

**MINUTES OF THE DECEMBER 9, 2008
CLATSOP COMMUNITY COLLEGE
BOARD OF DIRECTORS
REGULAR BOARD MEETING**

I. CALL TO ORDER

The meeting was called to order by Rosemary Baker-Monaghan at approximately 6:30 p.m.

Board members present: Larry Sparks, Dirk Rohne, Rosemary Baker-Monaghan, Stephen Berk, Paul Gillum, Marilyn Lane, Frank Satterwhite. Board members absent: None. Others present: Casey Harrington, Cam Preus, Josh Conklin, Carol Goerges, Nadine Faith, Roger Friesen, William Ham, Kristen Lee, Brenda Penner, Stephen Sanders, Caitlin Wright, Stephen Schoonmaker, Joe Bowyer, Wes Humphries, Jack Keeran, Randy Collver, Deputy Clerk Lindi Overton, President Greg Hamann, and Recording Secretary Kari Walsh.

A. Adoption of Agenda

Rosemary Baker-Monaghan requested that V. REPORTS/DISCUSSION ITEMS, A. Oregon Community Foundation, be moved to immediately follow III. APPROVAL OF THE MINUTES. Dirk Rohne **moved to approve the agenda as revised**. Paul Gillum seconded. The motion carried unanimously.

II. PUBLIC FORUM

A. Introduction of Guests

Rosemary Baker-Monaghan asked those present to introduce themselves.

B. Public Comment

None.

III. APPROVAL OF MINUTES

Marilyn Lane referred to the November 13, 2008 Regular Board Meeting minutes, X. BOARD FORUM, and said what she meant to say was “She will share that and other information she learned at the recent ACCT conference at an upcoming work session.” Dirk Rohne **moved to approve the minutes of the November 13, 2008 Regular Board Meeting as amended**. Marilyn Lane seconded. The motion carried unanimously.

V. REPORTS/DISCUSSION ITEMS

A. Oregon Community Foundation, Brenda Penner

Brenda Penner, member of newly formed North Coast Leadership Council, presented a \$25,000 check which was made possible from a grant awarded CCC from The Louise K. Mittet and Albert J. Mittet Fund of The Oregon Community Foundation to construct a stairwell lift allowing disabled access to Towler Hall.

IV. EDUCATIONAL PROGRAM

Stephen Sanders, Instructor, Automotive Technology, talked about the Automotive Technology Program, the primary focus of which is workforce training for the automotive repair industry through the Automotive Technician One-Year Certificate. A new AAS degree in Automotive Technology is also underway. Mr. Sanders introduced Casey Harrington, a CCC student who began in the MERTS high school program. Casey said the Automotive Technology Program “is the best program I have ever been in,” and shared how it has helped him in his vocation.

Bill Ham, Instructor, Maritime Science, discussed the Maritime Program. The primary focus of this program is workforce training in the Maritime Industry, both Specialized Training and degree seeking training through the Seamanship One-Year Certificate or AAS in Vessel Operations. Wes Humphries, CCC student, and Jack Keeran, Astoria High School student participating in the MERTS high school program, were present to share about their positive experiences as students in the Maritime Program.

V. REPORTS/DISCUSSION ITEMS (continued)

B. Report of Commissioner, Community Colleges and Workforce Development, Cam Preus

Cam Preus distributed and discussed information in a document titled “Moving the Education Enterprise Forward for Student Success.” Included in this handout was information on the goal of educational attainment for Oregon: 40-40-20; legislatively adopted 2007-09 Key Performance Measures (KPMs) for community colleges; Student Success Steering Committee Proposal; and Steps for Building a Culture of Evidence July 2008-December 2009. A copy of this document is filed with the official minutes.

Larry Sparks suggested talking with Chemeketa Community College who did some outstanding work in the area of measuring student success. Frank Satterwhite referred to the bullet on data collection and reliability and asked why Oregon’s community colleges could not use the same software to support the same data. He further stated this was one way for community colleges to become more seamless, and that he would like to see some leadership from the State on issues such as this.

C. Report of the Board Chair

Rosemary Baker-Monaghan recalled the Board needed to schedule its mid-year retreat in January. The Board discussed and agreed to meet Monday, January 12, 2009, 4:30 p.m., at a location to be determined.

D. Report of the Associated Student Government (ASG)

Josh Conklin, Senator with the ASG, shared all of the stars on the Head Start Trees were spoken for and that ASG would be taking presents to the Head Start children before the holiday. Other upcoming events sponsored by the ASG include a Blood Drive on January 26th, Martin Luther King event at the Astoria High School, and trying to put together a basketball team.

E. Report of the Deputy Clerk

Lindi Overton provided the FY2009 Financial Summary for the month ended November 30, 2008. November represents five months of the fiscal year (41%). Some highlights of her report included that revenues are ahead of where they were last year at this time and expenditures are on track, and that Clatsop CC has been notified by CCWD that our State appropriations will be reduced by \$79,345, but the College believes it will be able to absorb that into this year's budget.

Lindi Overton also mentioned she was pleased to report the stairwell lift allowing disabled access to Towler Hall was installed and working.

F. Report of the Board Representatives to Foundation and OCCA

Frank Satterwhite said the Foundation met December 2, 2008, when it was learned the Foundation's corpus on their investments from donations has dropped approximately one-third, from \$3M to \$1M. He further stated the Foundation will now have to take drastic measures as a result of this loss, including the fact the Foundation can no longer afford to pay the Director of the Foundation's salary starting January 1, 2009. He said the College and Foundation are working on changes in the Foundation's functions and associated adjustments in the College budget for this. Frank further mentioned the Foundation is dedicated to paying out student scholarships that were committed last spring for the balance of this academic year through winter and spring terms, but there was no certainty about scholarships for next year. Nadine Faith stated if the Foundation chooses to not distribute much in scholarship funds next year that it would not be because they lost the entire endowment, rather they were trying to preserve it and waiting for the market to stabilize. Dirk Rohne said he was at that meeting and was very impressed with the Foundation's efforts to preserve the momentum they have created and weathering the down turn.

Marilyn Lane reported on the December 5, 2008 OCCA board meeting, which included accepting the OCCA goals and fine-tuning the strategic plan. Marilyn also shared that Mr. James Sager, Governor Kulongoski's office, was in attendance and heard a lot of very strong concerns and disappointment about the Governor's budget with regard to community colleges, and would be taking that back to the Governor. Marilyn Lane also mentioned Kevin McCann from OSBA was in attendance and passed out a brochure on OSBA's services. She said OSBA has services that community colleges can definitely take advantage of, such as negotiations, and recalled when OSBA assisted the College with its presidential search.

Marilyn Lane also mentioned she has been asked to serve as the State Representative to ACCT, and in order to that she would need Board approval to at least pay for part of her costs to attend ACCT meetings twice yearly. She acknowledged the College is facing difficult times and has asked OCCA that since Clatsop CC is a small college if OCCA would pick up some of the costs. She said she has figured out if the College paid for the registration which was about \$500 and OCCA picked up the hotel costs, that she would pay for the air fare. Marilyn stated this needed to be decided soon as the registration deadline for the ACCT National Legislative Summit was December 19th.

Larry Sparks said he thought OCCA should pick up the full tab since every community college, including Clatsop, puts money into OCCA. Frank remarked that every college pays for this at some point and time and he did not think this was unreasonable. He said he thought it was valuable since Marilyn Lane was both the OCCA representative, and representing the State. Rosemary Baker-Monaghan commented she had no issue of supporting this request out of this year's budget, but would want to consider it for next year's budget on a case-by-case basis.

Dirk Rohne **moved to approve \$500K to Marilyn Lane for registration for the upcoming ACCT conference.** Stephen Berk seconded. The motion carried unanimously.

G. PAT Updates

Carol Goerges reported on two new employees: 1) Jim Holen who has been hired as the Counselor/Coordinator of Student Health and Wellness/Disabilities Coordinator beginning December 10, 2008; and 2) Lisa Nyberg who has been hired as the Workforce Alliance Coordinator effective November 17, 2008. Lisa's position is a new grant funded position.

Stephen Schoonmaker distributed his monthly Instruction Report. He highlighted a brochure attached to the Instruction Report advertising CCC's Education for Life program which offers a variety of noncredit classes that are fun, informative and interesting. Stephen stated "Education for Life" is a new name for "Community Education" and that it ties well into CCC's partnership with Encore.

H. Report of the President

President Hamann referred to his report in the Board packet, and provided an update on the a partnership between CCC and Sunset Empire Transportation District to provide CCC students, faculty and staff free bus service, and free shuttle service for faculty and staff during the JCRP. He shared part of the costs associated with this expense will be offset because it can be claimed as an energy savings credit. President Hamann also provided an update on the FEMA Pre-Disaster Mitigation (PDM) Grant, where the College could receive between \$1.5 and \$2M toward seismic stabilization work in Towler Hall.

Greg Hamann then distributed the following materials on the CCC FY09-10 Budget: 1) Clatsop Community College FY09-10 Budget Planning (copy of a PowerPoint presentation); 2) Budget Discussions Guide and Timetable; and 3) FY09-10 Budget Balancing Options. He shared that he was starting to get information back from members of President's Council and Union Leaders regarding how to address these kinds of challenges.

Frank Satterwhite offered the following budget-balancing options:

- When talking budget cuts, instruction should be regarded as our top priority – it justifies our existence
- Doing a zero-based budget; all non-salary types of accounts start at zero and every dollar must be justified that goes into that budget
- Spend half of our remaining reserves on the budget; that would take care of 500K or possibly more in our shortfall
- The entire Institution including the Board not receive any reimbursement for discretionary travel as opposed to required travel

- Put a freeze on professional development funds for the two or three employee groups that have them
- When we think of staff cuts, there are a lot of support programs headed by a director or manager and in times when money is short, could one director manage one or two programs rather than having one director or manager for each program

Dirk Rohne inquired if the State could have any impact on the Accreditation Agency with regard to using reserve funds, and Cam Preus indicated the State could not.

Rosemary Baker-Monaghan referred to the Budget timetable and noted the January 2, 2009 Inservice focused primarily on the budget, and that the Board could discuss this subject in more depth at both its January Work Session and Regular Board meeting.

Frank also raised the issue that he did not see anything wrong that for the balance of the current fiscal year the Board not receive any mileage reimbursement for Board meetings. Marilyn said she was interested in learning what the mileage costs are for Board travel.

Without further comment, Dirk Rohne **moved that for the remaining fiscal year the Board does not need to be reimbursed for travel for Board meetings.** Frank Satterwhite seconded. The motion carried unanimously.

VI. OLD BUSINESS

None

VII. NEW BUSINESS

A. Resolution to Approve Sale of Bonds

Subsequent to the successful November 4, 2008 election and prior to the issuance of bonds in the amount of \$5M, the Board must authorize several actions, which Lindi Overton provided in her explanatory cover memo. Frank Satterwhite **moved that the Board approve Resolution 2008-09-03, which authorizes the sale of the general obligation bonds, and designates authorized representatives (President and Vice President, College Services), bond counsel (K&L Gates), and underwriter (Seattle Northwest Securities) to complete the actions required to sell the bond.** Stephen Berk seconded. The motion carried unanimously.

B. Request for Early Retirement

Marilyn Lane **moved to approve Early Retirement for Barb Wells effective July 1, 2009, in accordance with Article 14 of the CCC/Oregon School Employees Association Contract Agreement. Early Retirement benefits will be based on those in effect on the date that retirement begins.** Larry Sparks seconded. The motion carried unanimously.

C. Vote for OSBA 2008 Officer and Resolutions

At a board meeting before December 15, 2008, community college boards are asked to vote in the 2008 OSBA Officer and Resolutions Elections. Board members were provided background information in advance of the December 9th meeting.

After some discussion, Rosemary Baker-Monaghan **nominated Dave Krumbein for Secretary/Treasurer**. Marilyn Lane seconded. The motion carried unanimously.

By consensus, the Board **nominated Scott Pillar for Vice President, and Beth Gerot as President-Elect**. Both candidates ran unopposed.

Stephen Berk **moved to approve RESOLUTION 1 which amends the constitution housekeeping changes to constitution reflecting adopted OSBA Governance Model, RESOLUTION 2 which amends the constitution and establishes rules of OSBA access to endowment principal, and RESOLUTION 3 which adopts the recommended 2009 OSBA legislative policies and priorities**. Marilyn Lane seconded. The motion carried unanimously.

D. Part-Time Temporary Support Staff Salary Schedule

The State of Oregon reviews and increases the minimum wage effective January 1st each year. Beginning January 1, 2009, the minimum wage will increase from \$7.95 per hour to \$8.40 per hour. Dirk Rohne **moved to approve the revised part-time temporary support staff salary schedule effective January 1, 2009**. Paul Gillum seconded. The motion carried unanimously.

E. New Board Policy 4.825, 403(b) Voluntary Retirement Savings Plan

In Fall 2007 the IRS announced its intention to provide new standards for employer oversight of 403(b) investment plans. These new standards become effective on January 1, 2009. At CCC, employees have been permitted to enroll in voluntary 403(b) investment plans through their financial planners for many years. The College has been a “pass through” for payroll deductions. The new regulations place a variety of new requirements on employers, which are outlined in Carol Goerges’ memorandum on this subject.

Frank Satterwhite referred to language in the policy that implied the College had some responsibility for the profitability of these investments. Carol clarified the College was only responsible for choosing plans, and choosing vendors that are highly qualified to be handling these types of funds. Carol further mentioned the language was written by the College’s attorney.

Paul Gillum **moved to accept Policy 4.825, 403(b) Voluntary Retirement Savings Plan**. Larry Sparks seconded. The motion carried unanimously.

The Board asked Carol Goerges to provide additional clarification regarding the language in the policy that seems to imply the College is liable or has some responsibility for the profitability of these investments.

F. 2007-08 Instructional Program Reviews

A summary table of five program reviews conducted for the 2007-08 academic year were being recommended to continue on a regular three-year program evaluation cycle, including: 1) AAOT (2 year AA degree – for Transfer); 2) Computer Aided Design and Drafting (1 year); 3) Early Childhood Education (1 year certificate); 4) Fire Science (2 year AAS Degree); 5) Nursing/Practical Nursing (2 year AAS Degree).

Marilyn Lane **moved to accept the five program reviews conducted for the 2007-08 academic year as outlined in the attached summary report.** Frank Satterwhite seconded. The motion carried unanimously.

VIII. ANNOUNCEMENTS/COMMUNICATIONS

Rosemary read aloud the announcements contained in the Board packet.

IX. BOARD FORUM

Rosemary Baker-Monaghan shared that three College Board members and one Foundation Board member attended the December 4th Philanthropic Awards Luncheon. She said it was an excellent presentation, the stories were inspiring, and that it was nice to be able to thank them for their generous support.

Frank Satterwhite said he got word that one of CCC's former students just completed, as of last month, all of the requirements for her Ph.D., and that student was his daughter. He said "thank you for allowing me to be a little proud of that."

Paul Gillum commented he had a marvelous time at the OCCA Convention, adding he learned a lot, was in good company, and there were a lot of good speakers.

Stephen Berk echoed Paul's comments. He added that he would have liked to see a little more about instructional programs as opposed to assessment and number crunching, and that a lot of speakers focused a great deal on how the U.S. was in decline.

Dirk Rohne mentioned again that he was very impressed with the Foundation at its last meeting.

X. ADJOURNMENT

Without further business, the Regular Board meeting was adjourned at approximately 9:20 p.m.

Greg Hamann
President

Rosemary Baker-Monaghan
Chair

Kari Walsh
Recording Secretary