop Community College
Board Meeting
July 11, 2024
Submitted by: Teena Toyas**

Title: Designate Depository of Funds for FY24-25

What: Request that the Board adopt a list of qualified depositories for public funds for FY24-25.

Why: Board Policy 6300 states: *The Board of Education at its annual organizational meeting in July or at other times deemed necessary by the Board, shall designate such bank or banks, as the Board deems safe and proper depositories for district funds*

Per [Oregon Revised Statute 295.002](#), an Oregon public official may deposit public funds up to the amount insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Share Insurance Fund of the National Credit Union Administration (NCUA) in any insured financial institution with a head office or branch in Oregon. Public funds deposits that exceed these insurance limits, currently set at \$250,000, may only be held in a depository qualified by the Oregon Public Funds Collateralization Program (PFCP). The complete list of qualified depositories is presented below and was last updated on April 30, 2024. The qualified depositories link <https://www.oregon.gov/treasury/public-financial-services/public-depository-information/pages/list-of-qualified-depositories.aspx>

The current authorized banks are Umpqua Bank and U.S. Bank. A change in banking service requires a Request for Proposal (RFP) process.

Recommended Action:

The Board adopts the list of qualified depositories in Clatsop County for public funds for FY24-25 as designated by the Oregon State Treasury.

Source: Oregon State Treasury, Finance Division

- BANK OF AMERICA
- BANK OF THE PACIFIC
- LEWIS & CLARK BANK
- UMPQUA BANK
- U.S. BANK
- WAUNA FEDERAL CREDIT UNION
- WELLS FARGO BANK

Clatsop Community College
Board Meeting
July 11, 2024
Submitted by: Teena Toyas

Title: Authorized FY24-25 Signatures

What: Request that the Board authorize individuals to sign orders and other transactions for FY24-25.

Why: Board policy 6150 (formerly policy 3.120) states the Board will annually authorize employees to sign orders and other transactions. Historically, the College Clerk (President), the Deputy Clerk (currently vacant - Vice President, Finance & Operations) and the Director of Accounting Services have been authorized signatures. The current position vacancy and the need to increase the number of authorized employees to sign orders and other transactions (checks and/or agreements), the Vice President, Academic Affairs will be authorized when the President or Vice President, Finance & Operations, is unavailable. The Board may also authorize the use of facsimile signatures by those persons authorized to sign College checks.

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 authorizes the College Clerk, the Deputy Clerk (currently vacant), the Vice President, Academic Affairs, and the Director of Accounting Services to sign orders and other transactions. The Clerk and the Deputy Clerk may use facsimile signatures.

July and August 2024 UPCOMING EVENTS

Updated
07/2/2024

EVENT	DATE	TIME	LOCATION
Summer Lunchtime Movie Matinee: The Great White Shift: Ancient Predator, New Perspectives	Tuesday, July 16	12:00 noon	Dora Badollet Library
	Wednesday, July 17	1:00 pm	
Summer Lunchtime Movie Matinee: Hunt for the Oldest DNA	Tuesday, July 23	12:00 noon	Dora Badollet Library
	Wednesday, July 24	1:00 pm	
Summer Lunchtime Movie Matinee: Humans (A Perfect Planet)	Tuesday, July 30	12:00 noon	Dora Badollet Library
	Wednesday, July 31	1:00 pm	
Summer Lunchtime Movie Matinee: The Brain-Gut Connection with Dr. Emeran Mayer	Tuesday, August 6	12:00 noon	Dora Badollet Library
	Wednesday, August 7	1:00 pm	
August Board Meeting	Thursday, August 8	5:30 pm	Columbia 219
Summer Lunchtime Movie Matinee: Chasing Rembrandt: How Art Became a Business	Tuesday, August 13	12:00 noon	Dora Badollet Library
	Wednesday, August 14	1:00 pm	
Summer Lunchtime Movie Matinee: The War on Disco	Tuesday, August 20	12:00 noon	Dora Badollet Library
	Wednesday, August 21	1:00 pm	

Clatsop Community College Financial Report as of June 30, 2024

General Operating Fund		FY2022			FY2023			FY2024			
Fund	Description	Fiscal Year Actual	Year-to-Date Actual	% of Full Year	Fiscal Year Actual	Year-to-Date Actual	% of Full Year	FY Rev/Exp Estimate	Year-to-Date Actual	% of Full Year	Year-to-Date Change
11	Beginning Fund Balance	\$ 2,446,011			\$ 1,361,974			\$ 1,662,359 (\$826,332)			
	Revenue										
11	Tuition and Fees	\$ 2,520,305	\$ 2,520,305	100.00%	\$ 2,760,350	\$ 2,760,350	100.00%	\$ 2,950,000	\$ 2,934,333	99.47%	\$ 173,983
11	State Appropriations	\$ 4,191,126	\$ 4,191,126	100.00%	\$ 3,771,129	\$ 3,771,129	100.00%	\$ 4,106,512	\$ 4,106,512	100.00%	\$ 335,383
11	Property Taxes	\$ 5,287,617	\$ 5,287,617	100.00%	\$ 5,610,168	\$ 5,610,168	100.00%	\$ 5,825,000	\$ 5,817,833	99.88%	\$ 207,665
11	Other Revenue Including Transfers	\$ 1,356,055	\$ 1,356,055	100.00%	\$ 2,028,794	\$ 2,028,794	100.00%	\$ 1,175,000	\$ 1,035,203	88.10%	\$ (993,591)
	Total Revenue	\$ 13,355,103	\$ 13,355,103	100.00%	\$ 14,170,441	\$ 14,170,441	100.00%	\$ 14,056,512	\$ 13,893,881	98.84%	\$ (276,560)
	Expenditures by Function										
11	Instruction	\$ 5,224,084	\$ 5,224,084	100.00%	\$ 5,170,308	\$ 5,170,308	100.00%	\$ 5,473,781	\$ 5,435,497	99.30%	\$ 265,189
11	Instructional Support	\$ 1,748,586	\$ 1,748,586	100.00%	\$ 1,632,496	\$ 1,632,496	100.00%	\$ 1,883,176	\$ 1,868,427	99.22%	\$ 235,931
11	Student Services	\$ 1,529,740	\$ 1,529,740	100.00%	\$ 1,571,357	\$ 1,571,357	100.00%	\$ 1,473,140	\$ 1,456,629	98.88%	\$ (114,728)
11	Institutional Support	\$ 4,223,801	\$ 4,223,801	100.00%	\$ 3,689,254	\$ 3,689,254	100.00%	\$ 3,686,670	\$ 3,501,753	94.98%	\$ (187,501)
11	Operation and Maintenance of Plant	\$ 1,546,734	\$ 1,546,734	100.00%	\$ 1,638,689	\$ 1,638,689	100.00%	\$ 1,684,725	\$ 1,649,537	97.91%	\$ 10,848
11	Scholarships & Tuition Waivers	\$ 166,195	\$ 166,195	100.00%	\$ 167,952	\$ 167,952	100.00%	\$ 200,000	\$ 196,104	98.05%	\$ 28,152
11	Other	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 35,424	\$ -	0.00%	\$ -
	Total Expenditures	\$ 14,439,140	\$ 14,439,140	100.00%	\$ 13,870,056	\$ 13,870,056	100.00%	\$ 14,436,916	\$ 14,107,947	97.72%	\$ 237,891
	Net Revenue (Expenditures)	\$ (1,084,037)	\$ (1,084,037)		\$ 300,385	\$ 300,385		\$ (380,404)	\$ (214,066)		\$ (514,451)
	Ending Fund Balance	\$ 1,361,974			\$ 1,662,359 (\$826,332)			\$ 1,281,955			
	Expenditures by Category			% of Total			% of Total			% of Total	
	Salaries and Fringe Benefits	\$ 10,869,628	\$ 10,869,628	75.28%	\$ 10,749,041	\$ 10,749,041	77.50%	\$ 11,421,916	\$ 11,371,899	79.12%	\$ 622,858
	Contracted Services	\$ 1,750,072		12.12%	\$ 2,009,150		14.49%	\$ 1,875,000		12.99%	
	Materials, Supplies, and Travel	\$ 575,117		3.98%	\$ 664,415		4.79%	\$ 670,000		4.64%	
	Other Expenditures Including Transfers	\$ 1,164,806		8.07%	\$ 379,998		2.74%	\$ 400,000		2.77%	
	Capital Outlay	\$ 79,517		0.55%	\$ 67,452		0.49%	\$ 70,000		0.48%	
	Total Expenditures	\$ 14,439,140		100.00%	\$ 13,870,056	\$ 10,749,041	100.00%	\$ 14,436,916	\$ 11,371,899	100.00%	

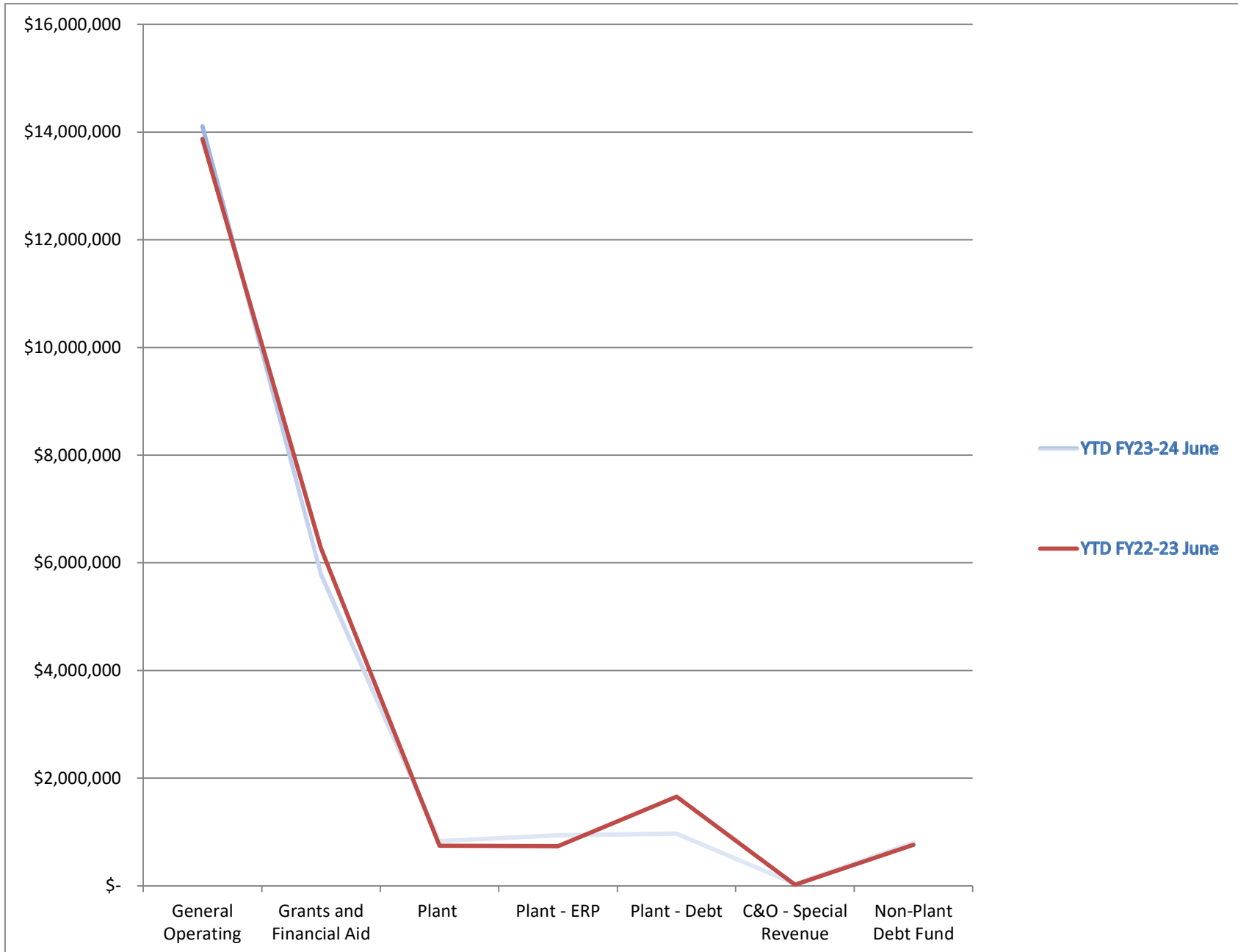
Clatsop Community College Fund Summary as of June 30, 2024

	General Operating Fund 11		Restricted-Grants and Financial Aid Fund 21		Plant Fund 41		Plant-ERP (Bond Proceeds) Fund 41	
	FY2023	FY2024	FY2023	FY2024	FY2023	FY2024	FY2023	FY2024
	Full Year Actual	Year-to-Date Actual	Full Year Actual	Year-to-Date Actual	Full Year Actual	Year-to-Date Actual	Full Year Actual	Year-to-Date Actual
Beginning Balance	\$ 1,361,974	\$ 1,662,359	\$ -	\$ -	\$ 204,063	\$ 1,309,663 *	\$ -	\$ 2,314,895
Total Revenue	\$ 14,170,441	\$ 13,893,881	\$ 6,275,023	\$ 5,498,310	\$ 1,851,798	\$ 728,120	\$ 3,048,500	\$ -
Total Expenditures	\$ 13,870,056	\$ 14,107,947	\$ 6,275,023	\$ 5,786,070	\$ 746,198	\$ 832,646	\$ 733,605	\$ 938,555
Ending Balance	\$ 1,662,359	\$ 1,448,293	\$ -	\$ (287,760)	\$ 1,309,663 *	\$ 1,205,137	\$ 2,314,895	\$ 1,376,340

	Plant-Debt Service Fund 42		C & O-Expendable Trust Fund 54		Non-Plant Debt-PERS Fund 60	
	FY2023	FY2024	FY2023	FY2024	FY2023	FY2024
	Full Year Actual	Year-to-Date Actual	Full Year Actual	Year-to-Date Actual	Full Year Actual	Year-to-Date Actual
Beginning Balance	\$ -	\$ -	\$ 57,907	\$ 60,881	\$ (2,825,422)	\$ (2,450,045)
Total Revenue	\$ 1,658,974	\$ 1,658,431	\$ 22,198	\$ 32,468	\$ 565,719	\$ 687,194
Total Expenditures	\$ 1,658,974	\$ 1,658,431	\$ 19,224	\$ 35,618	\$ 190,342	\$ 162,563
Ending Balance	\$ -	\$ -	\$ 60,881	\$ 57,731	\$ (2,450,045)	\$ (1,925,414)

* Includes \$1,000,000 ERC Receivable

Expenditures
All-Funds
Comparing YTD June 2024 to June 2023





Clatsop Community College

Board of Education Meeting – FY23-24 Financial Summary – June, 2024 FY22-23 Financial Summary

Attached is the Statement of Revenues and Expenditures for FY23-24 and FY22-23 by fund source.

June represents twelve months, or 100 percent of the FY23-24 fiscal year. The FY22-23 financial statements were presented by our audit firm, CliftonLarsonAllen (CLA), at the December 2023 Board meeting.

The FY22-23 annual audited financial statements are available at the following link:

[0100.10 - Signed Final Report and Financial Statements FY23 \(Clatsop Community College AUD2023 \[6/30/2023\] \(In Process\)\) \(clatsopcc.edu\)](#)

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 June FY23-24 is \$2.93 million, or 91.18 percent of the adopted budget. June 2024 tuition and fees represent a 6.3 percent increase compared to June 2023. FY22-23 actual tuition and fee revenue are \$2.76 million.
- (b) State Appropriations received through June is \$4.11 million representing four quarterly payments.
- (c) Property tax revenue received through June is \$5.82 million, or 104.61 percent of the adopted budget. The actual FY22-23 property taxes received are \$5.61 million.
 - (c1) FY23-24 other revenue recorded through June is \$1.04 million including \$450 thousand of the May distribution of timber revenue.
 - (c2) The FY23-24 adopted budget beginning fund balance is \$1.852 million and the actual beginning fund balance was \$1.662 million. The FY22-23 actual budgetary basis ending fund balance is \$1.362 million.
- (d) Total actual General Fund expenditure through June is \$14.12 million, or 91.31 percent of budget, compared to \$13.87 million in June FY22-23 representing a 1.72 percent increase.

General Fund revenues exceed expenses by \$1.45 million before final close. There will be additional revenues and expenditures as we proceed through the final close.

Grants and Financial Aid Fund

(e) FY23-24 expenditure through June is \$5.79 million representing 104.13 percent compared to budget.

Plant Fund

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

(f1) FY23-24 Plant Fund June expenditure is \$833 thousand and \$ 939 thousand for the ERP implementation

(g) The Plant – Debt Fund expenditure is the semi-annual interest payment related to the \$7.5 million borrowing.

Non-Plant Debt Fund

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

Expenditures
All-Funds
Comparing YTD June 2024 to June 2023

REVENUES

Fund	Description	FY 2023-2024		Revenue as of		% Change June		FY 2022-2023		Revenue as of		Change in % received	Budget versus Actual Variance
		Budget		6/30/2024	% Received	6/30/2023	24 compared to June 23	Budget	6/30/23	% Received			
11	Tuition and fees (a)	\$ 3,218,183	21%	\$ 2,934,333	19%	91.18%	\$ 2,760,350	6.30%	\$ 3,212,413	\$ 2,760,350	85.93%	5.25%	\$ (452,063)
11	State Appropriations (b)	\$ 3,885,176	25%	\$ 4,106,512	26%	105.70%	\$ 3,771,129	8.89%	\$ 4,000,000	\$ 3,771,129	94.28%	11.42%	\$ (228,871)
11	Property Taxes (c)	\$ 5,561,500	36%	\$ 5,817,833	37%	104.61%	\$ 5,614,605	3.62%	\$ 5,400,000	\$ 5,614,605	103.97%	0.63%	\$ 214,605
11	Other (c1)	\$ 933,741	6%	\$ 1,035,203	7%	110.87%	\$ 2,024,357	-48.86%	\$ 896,260	\$ 2,024,357	225.87%	-115.00%	\$ 1,128,097
	Beg. Fund Balance (7/1/23)	\$ 1,852,332	12%	\$ 1,662,359	11%	89.74%	\$ 1,361,974	22.06%	\$ 1,600,000	\$ 1,361,974	85.12%	4.62%	\$ (238,026)
	Total General Fund	\$ 15,450,932	100%	\$ 15,556,240	100%	100.68%	15,532,415	0.15%	\$ 15,108,673	\$ 15,532,415	102.80%	-2.12%	\$ 423,742
21	Grants and Financial Aid (e)	\$ 5,556,733		\$ 5,498,310		98.95%	\$ 6,274,510	-12.37%	\$ 6,138,058	\$ 6,274,510	102.22%	-3.27%	\$ 136,452
41	Plant (f)	\$ 1,718,822		\$ 2,037,783		118.56%	\$ 2,055,851	-0.88%	\$ 830,000	\$ 2,055,851	247.69%	-129.14%	\$ 1,225,851
	Plant - ERP Implementation	\$ 1,876,038		\$ 2,314,895		123.39%	\$ 3,048,500	-24.06%	\$ 4,000,000	\$ 3,048,500	76.21%	47.18%	\$ (951,500)
42	Plant - Debt (g)	\$ 1,658,637		\$ 968,104		58.37%	\$ 1,658,794	0.00%	\$ 1,517,010	\$ 1,658,794	109.35%	-50.98%	\$ 141,784
54	C&O - Special Revenue	\$ 72,718		\$ 93,349		128.37%	\$ 22,198	320.53%	\$ 71,093	\$ 22,198	31.22%	97.15%	\$ (48,895)
60	Non-Plant Debt Fund (i)	\$ 1,172,000		\$ 687,194		58.63%	\$ 565,719	21.47%	\$ 1,690,000	\$ 565,719	33.47%	25.16%	\$ (1,124,281)
	Total Revenues	\$ 27,505,880		\$ 27,155,874		98.73%	\$ 29,157,987	-6.87%	\$ 29,354,834	\$ 29,157,987	99.33%	-0.60%	\$ (196,847)

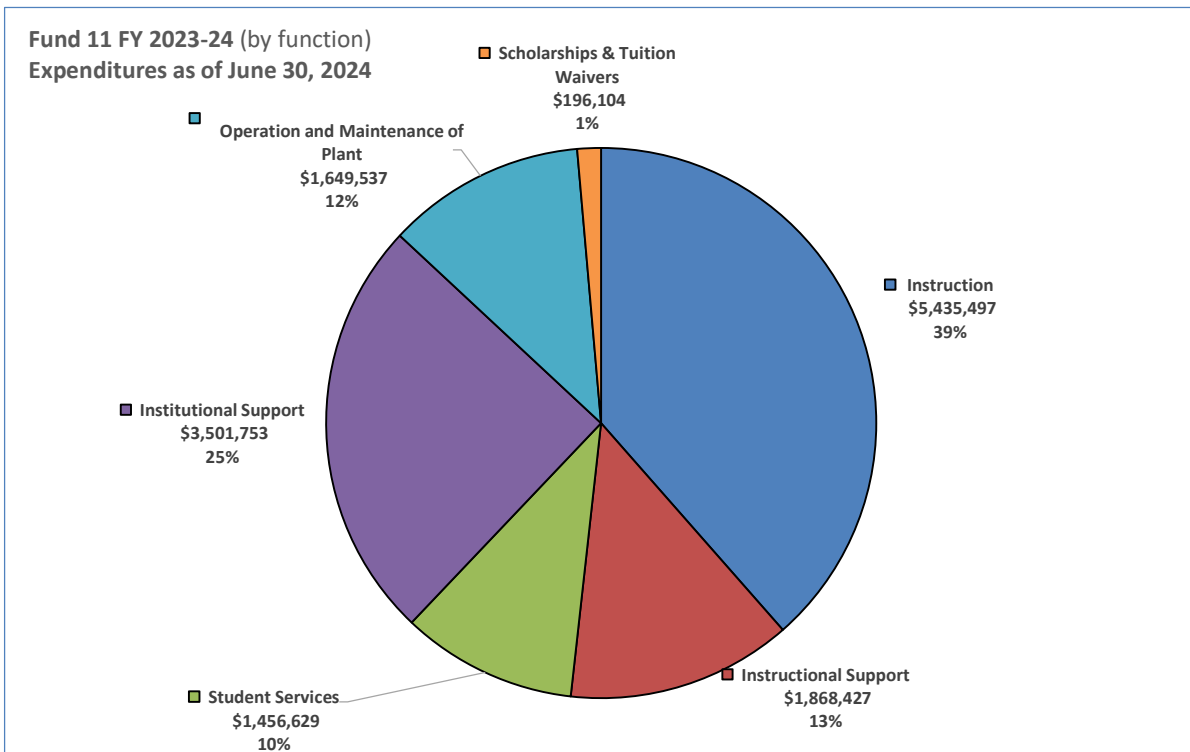
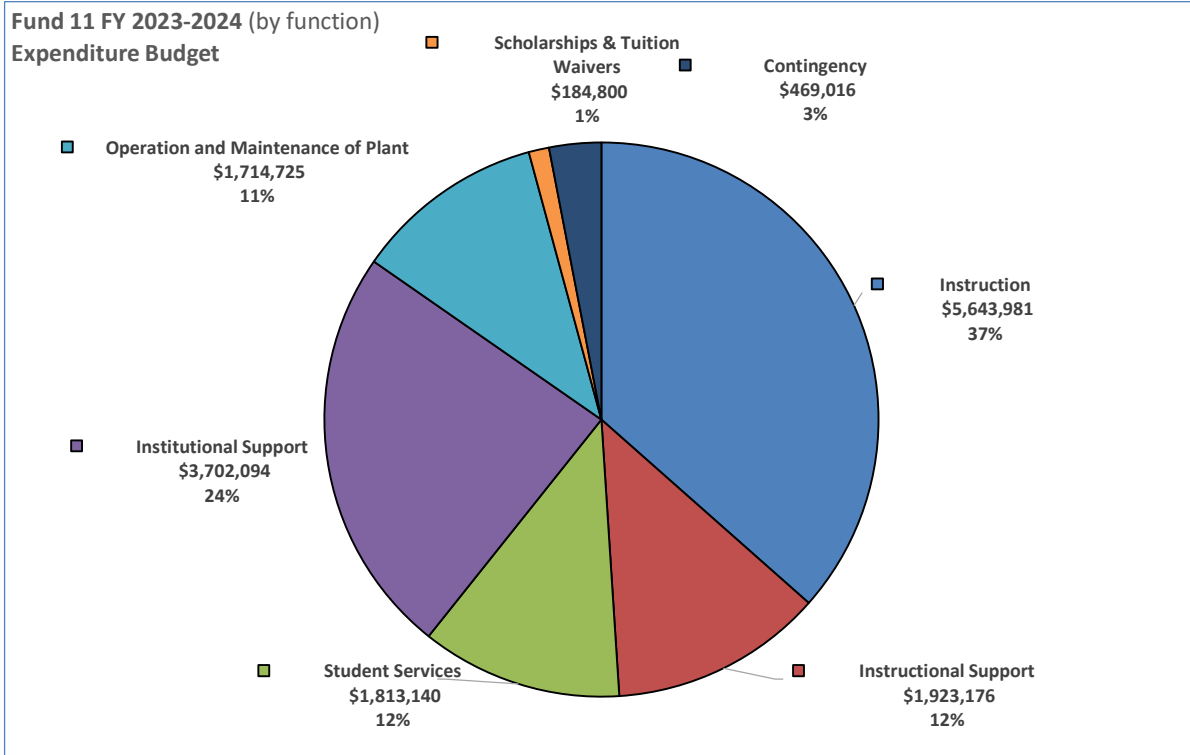
EXPENDITURES

Fund	Description	FY 2023-2024		Expended as of		% Change June		FY 2022-2023		Expended as of		Change in % expended	Budget versus Actual Variance
		Budget		6/30/2024	% Expended	6/30/2023	24 compared to June 23	Budget	6/30/23	% Expended			
11	General Operating (d)	\$ 15,450,932		\$ 14,107,948	91.31%	\$ 13,870,056	1.72%	\$ 15,108,673	\$ 13,870,056	91.80%	-0.49%	\$ (1,238,617)	
21	Grants and Financial Aid (e)	\$ 5,556,733		\$ 5,786,070	104.13%	\$ 6,274,510	-7.78%	\$ 6,138,058	\$ 6,274,510	102.22%	1.90%	\$ 136,452	
41	Plant (f)	\$ 1,718,822		\$ 832,646	48.44%	\$ 746,198	11.59%	\$ 830,000	\$ 746,198	89.90%	-41.46%	\$ (83,802)	
	Plant - ERP Implementation	\$ 1,876,038		\$ 938,555	50.03%	\$ 733,605	27.94%	\$ 4,000,000	\$ 733,605	18.34%	31.69%	\$ (3,266,395)	
42	Plant - Debt (g)	\$ 1,658,637		\$ 968,104	58.37%	\$ 1,658,794	100.00%	\$ 1,517,010	\$ 1,658,794	109.35%	-50.98%	\$ 141,784	
54	C&O - Special Revenue	\$ 72,718		\$ 35,618	48.98%	\$ 19,224	0.00%	\$ 71,093	\$ 19,224	27.04%	21.94%	\$ (51,869)	
60	Non-Plant Debt Fund	\$ 1,172,000		\$ 802,564	68.48%	\$ 765,342	0.00%	\$ 1,690,000	\$ 765,342	45.29%	23.19%	\$ (924,658)	
	Total Expenditures	\$ 27,505,880		\$ 23,471,505	85.33%	\$ 24,067,729	-2.48%	\$ 29,354,834	\$ 24,067,729	81.99%	3.34%		
	Total Receipts over (under) Total Expenditures	\$ -		\$ 3,684,369		\$ 5,090,258		\$ -	\$ 5,090,258				

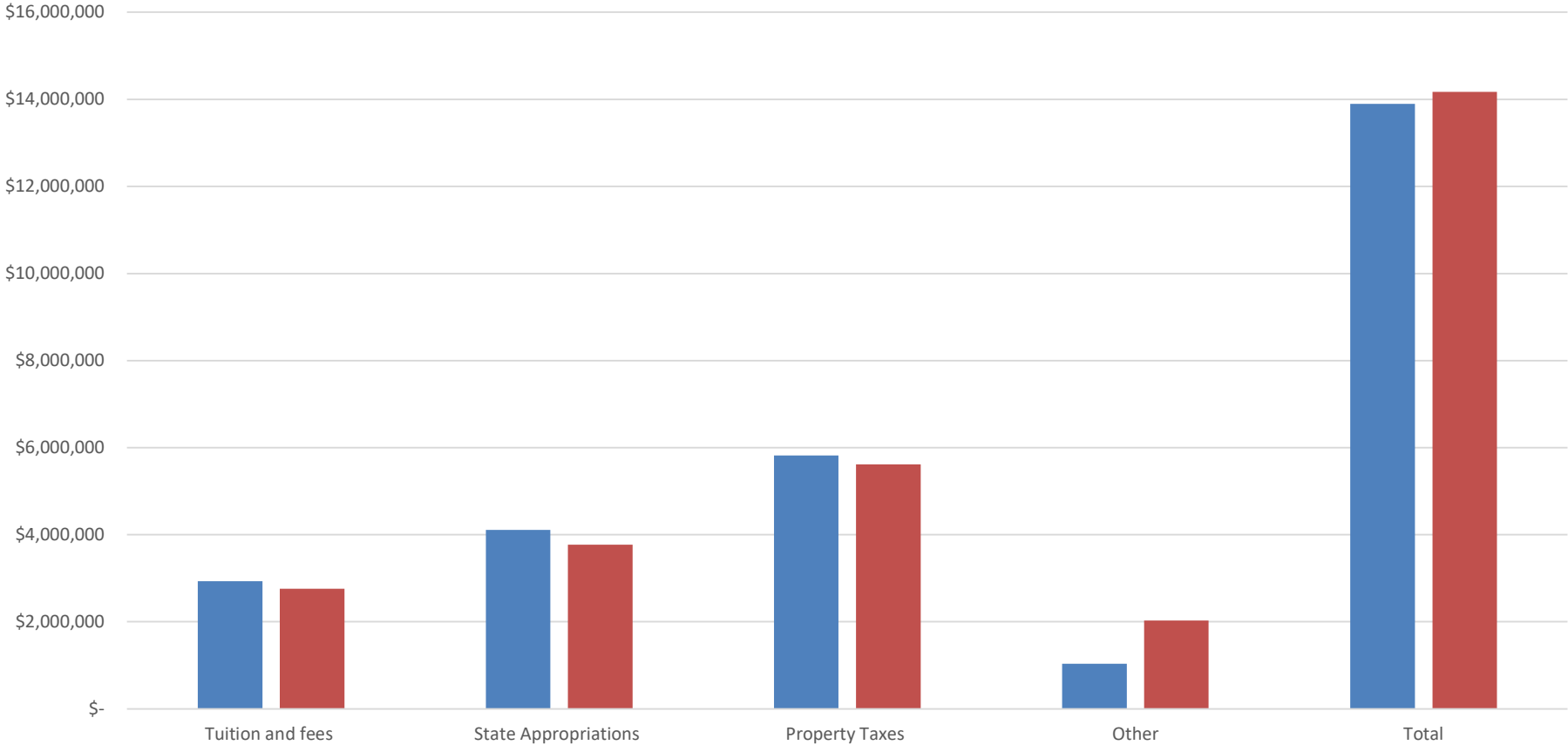
GENERAL FUND (11)
EXPENDITURES BY FUNCTION

Description	FY 2023-2024		Expended as of		% Change June		FY 2022-2023		Expended as of		Change in % expended	Budget versus Actual Variance
	Budget		6/30/2024	% Expended	6/30/2023	24 compared to June 23	Budget	6/30/23	% Expended			
11 General Operating (d)	\$ 15,450,932		\$ 14,107,948	91.31%	\$ 13,870,056	1.72%	\$ 15,108,673	\$ 13,870,056	91.80%	-0.49%	\$ (1,238,617)	
By Function												
Instruction	\$ 5,643,981	37%	\$ 5,435,497	39%	96.31%	\$ 5,170,308	5.13%	\$ 5,616,770	\$ 5,170,308	92.05%		\$ (446,462)
Instructional Support	\$ 1,923,176	12%	\$ 1,868,427	13%	97.15%	\$ 1,632,496	14.45%	\$ 1,686,615	\$ 1,632,496	96.79%		\$ (54,119)
Student Services	\$ 1,813,140	12%	\$ 1,456,629	10%	80.34%	\$ 1,557,654	-6.49%	\$ 1,572,429	\$ 1,557,654	99.06%		\$ (14,775)
Institutional Support	\$ 3,702,094	24%	\$ 3,501,753	25%	94.59%	\$ 3,702,957	-5.43%	\$ 3,782,446	\$ 3,702,957	97.90%		\$ (79,489)
Operation and Maintenance of Plant	\$ 1,714,725	11%	\$ 1,649,537	12%	96.20%	\$ 1,638,689	0.66%	\$ 1,650,000	\$ 1,638,689	99.31%		\$ (11,311)
Scholarships & Tuition Waivers	\$ 184,800	1%	\$ 196,104	1%	106.12%	\$ 167,952	16.76%	\$ 174,300	\$ 167,952	96.36%		\$ (6,348)
Contingency	\$ 469,016	3%		0%	0.00%			\$ 626,113		0.00%		\$ (626,113)
Total General Fund Expenditures	\$ 15,450,932	100%	\$ 14,107,948	100%	91.31%	\$ 13,870,056	1.72%	\$ 15,108,673	\$ 13,870,056	91.80%		\$ (1,238,617)

General Fund (11) FY 2023-2024 by function Expenditures



General Fund Revenue June 2024 to June 2023



General Fund (11) FY 2023-2024

by source

Revenue

