

**MINUTES OF THE FEBRUARY 8, 2022  
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 6:30 p.m.

Board members present: Rosemary Baker-Monaghan, Karen Burke, Sara Meyer, Tim Lyman, Trudy Van Dusen Citovic, and Jody Stahancyk. Board members absent: None. Others present: Helen Keefe, Pat Keefe, Camille Leavitt, David Oser, Heather Douglas, Teena Toyas, Cliff Fick, Angee Hunt, Desiree Noah, Jabrielle Jones, Julie Kovatch, Rinda Johansen, Matt Miller, Kenny Schmoker, Jim Alegria, Jerad Sorber, Grace Fadele, Peter Williams, Siv Barnum, Abigail Moten, Carolyn Adler, Margaret Frimoth, Lloyd Mueller, Edie Olson, Gudelia Contreras Flores, President Chris Breitmeyer, and Recording Secretary Pat Schulte.

**A. Adoption of Agenda**

There was a request to move the ASG report to be first under Reports/ Discussion Items. There was a request to withdraw BP 2220 Committees of the Board of Education from the Consent Agenda.

Sara Meyer **moved to adopt the February 8, 2022 agenda as amended.** Karen Burke seconded. The motion carried unanimously.

**II. PUBLIC FORUM**

**A. Introduction of Guests**

**B. Public Comment**

There was no public comment.

**III. APPROVAL OF MINUTES**

Karen Burke **moved to approve the January 11, 2022 Regular Board Meeting Minutes as presented.** Trudy Van Dusen Citovic seconded. The motion carried unanimously.

#### **IV. CONSENT AGENDA**

##### **A. Policies for Review**

- BP 2220 Committees of the Board of Education – 2<sup>nd</sup> Reading and Adoption

Karen Burke asked that BP 2220 Committees of the Board of Education be withdrawn. She is still gathering information on board committees from other community colleges.

#### **V. REPORTS/DISCUSSION ITEMS**

##### **A. Report of the ASG President**

ASG President Jabrielle Jones provided an update to her report which was in the packet. Latino Club is active and will provide snacks in Patriot Hall for athletic events.

There were several ASG members at the Board meeting. The focus was on the resolution that was included at the end of the ASG report. The resolution, signed by ASG members, requested that the Board of Education direct the President to ensure that financial aid is distributed in a regular and timely manner on or before the first day of each term; ensure that emergency aid for students is delivered with no greater than a one-business-day turnaround once requested and approved; ensure that the add/drop policy changes to a period of ten days, requiring students to add/drop course(s) by the second Friday of each term to be implemented no later than the fall 2022 term; and ensure that students are able to charge their books, supplies, etc. to their student accounts up until the second Friday of each term to be implemented no later than the fall 2022 term. In addition, the resolution requested that the College's administration develop a plan for eliminating schedule overlaps by adopting a block schedule for classes on each campus to be implemented no later than the fall 2022 term.

The ASG officers in attendance took turns speaking. The following points were made:

- Students are distressed by the financial aid situation. There is a breakdown in the system.
- By the end of the second week of the term, students had not heard anything about financial aid. The Vice-President of ASG had over 60 inquiries from students regarding financial aid. Students were in tears.

- ASG received feedback from their advisor that he wanted to provide information to students regarding financial aid but was vetoed. ASG is concerned there was no student representation in the meeting where it was decided not to provide feedback to students.
- ASG is getting mixed messages from Administration. The lack of transparency is very concerning.
- ASG turned to social media to get the word out to students about financial aid.
- The Business Office gets beat up a lot because they are dealing with a system that doesn't function.
- Students would like block scheduling of classes to avoid overlap and save them time.
- The ASG President has chosen not to attend Board meetings because she is uncomfortable with how toxic they have been. A Board member reached out to her with questions and she felt uncomfortable.
- ASG is trying to get accountability and solutions to make the College better for all students. Let's be student-oriented.

Board members shared concerns that items in the resolution have been discussed at Board meetings, but students have not been attending Board meetings. Students were offered a meeting by Administration to discuss these issues but declined that meeting and chose to come directly to the Board. The resolution from ASG is asking the Board to micromanage the President, but it is not the Board's role to micromanage the President.

President Breitmeyer indicated that Administration has had discussions internally with the Business Office and Financial Aid in response to these requests from ASG. Financial aid can be disbursed more quickly but no sooner than the end of the first week of the term. For emergency aid, a process can be put in place to get emergency aid out the next day after a request. Regarding an extension of the add-drop deadline, one of the driving forces seems to be that students need information about classes earlier so they can make informed decisions. There are ways to provide that information without extending the add-drop deadline. The issue of extending aid at the bookstore should be solved by getting financial aid out earlier. Scheduling issues will be addressed, but Administration can't guarantee there will be no overlap between classes.

The Chair emphasized it is really important for an ASG student representative to attend the Board meetings, and she will try to make it as

safe a place as possible. She appreciated the students bringing the issues forward.

B. Report of the Deputy Clerk

President Breitmeyer is currently serving as the Deputy Clerk and presented the Report of the Deputy Clerk and a summary of the Statements of Revenues and Expenditures FY2021-22 and FY2020-21 by fund source. The Financial Summary also included revenues and expenditures as of January 31, 2022 compared to revenues and expenditures as of January 31, 2021 and to the FY2021-22 Budget. Tuition and fees revenue recorded through January FY2020-21 is \$1.737 million or 52.98% of the adopted budget representing summer, fall, and winter term revenue. Revenue for winter term 2022 is recorded in the January 2022 financial report. Tuition and fee revenue has increased 2.24% compared to January 2021. FY2020-21 actual tuition and fee revenue is \$2.968 million, including the \$513,000 in federal stimulus funding, and represents a 2% decrease from FY2019-20.

State appropriations recorded through January FY2021-22 are \$3.201 million representing three quarterly payments. Property taxes received through January FY2021-22 are \$4.907 million or 99.43% of the adopted budget. The actual FY 2020-21 property taxes received are \$5.132 million and represent 107.02% compared to budget. Other revenue recorded through January FY2021-22 is \$236,000. Timber revenue is budgeted at \$450,000. The FY2021-22 adopted budget beginning fund balance is \$2.2 million, and the actual beginning fund balance estimated at \$2.4 million. The FY2019-20 actual budgetary basis ending fund balance is \$1.849 million. The FY2018-19 General Fund ending fund balance was \$1.453 million. Total actual General Fund expenditures through January 2022 are \$7.581 million, or 48.35% of budget, compared to \$6.666 million in January FY2020-21 representing a 13.74% increase. Total estimated actual General Fund expenditures in FY2020-21 are \$12.232 million or 86.18% of budget.

The FY20-21 audit field work was performed the week of July 26, 2021. An audit extension for the FY20-21 financial statements was approved by the Oregon Secretary of State. The FY19-20 financial statements were presented by CCC's audit firm, CliftonLarsonAllen (CLA), at the February 9, 2021 Board meeting.

Tuition revenue is up slightly from last year. Funding from the State is solid. Property taxes are up. The budget process for 2022-2023 has been started. General fund expenditures are up significantly. When the

pandemic first started, the College restricted spending. This year, the College is back to normal spending.

C. Report of the Board Chair

Chair Baker-Monaghan read the inscription on the plaque that will be given to Anne Teaford-Cantor to thank her for her service on the Board of Education: "In gratitude to Anne Teaford-Cantor for 7.5 years of outstanding service and dedication on the CCC Board of Education." Chair Baker-Monaghan attended the OCCA Board meeting on February 4. Education is now one of the number one targets for cyberattacks. As a group, Oregon's 17 community colleges voted to support the Future Ready Oregon bill. OCCA is working on updating policies and providing training for board members statewide. The Annual OCCA Conference is April 13 to 15 at Sunriver, OR. The conference will be in person, and attendees will need to provide proof of COVID-19 vaccination or proof of negative COVID-19 test within 48 hours before the start of the conference.

D. Report of the Board Representatives

OCCA

Rosemary Baker-Monaghan included the OCCA report as part of her Board Chair's report (see above).

CEDR/SBDC

Trudy Van Dusen Citovic presented the CEDR/SBDC report. The Col-Pac Board met on January 13. Col-Pac is the federally designated Economic Development District for Clatsop, Columbia, Tillamook, and Western Washington Counties. Work will begin in February to update the Comprehensive Economic Development Strategy for 2022 and beyond with an action plan and results-driven approach. Kevin Leahy will be a member of the steering committee, which also includes Business Oregon and Governor Brown's office. Governor Brown's Future Ready Oregon 2022 workforce investment programs is an opportunity for community colleges, industry, and workforce training programs to receive funding to enhance and improve current offerings. President Breitmeyer, the Academic/CTE leadership, and Kevin Leahy are working together to improve current offerings. The CEDR Board met on January 25 with lengthy discussion on issues limiting economic growth: lack of workforce, workforce housing, and childcare are the top three issues. The CEDR Executive Committee,

which includes President Breitmeyer, will meet shortly to set goals and objectives for 2022 to present to the full CEDR Board. New officers were elected: President is Zach Schmitt, CFO of Columbia Memorial Hospital; Vice-President is Chris Nemlowill, owner of Fort George Brewery; and Secretary-Treasurer is Kristin Talamantez, VP, Columbia Bank. The Clatsop County Job Fair will be back on May 11 at the Clatsop County Fairgrounds after being cancelled the last two years because of the pandemic. The morning session will include the seven local high schools with CCC students and general job seekers in the afternoon. CCC will have an active presence at the Job Fair. Handclap to Kevin Leahy for receiving the George Award for community service from the Astoria/Warrenton Chamber of Commerce.

### Foundation

Tim Lyman gave the Foundation report. The Foundation Board approved spending \$225,000 from the endowed donor-restricted funds to support CCC students for 2022-2023. For 2021-2022, the total approved was \$219,000. The Foundation is coordinating with Financial Aid and Communications and Marketing to announce the open date in March for 2022-2023 student scholarship applications. The Foundation is promoting a Maritime Scholarship Campaign February 11 - 25. The goal is to raise \$37,500 in scholarships to double the impact of the \$37,500 grant from the Roundhouse Foundation for critical equipment needs for the Maritime Program. Every dollar raised from this scholarship campaign will go to CCC students who are pursuing their education related to maritime industry careers. Planning continues for the *Be Part of the Magic* interactive fundraising event on April 30. Of the 15 educational booths, seven college programs have confirmed a booth. There are 18 sponsors currently. Foundation and College Board members are encourage to share the message to recruit support from the community as sponsors, partners, and donors. As part of the marketing and promotion, there is a multi-prong plan to include radio, social media, and signage around the county to share a variety of ways for the community to "be part of the magic." In addition to the in-person event on April 30, there will be an online auction April 22 to 29 and opportunities in the coming months to make a gift online or by mailing a check to the Foundation Office. For the first time, there will also be an opportunity for community members to make a gift using a "text to donate" feature during the event and two weeks prior. The joint Foundation Board/College Board meeting was cancelled due to a rise in COVID cases. It was just announced that COVID restrictions will be

removed after March 31. The joint meeting will likely be scheduled to take place after that date. The Foundation Board is also working on a retreat. Jody Stahancyk asked Mr. Fick to reach out to her for a sponsorship for *Be Part of the Magic*.

#### Board Policy Committee

Karen Burke presented the Board Policy Committee report. The Board Policy Committee met last month. The committee made some editorial changes to the policies and procedures related to Associated Student Government which went back to ASG for approval. The Board should be seeing the ASG policies and corresponding procedures at an upcoming meeting. The standing Board Policy Committee has been moved to the third Thursday of the month at 10:00 a.m. The next meeting is Thursday, February 17 at 10:00 a.m.

#### E. Report of the President

President Breitmeyer's report is in the board packet. He gave an update on goals he has set for the coming year. The letter to Anthology is in hand. President Breitmeyer and the ERP replacement work group will meet with legal counsel to determine the optimal time to send the dissolution letter to Anthology, which will likely be in February or early March. The College wants to optimize its ability to reach a settlement with Anthology.

#### F. Report of the VP Academic Affairs

VP Peter Williams offered to answer any questions about his report which was included in the board packet. Hearing no questions, VP Williams introduced the faculty speaker, Pat Keefe, Physical Science Instructor.

- *Faculty Presentation:* Pat Keefe gave a PowerPoint presentation: *Do We Really Know Anything . . . ?* Mr. Keefe teaches physical science classes to non-science majors, a year-long sequence of physics, physics with calculus, and physical education (volleyball). He also hosts a volleyball open gym in Patriot Hall. Recent research findings in teaching and learning indicate that the traditional lecture-style, passive learning model does not substantially impact the learning and understanding of most students who take introductory physics. Mr. Keefe showed photos of his students in physics labs. Mr. Keefe asks the questions and the students work together to get the answers. It is a guided approach. The

students have all the tools they need to answer the questions. Testing students before and after instruction shows that students learn by doing. Mr. Keefe also showed slides of his students competing in international underwater ROV (Remotely Operated Vehicle) competitions. Building an underwater ROV takes about every square meter of the physics lab. CCC student ROV teams have beat out teams from MIT, Swarthmore, UC Davis, and other schools in international competitions.

#### G. Report of the Chief Enrollment Officer

The Report of the Chief Enrollment Officer is in the board packet. In the summary, it lists Continuing Education FTE at zero. Continuing Ed is in CourseStorm, and FTE doesn't get evaluated until the end of the term.

### VI. OLD BUSINESS

#### A. COVID-19 Update

It appears that the mask mandate will be lifted at the end of March. The College is planning how to address the lifting of restrictions. The College is back to semi-normal COVID operations. Most college meetings are still remote. There is a team in place to procure COVID-related materials and supplies.

### VII. NEW BUSINESS

#### A. Policies for Review

- BP 2718 Board Professionalism and Accountability – 1<sup>st</sup> Reading

This policy came from a comment at the Board Retreat this fall that the Board doesn't have a policy about professionalism. It's important that Board members are treating employees and students with the respect they deserve. In terms of private conversations, the policy refers to a Board member having a private conversation in their role as a Board member. It does not refer to conversations Board members have as private citizens.

Jody Stahancyk **moved to approve BP 2718 Board Professionalism and Accountability for 1<sup>st</sup> reading.** Sara Meyer seconded. The motion carried unanimously.

## B. New Hires

Misty Bateman has been selected as the new Clatsop Works Coordinator effective March 1, 2022. She reports to Kevin Leahy, Executive Director, CEDR/SBDC. Shane Robinson has been selected as the College's new Career Advisor for the TRIO Pre-college Program effective January 3, 2022 reporting to the TRIO Director Christine Riehl.

## VIII. ANNOUNCEMENTS

Tickets are available for Latino Club's Valentine's Day fundraiser raffle. The Latino Club is also collecting cans and bottles. The money raised goes to things like scholarships. The *Be Part of the Magic* event on April 30 will be added to the list of upcoming events. The Board Policy Committee is meeting Thursday, February 17 at 10:00 a.m. The next Regular Board Meeting is Tuesday, March 8 at 6:30 p.m.

## IX. BOARD FORUM

Tim Lyman thanked ASG member Grace Fadele for staying through the entire meeting. The best way to have influence is to show up. The world and the future belongs to those who show up. Mr. Lyman said he has seen faculty and staff work so hard to serve students over the past two years in the face of COVID. He has seen the President hire additional people to ease that path. As far as the Board goes, the only reason we are here is for the students. Trudy Citovic has four or five businesses, Jody Stahancyk has one of the largest law firms in the country, and Rosemary Baker-Monaghan has been serving on the Board for 20 years. Sometimes it might not seem that everything is going the way you want. This Board is putting in at least three times the hours that the last Board did. We don't always agree with each other, but it's one of the highest functioning boards he has served on.

Sara Meyer pointed out there were no introductions at the beginning of the meeting. There are some new people on the Board.

Karen Burke commented that Tim Lyman said it well. To the students, we do appreciate your presence, how well you speak, and how well you state your issues.

Trudy Van Dusen Citovic echoed what Tim Lyman said. She appreciates that Grace Fadele, Abigail Moten, and Kenny Schmoker stayed for the whole meeting. She didn't mean to come off at the beginning that she was not

interested in what the students had to say. She was just frustrated that administration offered a meeting to ASG which was declined and instead ASG hopped over that step and came directly to the Board. Ultimately, the more participation from students the better. She hopes the students will join again and they should feel free to reach out to Board members outside of Board meetings. Board meetings are not the only time that students have access to Board members who represent all of Clatsop County, all the voters, and all community members.

Jody Stahancyk said it is fun to go toe to toe with young people because they are fearless and that's what she loves. We had a wonderful visit with Tesla and might be able to place some of our senior people in places where they may be able to bring Tesla to Clatsop County. It's fun to see how quickly we can go when we all row together.

Rosemary Baker-Monaghan echoed what everyone said and thanked Tim Lyman for his words which were right on target.

## **X. ADJOURNMENT**

Without further business, the Regular Board meeting was adjourned at approximately 7:47 p.m.

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Chris Breitmeyer, President

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Rosemary Baker-Monaghan, Chair

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Pat Schulte, Recording Secretary