

**MINUTES OF THE FEBRUARY 10, 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: Frank Satterwhite, Rosemary Baker-Monaghan, Dirk Rohne, Stephen Berk, and Paul Gillum. Board members absent: Larry Sparks, Marilyn Lane. Others present: Hazel Martinez, Eileen Purcell, Stephen Schoonmaker, Roger Friesen, Abby Sanders, Paul Bailey, Deeda Schroeder, Randy Collver, Melanie Hutchens, Keith Hutchens, Jessica Johansen, Mary Hill, Bernard Wood, Amanuel Tesfamariam, Ephrem Abraham, Deputy Clerk Lindi Overton, President Greg Hamann, and Recording Secretary Kari Walsh.

A. Adoption of Agenda

Chair Baker-Monaghan requested that VII. NEW BUSINESS, **B. 2008 Financial Audit**, be moved on the agenda to appear under III. APPROVAL OF MINUTES, in order to accommodate the auditor's traveling schedule. 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

Paul Gillum **moved to approve the minutes of the January 12, 2009 Board Retreat, and the January 13, 2009 Regular Board Meeting as presented**. Dirk Rohne seconded. The motion carried unanimously.

VII. NEW BUSINESS

B. 2008 Financial Audit

Lindi Overton introduced Abby Sanders and Paul Bailey of LeMaster and Daniels, LLC, who presented the audit for Clatsop Community College for the year ended June 30, 2008. Paul Bailey provided a summary of 1) Required Communications, 2) Exhibit A - Certain Written Communications Between Management and LeMaster and Daniels, LLC., 3) Exhibit B – Summary of Adoption or Changes in Accounting Practices, and 4) Exhibit C – Summary of Adoption or Change in Accounting Policies.

Abby Sanders provided a brief overview of Clatsop CC's annual audit which included an analysis of the financial activities of the College for the fiscal years ended June 30, 2008, 2007, and 2006. Ms. Sanders said financial statements from last to this year have been fairly stable, with one significant change noted; an increase in long-term debt related to capital expansion. Ms. Sanders was pleased to report that CCC has been issued an "unqualified" or "clean opinion," and that no significant deficiencies or material weaknesses were noted in Internal Control. The auditors said they enjoyed working on the College's audit, the College's books were well organized, and that they appreciated the help given to them by College management.

Greg Hamann expressed his appreciation to Lindi Overton, Margaret Antilla and Sharon Boring for their work on the audit.

IV. EDUCATIONAL PROGRAM PRESENTATION

Randy Collver, Program Director, Tutoring Services (SEA Services), introduced Tutoring Services staff Mary Hill and Melanie Hutchens (Math Skills Center), and Bernie Wood (Writing Lab). Sharon Cummings (General Tutoring) was not able to attend the meeting. Mary Hill first provided the Board Chair with a letter from a CCC student who was not able to attend the Board meeting, who in her letter encouraged the Board to continue the SEA Services Program. Ms. Hill also provided the Board Chair with a petition that was signed by various SEA Services students expressing the importance of the SEA Services Program in their educational and personal lives. This petition came about because of a rumor the Board was going to eliminate this program. Both documents have been filed with the official minutes.

Mary Hill then distributed statistics for the Math Lab Fall Term 2008 and Winter Term 2009 (through week 4), Asset Scores for 2005-06 for Math, Reading, and Writing, and Retention Rates for first-time, full-time, degree-seeking freshmen (fall to fall) for the last four years. She also discussed how Tutoring Services, a key component of retention, helps students by providing individual tutoring in the areas in which they seek help, and backs up and supports faculty by focusing on individual learning needs that support the student's academic program. Mary introduced student Ephrem Abraham who shared how the math and writing math labs have helped him. Bernie Wood talked about how Tutoring Services is an important function in terms of the college experience. He also said as an instructor he sees students who would have given up, and that this program gives those students a sense of hope.

V. REPORTS/DISCUSSION ITEMS

A. Report of the Board Chair

Chair Baker-Monaghan announced there are three positions on the College Board up for election in the May 19, 2009 Special District Election. These positions are held by Frank Satterwhite (Zone 2/Position 3), Rosemary Baker-Monaghan (Zone 3/Position 5), and Stephen Berk (Zone 2/Position 2). Current Board members are urged to file early, assuming they wish to run for reelection. The deadline for filing for the College Board is March 19, 2009. Forms must be received at the County Elections office no later than 5 p.m.

Rosemary and Stephen both announced they would be running for office. Frank said he was seriously considering it.

B. Report of the Associated Student Government (ASG)

Jessica Johansen, ASG Vice President filling in for President Josh Fry, shared the ASG: 1) had a successful blood drive in January that resulted in 38 pints of blood from 45 donors, up two pints from last year; 2) is looking at putting together a talent show in February; 3) is sponsoring a Women's Celebration for Women's History Month on March 21st; 4) will be delivering balloons on Valentine's Day to different care centers in the community, and 5) is in the midst of creating student quorums as a way to get different groups "in the know" to learn what is going on in the College.

C. Report of the Deputy Clerk

Lindi Overton provided the FY2009 Financial Summary for the month ended January 2009. Some highlights of report included that department managers are being asked to seek a 16% reduction in non-personnel items for the remainder of FY2009, and to identify 20% savings in non-personnel expenditures for FY10. Lindi also stated at the recommendation of Seattle NW Securities the College applied for a bond rating. CCC received notification that it received an AA- bond rating from Standard and Poor's; the State of Oregon's rating is currently AA, which she said was very good for the College. Lindi further stated the because of the ratings, the College was able to sell the General Obligation Bonds at 6 cents per thousand to property owners rather than 7 cents, which saves approximately \$1M in the 20-year life of the bond. She then turned the meeting over to President Hamann for an update on House Bill (HB) 5015.

President Hamann shared that HB 5015 is a disappropriation bill the House is considering, which could result in an additional reduction in funding for CCC this current year. No definite amount of reduction has been identified as of yet, but it is possible that it could be as much as \$350K.

D. Report of the Board Representatives to Foundation and OCCA

Frank Satterwhite recalled the Foundation had decided after about one-third loss in the stock markets that it did not have enough revenue to continue paying half of the Foundation Director's position, and that the Foundation Director proposed herself to seek early retirement under PERS and remain with College as a half-time regular employee, and out of that, give what she could to the Foundation. He said from what he has seen "she is certainly continuing to give good service to the Foundation, but not the number of hours she was before."

At the February 3 Foundation Board meeting, it was mentioned the Foundation is quite sure it will be able to provide nearly the same amount of money to scholarships for the next academic year as it has provided for this year. Also mentioned was the Miller Family Foundation who provided CCC with an allocation of funds for the JCRP and provided the Foundation with a \$50K Challenge (Matching) Grant. To date the Foundation has raised about \$26.5K. The deadline for donating to this matching grant is March 31st.

Frank also shared the Foundation Board is discussing whether it needs to spend money for an audit for the current year at the end of this year (approximate cost \$5-9K), and possibly

having an audit conducted every other year or every third year. Yearly audits are not required of the Foundation.

E. PAT Updates

President Hamann announced new employee Shannon Herbert who has been hired as the Academic Tutor Coordinator in the Upward Bound/Educational Talent Search program. Shannon began her job on January 14, 2009.

Stephen Schoonmaker referred to his written Instruction Report in the Board packet and made himself available to answer any questions. Dirk Rohne commented on the EMT program and its required math credits. He said he has talked to people who have told him the math requirement is a deterrent for some wanting to enter into this program as community volunteers. Stephen explained there are state requirements for certification for the academic program which include an expectation for math, which is different than the state agency which oversees the EMT certificate, which is silent on the math. Stephen Schoonmaker added that CCC's Joey Daniels and Laurie Choate have been meeting with local fire fighting officials to determine how to best serve their needs, and doing that in an ethical way that can support Instruction.

Chair Baker-Monaghan congratulated Stephen Schoonmaker and those involved in the newly formed partnership between the College and the Local 290 Plumbers and Steamfitters Training Center in Tualatin.

F. Report of the President

President Hamann referred to his written report in the Board packet and called attention to the following items: 1) Statement on Art Curricula Use of Human Figure Models (this was in response to calls received in the President's Office from community members expressing concern about the use of nude models in some of CCC's Drawing classes; 2) Oregon Stimulus Package (Senate Bill 338) which could result \$1,875,000 for projects on campus; 3) Federal Economic Stimulus Package which if passed could result in CCC receiving as much as \$1M to be used for energy and safety and access improvements on our campus.

President Hamann then initiated a discussion with the Board about a proposed \$7/credit tuition increase, increasing Clatsop's tuition from \$64 to \$71. He also provided the most current preliminary information on proposed tuition increases for all 17 Oregon community colleges. The projected average 2009-10 tuition for all community colleges is approximately \$72/credit.

Stephen Berk asked if there been any study on the hardship an increase would be in our community, and wondered at what point is the College going to get diminishing returns. President Hamann shared assuming that the funding for the Oregon Opportunity Grant comes through and the Pell grants at least maintained, that for those who are in significant need a very great portion of this increase will be absorbed by financial aid. Greg Hamann also shared there have been internal discussions about not raising tuition which would make it more accessible financially for everyone, but then the College would have to eliminate approximately 15 courses that could be offered to students. He said the College is working hard to find the right balance.

Frank Satterwhite said if it would not take too much time, it would be useful to know what the total cost is for the average student to attend CCC; also providing a figure that includes tuition, books, fees., etc., and then a figure that shows what a typical student gets in financial aid. President Hamann said that information is fairly accessible as that figure is used for CCC's financial aid packages, and that he would provide that information to the Board.

Jessica Johansen commented the ASG supports the \$7/credit increase. Dirk Rohne also stated he would support the increase as well. Hazel Martinez, Vice President, Classified, remarked the collaboration taking place between Classified, Faculty, and Service/Supervisory and Administration will make easier to face the challenges ahead, such as the issue of tuition. She said she is hoping these internal discussions "will set the pace, and that the Board will come on board as we move forward through this process."

Greg Hamann said he would be bringing a formal recommendation and requested action to approve a \$7/credit tuition increase at the March Board meeting.

VI. OLD BUSINESS

A. Insurance Related Policies – Second Reading

President Hamann recalled there were no suggested changes to these policies from their first reading in January. Dirk Rohne **moved to approve changes to Board Policy 3.435 (Risk and Insurance Management) and the elimination of Policies 3.440 (Insurance Programs) and 3.445 (Liability Insurance)**. Paul Gillum seconded. The motion carried unanimously.

VII. NEW BUSINESS

A. Appointment of Budget Committee Member

One Budget Committee position expired on June 30, 2008. It was filled by Kim Shillinger of Tongue Point Job Corps Center. Lindi Overton stated that Mr. Shillinger had expressed an interest to continue to serve on the committee for a three-year term. Dirk Rohne **moved to appoint Kim Shillinger to a three-year term on the Budget Committee ending June 30, 2011**. Frank Satterwhite seconded. The motion carried unanimously.

B. 2008 Financial Audit

The auditors are required to communicate certain items to the Board as a result of completing the audit. Lindi Overton noted that although this was already done at the beginning of the Board meeting, the Board still needed to formally accept the audit. Rosemary Baker-Monaghan **moved to accept the audit for June 30, 2008**. Dirk Rohne seconded. The motion carried unanimously.

C. Revised Board Policies – First Reading

Greg Hamann recalled the Board had a good conversation about the Board policies at the January 12, 2009 Board Retreat, and based on the notes he took at the Retreat, the Board now had the proposed revised policies and in two forms; one marked up version and one final version.

Paul Gillum **moved to accept the Revised Board Policies for first reading.** Dirk Rohne seconded. Discussion. Frank referred to Policy 1.025, Board Member Removal from Office, bullet #3, and said if reference was going to be made to Board conduct as a basis for removal of office, that he thought the types of conduct should be listed. Rosemary suggested referencing Board Policy 1.305, Board Member Ethics, on Policy 1.025 which already provided examples of types of conduct as a basis for Board member removal. With no further discussion, the motion carried unanimously.

D. Approval of Instructional Programs

Stephen Schoonmaker presented the three following Instructional Programs for Board approval: 1) Automotive Technology Program-AAS Degree; 2) Historic Restoration and Preservation Program – Certificate and AAS Degree; 3) Retail Management Program – Career Pathways Certificate. In addition to the background and rationale related to each program, Stephen also provided the Board with their respective budgetary impacts due to the current budget situation.

Stephen Berk asked why the potential earnings for Historic Restoration and Preservation seemed so low. Stephen Schoonmaker explained the data used to determine this figure was supplied by the Oregon Labor Management Information Service, and that one of the challenges was there was no category called Historic Restoration and Preservation. He said he had to find a category that would fit into these criteria so carpentry was chosen.

With no further questions/comments, Dirk Rohne **moved to approve the Instructional Programs as presented.** Frank Satterwhite seconded. Discussion. Frank pointed out there were a few instances where the word “curricula” was used when in fact it was talking about a singular type of curriculum. His second point was directed to Stephen Berk that when Frank’s son was a carpenter he charged \$20/hour, but that the contractor raised that to \$50/hour for his time. With no further comment the motion carried unanimously.

E. Request for Early Retirement

Greg Hamann said the Board received a request from Carol Goerges for early retirement with the effective date of May 1, 2009. He said the request meets all the criteria for approval as established by College policy except the due date requirement. Greg Hamann said it was his recommendation the Board waive the due date requirement and grant Early Retirement for Carol Goerges.

Dirk Rohne **moved to waive the due date requirement and grant Early Retirement for Carol Goerges effective May 1, 2009 in accordance with Board Policy 4.520. Early Retirement benefits will be based on those in effect on the date that retirement begins.** Paul Gillum seconded. The motion carried unanimously.

F. Declaration of Emergency

The Oregon State legislature is considering legislation that will provide funds to community colleges for deferred maintenance, capital renewal, code compliance and safety projects. Projects totaling \$1,875M for Clatsop CC are included. Lindi said because the College will need to move quickly on these projects the Board is being asked to declare an emergency for the projects specifically identified in the economic stimulus package. Paul Gillum **moved to adopt Resolution 2008-09-04, declaring an emergency to facilitate immediate deferred**

maintenance projects approved by the Oregon State legislature in SB338. Resolution #2008-09-04 is being adopted in conformance with Oregon Public Contracting Statute ORS 279B.080 dealing with emergency procurements. Frank Satterwhite seconded. The motion carried unanimously.

VIII. ANNOUNCEMENTS/COMMUNICATIONS

Rosemary Baker-Monaghan announced the March 10th Board meeting which will be held in the Library Conference Room, Jerome Avenue Campus, beginning at 6:30 p.m.

IX. BOARD FORUM

Stephen Berk said a faculty member had mentioned to him that some neighbors of the College might attend the next Board meeting to address the fact the hiking trail behind the Art Building to the Astor Column has been chained off and that these people have used the trail for years and did not think it was necessary for the College to close it off. Lindi Overton clarified the trail was chained off as a safety liability issue.

Dirk Rohne raised the issue of the College having a yearbook, even in an on-line form. He said he thought it would be good for morale.

X. ADJOURNMENT

Without further business, the Regular Board meeting was adjourned at approximately 8:40 p.m.

Greg Hamann
President

Rosemary Baker-Monaghan
Chair

Kari Walsh
Recording Secretary