

**MINUTES OF THE JANUARY 12, 2021
CLATSOP COMMUNITY COLLEGE
BOARD OF DIRECTORS
REGULAR BOARD MEETING**

I. CALL TO ORDER

The meeting was called to order by Chair Robert Duehmig at 6:30 p.m.

Board members present: Robert Duehmig, Rosemary Baker-Monaghan, Karen Burke, Anne Teaford-Cantor, Sara Meyer, Tim Lyman, and Dave Zunkel.

Board members absent: None. Others present: Peter Williams, Jerad Sorber, Jade Jaconetti, Desiree Noah, Nichole Warwick, Abigail Moten, Fernando Rojas, Amy Magnussen, TJ Lackner, Rinda Johansen, Sheldon Flom, Lawrence LaJoie, Julie Kovatch, Mallory Vollner, Angee Hunt, Deac Guidi, Jabrielle Jones, Margaret Frimoth, Rhonda Alderman, Laura Evans, Marsha Pack, Krystal Brailsford, Edie Olsen, Stephanie Homer, Helen Keefe, Eldon Russell, Deputy Clerk JoAnn Zahn, President Chris Breitmeyer, and Recording Secretary Pat Schulte.

A. Adoption of Agenda

Karen Burke **moved to adopt the agenda as presented.** Rosemary Baker-Monaghan seconded. The motion carried unanimously.

II. PUBLIC FORUM

A. Introduction of Guests

Chair Duehmig asked those present to introduce themselves.

B. Public Comment

Chair Robert Duehmig read the following statement: Public comment will be accepted by email addressed to pschulte@clatsopcc.edu or by mail to: Patricia Schulte, Board Secretary, 1651 Lexington Avenue, Astoria, OR 97103 before the close of business on Tuesday, January 12, 2021. Any submitted public comment will be included in the meeting minutes and shared with all Board members. *(Note from Board Secretary: no public comment was received.)*

III. APPROVAL OF MINUTES

Rosemary Baker-Monaghan **moved to approve the December 8, 2020 Board Work Session minutes as presented.** Karen Burke seconded. The motion carried unanimously. There is one minor correction to the Regular Board Minutes: the new standing committee for OCCA is the DEI Committee rather than the DEI Statement Committee. Rosemary Baker-Monaghan **moved to approve the December 8, 2021 Regular Board Meeting minutes as corrected.** Karen Burke seconded. The motion carried unanimously.

IV. CONSENT AGENDA

A. Policies and Corresponding Procedures for Review

- BP 7135 Faculty Outside Employment – 2nd reading and adoption
- BP 7700 Whistleblower Protection – 2nd reading and adoption

First reading of BP 7135 and BP 7700 took place at the December 8, 2020 Board meeting. One item to note under New Business is to rescind the current whistleblowing policy.

Rosemary Baker-Monaghan **moved to put BP 7135 Faculty Outside Employment and BP 7700 Whistleblower Protection in 2nd reading by title only.** Karen Burke seconded. The motion carried unanimously. Rosemary Baker-Monaghan **moved to adopt BP 7135 Faculty Outside Employment and BP 7700 Whistleblower Protection by title only.** Anne Teaford-Cantor seconded. The motion carried unanimously.

V. REPORTS/DISCUSSION ITEMS

A. Report of the Deputy Clerk

VP Zahn provided a summary of the Statements and Revenues and Expenditures FY20-21 and FY19-20 by fund source. The Financial Summary also included revenues and expenditures as of December 31, 2020 compared to revenues and expenditures as of December 31, 2019 and to the FY 2020-2021 Budget. Tuition and fees revenue recorded through December FY20-21 is \$1.706 million or 53.03% of the adopted budget. This amount represents \$665,000 in Winter Term tuition and fees. Tuition and fee revenue will be posted as revenue on the first day of each academic term. For example, winter term tuition and fee revenue will be reflected in the January 2021 financial report even though class registration began in

November 2020. For FY20-21, there was no increase in the tuition rate of \$105 per credit.

State appropriations recorded through December FY20-21 are \$1.907 million representing two of the four quarterly payments. State appropriations in the FY20-21 adopted budget is \$4.218 million based on the second year of the \$640 million community college allocation for the 2019-2021 biennium. Property taxes recorded through December FY20-21 are \$4.587 million and represent 95.66% compared to budget. The actual FY19-20 property taxes received are \$4.786 million or 102.79% of the adopted budget. Other revenue recorded through December FY20-21 is \$45,000. Timber Proceeds are budgeted at \$450,000. The FY20-21 adopted budget beginning fund balance is \$1.4 million, and the actual beginning fund balance is \$1.852 million (pending audit completion). The FY18-19 actual budgetary basis ending fund balance is \$1.453 million. The FY17-18 General Fund ending fund balance was \$1.748 million. Total actual General Fund expenditures through December are \$5.572 million, or 39.25% of budget, compared to \$5.808 million in December FY19-20 representing a 4.07% decrease. Total estimated actual General Fund expenditures in FY19-20 are \$12.085 million or 90.15% of budget.

With the change in the ERP, revenue for a term doesn't post until the first day of the term even if tuition was collected prior to the first day. Currently, the College is down about 21.9% in tuition and fee revenue compared to December 2019. Although it is a pretty sizeable variance, there will be additional revenue for winter that is continuing. It doesn't represent adds and drops or CTE revenue that take place with registrations. Last month, there was a big concern with property taxes being down so much, but it was just a timing issue. With the federal stimulus money, the College can determine what tuition and fee revenue is lost due to COVID-19 and can use some of the stimulus money to offset that loss. Although tuition and fee revenue is down, expenditures are also down so the College is at about the same place it was a year ago. Overall, the fiscal picture looks better than expected given the decline in enrollment.

B. Report of the Board Chair

Chair Duehmig sent out the Board Handbook prior to the meeting and asked if there are materials that need to be updated and/or added. It is still undetermined if the Board will be able to meet in person for their retreat this summer. The question was raised whether the Board would like to

pull out items from the retreat agenda and start working on them in work sessions. The Chair will look through previous retreat agendas and see what can be incorporated as work sessions.

As a reminder, Board members should not “reply all” to Board Member emails. Any individual Board member requests for information need to be coordinated through the Board before requests are made. Please send information requests to the Board Chair.

C. Report of the Board Representatives

OCCA

OCCA is moving forward with its DEI work. OCCA is dissolving the DEI Statement Committee and morphing it into a standing DEI Committee. OCCA issued a statement this week condemning the January 6 violence at the U.S. Capitol. Beginning this afternoon for the next six months, Anne Teaford-Cantor along with VP Jerad Sorber and President Breitmeyer will participate in weekly Zoom legislative calls with OCCA. The Oregon state legislature has alternating years of long and short sessions. This year is a long session. Today’s legislative kickoff call was designed to bring participants up to speed on how things will proceed this year. The legislative session will be closed to the public but there will be hybrid sessions for legislators and entities across the state involved in the legislative process. The Capitol is not open to the public. All public comments will be virtual and/or digital. There is one staffer per office in the Capitol. There will be no floor sessions until possibly March or April. The expectation is that thousands of bills will be brought by legislators. OCCA has a bill tracking process: OCCA staff screen all bills and put anything that relates to community colleges into the tracking system. OCCA is tracking 150 bills. If anyone is interested in a bill, contact OCCA. There will be tools online for public access so that people can follow the bills.

CEDR

Tomorrow at 2:00 p.m. there will be a program on relief for small businesses.

Foundation

The Foundation hasn’t met since the last Board of Education meeting. Approximately \$100,000 was raised in 2020 which was a combination of

\$10,000 from the Harvest the Potential auction and approximately \$90,000 from the summer online campaign. With the combined efforts of these campaigns, the Foundation at least matched what was raised during the 2019 auction/dinner event. The World of Speed Museum in Wilsonville permanently closed this last year. In the dissolution of the museum, 51 entities received funds. CCC received \$375,000 that will go toward the automotive program. Previously, the College was the recipient of some equipment and tools from the World of Speed Museum which is what put CCC in the running to receive a portion of the financial assets that were split 50-50 with Clackamas Community College which also received \$375,000.

Board Policy Committee

The Board Policy Committee has not met since early December. The next meeting is scheduled for Wednesday, January 20 on Zoom.

Spirit of Clatsop Committee

The Spirit of Clatsop Committee met and has tasked Chair Duehmig with drafting criteria for an idea the committee developed. There will be more information coming.

D. Report of the President

President Breitmeyer highlighted a few items in his written report. The SBDC and CEDR have seen an increase in the number of clients served. However, those numbers don't reflect the stories. Businesses and jobs in Clatsop County were saved because of their work. President Breitmeyer was approached by three individuals who shared stories of CEDR and SBDC. The Governor's proposed budget is cutting some funding to SBDCs in the state. Community colleges are opposed to the cuts and are doing what they can to support retaining funding. The Program Prioritization work is continuing. All programs have submitted their program prioritization worksheets. College Council members have scored the worksheets and will meet on Thursday, January 14 to discuss the scoring.

- *Presentation on HB 2864 End of Year Report – DEI Council*

DEI Council members Deac Guidi, Margaret Frimoth, Marsha Pack, Mallory Vollner, Laura Evans, Amy Magnussen, and Jabrielle Jones introduced themselves. DEI members provided a PowerPoint

presentation on the DEI Council and the work it is doing, including how well CCC is meeting the provisions of HB 2864 which requires Oregon community colleges and publicly funded universities to create a process to address, monitor, and report Cultural Competency practices on campus. A progress report on HB 2864 was due to the Legislature at the end of December 2020. The presentation included an overview of the provisions of HB 2864 and the activities that have been completed and/or are in process to meet the provisions. Progress is highlighted below:

- Recommend and provide oversight of cultural competency standards (met)
- Ensure that diverse perspectives are represented (met)
- Provide ongoing training and development (met and continuing)
- Seek strategic alignment (met and continuing)
- Assess cultural competency at CCC (in progress)
- Communicate cultural competency commitment (in progress)

DEI Council stated its commitment to working with the Board. The presentation concluded with DEI Council members sharing their commitment to diversity, equity, and inclusion.

A link to sign up for the College's anti-racist learning community was shared in the Chat: <https://www.surveymonkey.com/r/dismantleracism>

The Board Chair thanked the DEI Council for their report. The DEI Council has the Board's support.

E. Report of the VP Academic Affairs

VP Peter Williams referred the Board to his written report. VP Williams thanked the DEI Council for its presentation. The College received a \$10,000 grant for co-requisite math. Last fall, the faculty associations coordinated training for online instruction and are planning to do another training. Rain Magazine is out. Rain Magazine's virtual public reading on January 7 was fabulous.

F. Report of the VP Student Success

VP Sorber referred the Board to his written report and highlighted a few additional items. Student Services is in the process of distributing WiFi hot spots to students who need internet access. Pre-college TRIO Talent Search is in its grant cycle this year. Next year will be Upward Bound. The

Welcome Center is open 8:00 am to 4:00 pm Monday through Friday and will be open over the lunch hour. The Welcome Center will have a new staff member, and the assistant to the VP Student Success is being trained as a backup for the Welcome Center.

VP Sorber responded to Board questions regarding the data provided in his report:

- “Registration team” is a catchall which is why the data shows a very large number of drops to the registration team.
- For students who are having difficulty accessing classes, VP Sorber is unable to differentiate between students who are not able to get into the interface vs. how many students are not able to use the interface. The portal is the ERP. The learning system is BrightSpace. Live instruction is through Zoom. The vast majority of classes do a combination of BrightSpace and Zoom. Students who have bandwidth limitations may have difficulty accessing classes.
- VP Sorber has not yet done an analysis on the demographics of students who reported they are having difficulty accessing classes.
- Some students had difficulty connecting with faculty, although all faculty provide their contact information. There were some delays because of the ERP implementation.

The College does not currently have a class on how to use online classes but it should.

G. Report of the ASG Representative

Cody Lachica has resigned as ASG President. Abigail Moten is the acting ASG President and provided the ASG report. ASG is still working on revamping the ASG handbook. ASG is also working on a virtual student awards show.

VI. OLD BUSINESS

A. Update on COVID-19 Response Plan

There are no recommended amendments or revisions to the COVID-19 Response plan. As of Friday, Clatsop County will be in the extreme risk category. The main impact will be to Patriot Hall. The only individuals who can access Patriot Hall are students who have a credit class in Patriot. In terms of vaccinations for COVID, it has not been determined if

“teachers” is extending to higher ed. OCCA and OPC will have additional conversations with the HECC on this matter.

B. Report Out on Executive Session – President’s Evaluation

Board policy calls for the Board to evaluate the President. The Board Policy Committee sent out a survey to mostly internal constituents, including staff, faculty, and students. It was sent to a few external constituents. Thirty-three responses were received. The Board presented the findings to the President in Executive Session at the December meeting. Karen Burke read a letter regarding the President’s evaluation that will be placed in the President’s personnel file. The President’s overall evaluation was positive. The Board endorses his leadership and supports his continued tenure.

Sara Meyer **moved to accept the letter and add it to President Breitmeyer’s personnel file.** Rosemary Baker-Monaghan seconded. The motion carried unanimously.

VII. NEW BUSINESS

A. Consider Approval to Accept United Way 2020-2021 Campaign Funds

Margaret Frimoth presented the annual request for the Lives in Transition (LIT) program. LIT has been applying for United Way funds for 18 years. LIT is not allowed to solicit funds during the United Way blackout period, usually mid-November to mid-December.

Rosemary Baker-Monaghan **moved to approve the anticipated distribution of 2020-2021 United Way grant funds to the Clatsop Community College, Lives in Transition Program.** Sara Meyer seconded. The motion carried unanimously.

B. KMUN Program: “Around our Schools”

Sara Meyer is hosting the KMUN program “Around our Schools.” The first pre-taping was today with Kristen Wilkin and Eldon Russell to talk about what happens at MERTS. Ms. Meyer reached out to KMUN to see if they would be interested in doing a program around the County’s schools. She is doing this program as a private citizen who has an interest in education and not as a member of the Board. While starting with the College, she will be bringing in other schools in the County.

C. Bookstore Report

With the departure of the Bookstore Manager in mid-February, CCC has the opportunity for some innovative changes with the bookstore. Sheldon Flom, VP of Finance and Operations at Linn-Benton Community College, and Lawrence LaJoie, Director of Enterprise Services at Linn-Benton, provided a PowerPoint presentation on connecting CCC to students' course materials through e-commerce. CCC's bookstore, like many college bookstores, has been losing money for the past few years. In place of the bookstore as it is now, Linn-Benton is proposing to partner with CCC and serve its students virtually through e-commerce. There would be three components: Verba Adoptions, which is the industry leading requisition software; Nebraska Book Company, which is a complete inventory control system tied to the website and point of sale; and an e-commerce CCC branded website. Verba would work directly with a student's financial aid and is not tied to the ERP. Books and course materials could be shipped directly to a student's home or to the campus where students could pick them up. A proposed timeline is to launch in the summer and have the website ready for fall term. With this partnership, CCC would keep the gross profit, Linn-Benton and CCC would share the cost, and Linn-Benton would maintain overhead cost recovery. A proposed agreement between CCC and Linn-Benton would be for one year at a time and would be reevaluated continuously to make sure it is working for all parties. There is a Bookstore Strategic Planning Committee in place that is looking at different options for the bookstore. The proposed e-commerce is one possible option. Nothing is off the table at this point.

Questions and concerns included whether the timing is right to move into this e-commerce option because the College is still working on getting the ERP resolved, making sure students do not bear the cost of shipping for books and course materials, getting books and course materials to the students in a timely fashion because students often wait until the last minute to purchase their books, still having bookstore staff available to help faculty and students, and the possibility of maintaining a smaller physical bookstore presence on campus.

D. Rescind Policy 4.050 Whistleblowing Retaliation

It is necessary to rescind the old policy on whistleblowing because of the adoption of the new policy. Karen Buke **moved to rescind Policy 4.050 Whistleblowing Retaliation**. Rosemary Baker-Monaghan seconded. The motion carried unanimously.

E. New Hire

Desiree Noah announced that Catherine Palmberg has been selected as the new Enrollment Assistant reporting to the Registrar, effective January 13, 2021.

VIII. ANNOUNCEMENTS

The next Board meeting is on Tuesday, February 9, 2021 with a Work Session starting at 5:30 p.m. followed by the Regular Board Meeting. The Board Policy Committee is meeting Wednesday, January 20 at 9:00 a.m. The Board Agenda Prep Meeting is on Thursday, January 28 at 9:00 a.m.

IX. BOARD FORUM

- Sara Meyer said it was a great meeting.
- Anne Teaford-Cantor said she really appreciated the DEI Council presentation and can't applaud loudly enough.
- Tim Lyman said he had nothing to share.
- Karen Burke thanked the DEI Council for their presentation. It was powerful and informative.
- Dave Zunkel seconded the appreciation for the DEI Council presentation.
- Rosemary Baker-Monaghan said it was a wonderful presentation from the DEI Council. She is looking forward to that work going forward. She shares the concerns with the bookstore and appreciated that presentation as well.
- Robert Duehmig said he appreciated the DEI Council presentation.

X. ADJOURNMENT

Without further business, the Regular Board meeting was adjourned at approximately 9:36 p.m.

Chris Breitmeyer, President

Robert Duehmig, Chair

Pat Schulte, Recording Secretary