

**MINUTES OF THE MARCH 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: Larry Sparks, Rosemary Baker-Monaghan, Dirk Rohne, Paul Gillum, Stephen Berk, Frank Satterwhite, Marilyn Lane. Board members absent: None. Others present: Tom Gill, Hazel Martinez, Nancy Autio, Judy Bigby, Gerry Swenson, Deeda Schroeder, Carol Hungerford, Nadine Faith, Roger Friesen, Stephen Schoonmaker, Jo Black, Steve Ferber, Josh Fry, Richard Balkins, Angela Bake, Linda Stewart, Deputy Clerk Lindi Overton, President Greg Hamann, and Recording Secretary Kari Walsh.

**A. Adoption of Agenda**

Chair Baker-Monaghan drew attention to a revised agenda which included the addition of V. REPORTS/DISCUSSION ITEMS, A. *Presentation of Oregon Community College Foundation Scholarship Gift*, and asked that it be recognized immediately following II. PUBLIC FORUM. 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**

Linda Stewart, resident at 1745 Jerome Avenue, addressed the Board about the closure of the paved path between the lower and upper campus. Ms. Stewart stated she was “thrilled the College is staying in our neighborhood” and that it has been “an excellent neighbor.” She further expressed it saddened her to see the path unkempt and closed with trespassing signs, and that she would like to see this path being used. Ms. Stewart offered to help clean up the path and donate her time to see it reopen. Lindi Overton explained she had walked this path with an insurance agent, and that the insurance agent will now provide CCC with a written report and recommendations regarding improvement or closure of this path.

**V. REPORTS/DISCUSSION ITEMS**

**A. Presentation of Oregon Community College Foundation Scholarship Gift**

Judy Bigby, Carol Hungerford, and Nancy Autio, representatives from the Oregon Community Foundation’s (OCF) North Coast Leadership Council presented a \$25K check to Clatsop Community College to be used for scholarships. This gift is made possible through a one-time grant aimed to help address the literacy issue in our region. This \$25K gift will be matched by the James F. and Marion L. Miller Foundation.

At the request of the Board Chair, Frank Satterwhite provided his update as Representative to the Foundation. Frank mentioned this \$25K gift enables the College Foundation to fully realize the \$50K match from the Miller Foundation which will enable the Foundation to closely give in scholarships in the coming academic year about the same as last academic year. Nadine Faith mentioned the College Foundation no longer has its monies invested in stocks and has moved its monies into several financial institutions throughout Clatsop County.

### **III. APPROVAL OF MINUTES**

Paul Gillum **moved to approve the minutes of the February 10, 2009 Regular Board Meeting as presented.** Dirk Rohne seconded. The motion carried. Marilyn Lane abstained as she was not present at the meeting.

### **VI. EDUCATIONAL PROGRAM PRESENTATION**

Liz Hylton, Math Instructor, distributed and provided an overview of a brochure describing Mathematic Activities sponsored by CCC for 2009. Activities included a series of presentations during 2008-09 that apply mathematical analysis to topics both fun and useful, Pi Day scheduled for March 13<sup>th</sup>, Mental Math Competition in May 2009, and the Oregon High School Regional Mathematics Competition in April 2009.

### **V. REPORTS/DISCUSSION ITEMS (continued)**

#### **B. Report of the Board Chair**

None.

#### **C. Report of the Associated Student Government (ASG)**

Josh Fry first stated the ASG unanimously supported the proposed \$8 tuition increase effective Fall Term 2009. Josh also mentioned the ASG is participating in a city league basketball tournament, will be providing a Mariachi Band at CCC on May 6th in celebration of Cinco de Mayo, and will be sponsoring a talent show at the PAC in late May.

#### **D. Report of the Deputy Clerk**

Lindi Overton provided the FY2009 Financial Summary for the month ended February 2009. In addition to her financial summary, Lindi mentioned she has asked faculty and staff to identify some savings for FY09 and that currently \$158K has been identified in this year's budget. Lindi Overton also said she has asked people to identify savings for next year, and has convened a small group of President's Council members to work on this matter. Lindi also announced CCC received \$2.2M in Go Lottery money for additional work on the campus facilities, and that the College has hired Howard Clarke as project manager for those projects.

Larry Sparks raised the issue of perception in hiring a project manager without seeking more than one candidate. Greg Hamann said Howard Clarke is providing professional services rather than contracted services and then explained the differences between the two. President

Hamann also stated the College has worked with Mr. Clarke in the past and was very pleased with his work.

Lindi answered questions and/or provided clarification related to her financial summary.

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

Marilyn Lane shared the Legislative Summit she had attended in February in Washington DC was very useful and that there were well over 1000 trustees from around the country in attendance. She noted at the Summit that there was a lot more awareness about community colleges at the national level, more so than five years ago. Marilyn Lane also mentioned there will be publicity campaign called “Skills2Compete,” a nation-wide program to advertise “middle-skill” jobs; jobs which require more than high school but less than a four-year degree. She also stated the next OCCA Board meeting was scheduled for March 20<sup>th</sup>, and that she would have a report on that meeting at the April Board meeting.

Greg Hamann said Nadine Faith has been working to identify people who are interested and willing to go to Salem on behalf of Clatsop CC to testify for community college funding, and that he thought it would good to have some Board members involved as well. Nadine said she has already included the CCC Board in an email distribution list for future announcements of this type and that talking points will be provided as necessary.

**F. PAT Updates**

Stephen Schoonmaker talked about the Art Department’s new hammer mill, which he said did not arrive at CCC fully-equipped or functioning. He then shared the collaborative effort between the Art, Welding, and Facilities departments to help create a fully-functioning and operable hammer mill. Stephen Schoonmaker also displayed an obsidian rock and a bucket containing a powdery substance. He explained at one point the powder was obsidian rock which was then crushed in the new hammer mill, resulting in a material that can now be used in the Art Program. The new hammer mill will be located at the MERTS campus.

**G. Report of the President**

President Hamann first drew attention to the Report to the Northwest Commission on Colleges and Universities – Facilities Update in the Board packet, and acknowledged Stephen Schoonmaker for his work on this report. He also distributed copies of the President’s Report, which highlighted “Go Oregon” Economic Stimulus Projects, JCRP, “Alternative” High School, Budget for FY2008-09, and Next Year’s Budget (2009-11 Biennium).

President Hamann also mentioned he had received from OCCA 17 pages of approximately 80 new bills, many of which have a direct impact on community colleges, which he would share with Board members if interested. He mentioned the bill receiving the most focus at this time has to do with changing the way base funding level for community colleges is established, or better known as the Essential Budget Level.

**VI. OLD BUSINESS**

**A. Revised Board Policies – Second Reading**

Frank Satterwhite referred to Policies 1.205 (#17), 1.215 (#3), and 1.305 (#10), and said that he wanted to see some communication or allowance for discretion. He stated he did not think that every single complaint a Board member hears or is told is something that should automatically be brought to the administration or Board Chair, and that he wants to be able to exercise some judgment. It was suggested adding “where appropriate” at the end of the sentences mentioned in Policies 1.205, 1.215, and 1.305.

Marilyn Lane **moved to approve the Revised Board Policies as amended.** Stephen Berk seconded. The motion carried unanimously.

## VII. NEW BUSINESS

### A. Tuition Recommendation

Greg Hamann referred to the explanatory cover memo in the Board packet that contained the background, rationale, and recommended action to approve an increase in tuition by \$8 per credit, increasing tuition from \$64 to \$72, effective with the Fall Term 2009. President Hamann also distributed a revised FY09-10 Budgetary Framework now at \$440M. He said it has been the goal of Union and Administrative leaders to find a way of responding, as positively as possible, to best preserving our capacity to provide educational opportunities to the communities we serve. President Hamann said the \$440M framework is a collaborative effort of these various groups and that an \$8 increase is a part of that collaborative package. He provided an overview of the \$440M budgetary framework which in addition to the proposed increase in tuition, included compensation adjustments agreed upon by the College’s employee associations, and the elimination of 9.5 full-time positions, some through attrition.

Hazel Martinez read aloud from a written statement that since the February 10<sup>th</sup> Board meeting, the Administrative and Union leaders have been meeting to address the \$440M Budgetary Framework. She notes in this framework the Board is being asked to increase tuition, and that Classified’ representatives have met with their members who have also agreed to support the \$440M budgetary framework. Hazel stated that plans are in the work to take this budgetary framework to the Classified for an official vote next week. Hazel thanked the Administrative and Faculty leaders for their work on this.

Jo Black shared that Faculty have been very much involved in this process from the beginning, and that “they believe as I do that if we are not part of the solution we are the problem.” Jo pointed out the biggest reductions in the budgetary framework were in compensation and full-time positions and that asking for an \$8 increase instead of \$7 was imperative. Jo noted the tuition increase also came with the support of the students.

Greg Hamann distributed a document “Tuition Increase Impact” that explained the impact to students as follows: 1) 44% of financial aid students will pay no additional out-of-pocket expense for tuition increase; 2) 27% of financial aid students will pay a portion of the tuition increase out-of-pocket; and 3) 29% will pay the full cost of tuition increase out of pocket.

Dirk Rohne **moved to approve the tuition increase.** Paul Gillum seconded. The motion carried unanimously.

**B. Designate Depository of Funds**

College Policy 3.115 states the Board will annually designate one or more banks which meet college, state and federal guidelines as official. The list of qualified depositories changed since the CCC Board designated banks in July 2008, so Lindi Overton provided a revised list for adoption.

Paul Gillum **moved to adopt the list of qualified depositories in Clatsop County for public funds for FY09 as designated by the Oregon State Treasury.** Frank Satterwhite seconded. The motion carried unanimously.

**C. Request for Revision to Policy 6.017, Student Health Screening and Immunization - First Reading**

This policy change deletes some of the specifics associated with the original policy. The two reasons for this are: 1) industry standards change over time and the President needs the authority to allow departments to update health screening / immunization requirements based on the needs of our industry partners; 2) changes allow CCC to comply with Oregon Administrative Rules.

Rosemary noted a typo in the second to the last paragraph; changing “or religious convictions” to “*of* religious convictions.” Marilyn Lane **moved to approve Policy 6.017 for first reading as amended.** Frank Satterwhite seconded. The motion carried unanimously.

**D. Approval of Career Pathway Certificate in Medical Assistant**

Stephen Schoonmaker provided the background, rationale, and budgetary impact for this proposal. Completion of the Career Pathway Certificate in Medical Assistant would provide better entry-level candidates for employment and/or provide current employees additional skill competencies, which may provide additional salary compensation, responsibilities and/or advancement. The College’s Instructional Council and President’s Council have reviewed and recommended approval for this new Career Pathway Certificate in Medical Assistant.

Dirk Rohne **moved to approve the Medical Assistant Program – Career Pathway Certificate, and forward the proposal as part of a statewide application to the State Department of Education with a recommendation of program approval effective Fall 2009.** Stephen Berk seconded. Discussion.

Frank Satterwhite inquired if there been any progress toward getting this particular profession licensed. Stephen Schoonmaker said he was not sure if efforts were currently under way or not at this time. Frank shared he thought getting this profession licensed would serve patients better, and give the position itself more prestige. Jo Black said that Medical Assistants are held to the same high standards as any other medical professional. Stephen Schoonmaker said the Medical Assistant Program at Clatsop would not shy away from any licensure requirement.

Marilyn Lane said she wanted to call for the vote. The motion carried unanimously.

**VIII. ANNOUNCEMENTS/COMMUNICATIONS**

The next Board meeting is scheduled for April 14, 2009 in the Library Conference Room, beginning at 7 p.m. Preceding the Board meeting is a Board Work Session at 5:30 p.m., in Maxine’s.

**IX. BOARD FORUM**

Stephen Berk referred to the Career Pathway Certificate in Medical Assistant and said there are Boards and professional groups in various fields, and was not sure if the Medical Assistant had such a thing, adding ‘they can be very effective.’ Jo Black said she thought Medical Assistant fell under the Board of Nursing.

Paul Gillum conveyed his thanks to everyone, including the ASG who was no longer in attendance, for their collaborative efforts during this difficult budget time.

Larry Sparks remarked if the economy ever recovered and the State provided more compensation for community colleges that he would like to see the Board roll back some of this tuition cost. He added “it is a constraint to most students and we need to give them all the opportunity, financially, rather than them taking out loans to go to school.”

Marilyn Lane echoed Paul Gillum’s remarks, and asked that the Board’s appreciation be passed on to College faculty and staff. Marilyn also stated she had met with a friend who was no longer able to keep his business open. He had mentioned to Marilyn that job hunting had not been easy and that he was interested in taking a class from the college, but thought he was too old. Marilyn Lane recalled prior discussion about having a profile of a typical community college student on the College website to help show the wide range of ages for students attending community college.

**X. ADJOURNMENT**

Without further business, the Regular Board meeting was adjourned at approximately 8:24p.m.

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Greg Hamann  
President

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Rosemary Baker-Monaghan  
Chair

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Kari Walsh  
Recording Secretary