

**MINUTES OF THE JANUARY 13, 2009  
CLATSOP COMMUNITY COLLEGE  
BOARD OF DIRECTORS  
REGULAR BOARD MEETING**

**I. CALL TO ORDER**

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

Board members present: Larry Sparks, Dirk Rohne, Paul Gillum, Stephen Berk, Frank Satterwhite, Marilyn Lane, Rosemary Baker-Monaghan. Board members absent: None. Others present: Angela Bake, Stephen Schoonmaker, Cindy Hawkins, Margaret Frimoth, Jo Black, Richard Balkins, Hazel Martinez, Deputy Clerk Lindi Overton, President Greg Hamann, and Recording Secretary Kari Walsh.

**A. Adoption of Agenda**

Frank Satterwhite **moved to approve the agenda as presented.** Marilyn Lane 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**

Corrections to the minutes of the December 9, 2008 Regular Board Meeting were noted as follows: 1) Page 3; Item F; third sentence; \$1M should be \$2M; 2) Page 4; Item F; second paragraph; \$500K should be \$500.

Dirk Rohne **moved to approve the minutes of the December 9, 2008 Regular Board Meeting as revised.** Stephen Berk seconded. The motion carried unanimously.

**IV. REPORTS/DISCUSSION ITEMS**

**A. Report of the Board Chair**

Chair Baker-Monaghan mentioned the January 12 Board Retreat focused on Board Policies and FY10 Budget Framework. Revisions to Board policies will be presented as a first reading at the February Board meeting. The President's Administrative Team (PAT) joined the Board and President Hamann for a working dinner to discuss how to build a more positive work and learning environment.

**B. Report of the Associated Student Government (ASG)**

No report.

**C. Report of the Deputy Clerk**

Lindi Overton provided the FY2009 Financial Summary for the month ended December 2008. Total revenues and expenditures are higher than the amounts recorded at this time last year. She mentioned the College is seeking a 16% reduction in non-personnel items for the remainder of FY09, and a 20% savings in non-personnel expenditures for FY10. These are overall aggregate percentages. Frank Satterwhite said he could see instances where a 20% reduction could impose a real hardship for people to do their job, and that he would find it interesting and useful in two or three months from now to learn how that process went and how hard it was on the faculty and staff.

Lindi Overton also mentioned Kim Shillinger's position on the College Budget Committee had expired June 30, 2008, and that he was contacted and said he was interested in serving on the Budget Committee for a three-year term.

Lindi Overton also stated CCC was moving forward with the sale of the \$5M in General Obligation Bonds from the November 2008 election. She said she will be circulating to the Board a 40-page document called a "preliminary official statement" the week of January 26, 2009. Board action is not required. The sale of the bonds is expected for early February.

**D. Report of the Board Representatives to Foundation and OCCA**

Frank Satterwhite said the Foundation Board met Monday, January 12, which was the same evening of the College Board Retreat so he had nothing to report.

Marilyn Lane reminded everyone of the OCCA Legislative Summit scheduled for January 27, 2009. She noted that she and Greg Hamann were registered, and encouraged Board members to sign up if possible. Marilyn also said the OCCA Board would be meeting on January 28<sup>th</sup>, so she would have a report for the College Board at its February meeting.

**E. PAT Updates**

Rosemary Baker-Monaghan announced new employee Richard (Rick) Gardner, who has been hired as the CEDR/Small Business Development Director effective January 1, 2009. Rick served as the Director of the SBDC program at CCC during the 2006-07 year and has recently been acting as the CEDR/SBDC Director on an interim basis.

**F. Report of the President**

President Hamann referred to his written report in the Board packet and drew attention to weather related cancellations or late starts that occurred in December. He thanked Greg Dorcheus and his staff for their efforts to keep the campus accessible and operable during that time. He also referred to the picture of Fertig Hall which is in the process of being demolished. Virtually all materials from the demolition are being recycled. He also provided an update on the \$2M FEMA Grant Proposal which has made it through the State-level review process and is now in the hands of the Federal Agency. President Hamann also shared an opportunity existed that the JCRP could benefit from "economic stimulus" funds

from either the State or Federal Level. Some of the projects include roof work on the MERTS I Building, and unfunded work in Patriot Hall. He added he was on a State group working to build the framework and prioritization for that stimulus package and thought there was a good chance to see something funded from that.

President Hamann recalled the Board had discussed the FY10 Budget Framework at its January 12<sup>th</sup> Retreat, and that Lindi Overton will be working with President's Council and Budget Managers to identify a 20% savings in non-personnel expenditures. He recognized some of the Employee Association Leadership in attendance and asked if they wanted to comment on their involvement in the budget process so far. Faculty President Jo Black shared she had met with the faculty January 13 and that they still have some questions, but were excited to be working at something in a collaborative way. Frank Satterwhite expressed his appreciation that the faculty and staff groups have been willing to sit down and to engage in some level of negotiations to balance the budget for next year. Classified Union Vice-President Hazel Martinez remarked she felt the College was really listening and working with them, and expressed her thanks. She said when there is open communication people walk away from the table having felt heard, which makes it a lot easier to go further with the process. She then stated she felt the administrative and employee association leadership has worked together and done their share, and hoped the Board would take that into consideration when it is asked to make budget decisions, such as a proposed tuition increase which will be coming to the Board for approval.

Greg Hamann then distributed a document titled "Small School Based Funding Proposal" which is on the State Board of Education's agenda for approval on January 16th. An adjustment in the Small Schools Base component of the Distribution Formula is being proposed. Frank noted that President Hamann took personal leadership of this issue. Marilyn added that issues related to distribution are a difficult topic for conversation among the other presidents.

January is School Boards Recognition Month. President Hamann presented Board members with a certificate of appreciation, and recognized the Board for the work it does and the role it plays in "making our college truly a community college."

In the area of academic programs, Stephen Schoonmaker announced Instruction will be bringing two new programs to the Board in February; one in Historic Restoration and Preservation, and the other in Automotive. He also sported a new pin he was wearing from the Local Union 290 (LU 290), Plumbers and Pipefitters, and announced that Clatsop CC had successfully negotiated an agreement with LU 290, and will be registering their students in their Tualatin center next week. He stated this should be a fairly significant boost to our FTE. Stephen Schoonmaker also shared that Boise Cascade in St. Helens laid off 400 employees, and in order to work with those affected employees, CCC has collaborated with Portland Community College, Lower Columbia College, the Oregon Employment Department and MTC Works to provide programmatic class work and courses. He added "it's a very positive step for us to step in and to do that kind of intense immediate response to a downsizing like that."

## V. OLD BUSINESS

None

## VI. NEW BUSINESS

### A. **Insurance Related Policies: 3.435 Risk and Insurance Management; 3.440 Insurance Programs; 3.445 Liability Insurance – First Reading**

Lindi Overton explained a review of these policies began in May 2008 when the College realized that required changes to the insurance program would not comply with policy. It was being proposed to revise Board Policy 3.435, and to eliminate Policies 3.440 and 3.445 which have been replaced by two procedures (3.345P-1 and 3.345P-2). The two procedures were included in the Board packet for the Board's reference. Dirk Rohne **moved for first reading on Insurance Related Policies 3.435, 3.440, and 3.445 as presented.** Marilyn Lane seconded. The motion carried unanimously.

### B. **Approval to Accept United Way 2009-2010 Campaign Funds**

Margaret Frimoth asked the College Board to approve the anticipated distribution of funds from the annual Clatsop County United Way Campaign. Funds from this campaign support students who participate in the CCC Lives in Transition program. Margaret said she is requesting \$10K but hopes to see at least \$7K. She also reported enrollment in LIT has increased 60%, with two sections now offered during the day and one section in the evening. She added "these funds will be put to good use."

Paul Gillum **moved to approve the anticipated distribution of 2009-2010 United Way grant funds to the Clatsop Community College, Lives in Transition Program, and provide Board signatures as required in the grant proposal.** Marilyn Lane seconded. The motion carried unanimously.

Greg Hamann announced "The Lite Bite" was scheduled for Tuesday, January 20, at the Baked Alaska, and that proceeds from this event support United Way.

## VII. ANNOUNCEMENTS/COMMUNICATIONS

Rosemary noted the February 10<sup>th</sup> Board Meeting was going to be held in Warrenton at the Warrenton High School.

## VIII. BOARD FORUM

Paul thanked the administrative and employee association leadership for their work on the budget, and said he was "pleased that this seems to be working as well as expected."

Marilyn thanked everyone for the conversation and dialogue at the Board Retreat. She then asked what the process was for letting the public know about the progress on the JCRP. President Hamann explained the College has and will be doing a number of press releases as one way to keep the public informed. Lindi Overton said that P&C Construction will be putting up a webcam soon which can be viewed on the College's website. Rosemary said she

thought it would be nice to take a picture from the same spot once a week that could eventually be viewed like a movie.

## **IX. ADJOURNMENT**

Without further business, the Regular Board meeting was adjourned at approximately 7:22 p.m.

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Greg Hamann  
President

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Rosemary Baker-Monaghan  
Chair

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Kari Walsh  
Recording Secretary