

**MINUTES OF THE FEBRUARY 9, 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, Jabrielle Jones, Rinda Johansen, Julie Kovatch, Jake Campbell, Stephanie Homer, Doris Jepson, Siv Serene Barnum, Helen Keefe, Lloyd Mueller, Kristen Wilkin, Teena Toyas, Greg Riehl, Margaret Frimoth, Caroline Wright, 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, February 9, 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

Dave Zunkel **moved to approve the January 12, 2021 Regular Board Meeting minutes as presented.** Rosemary Baker-Monaghan seconded. The motion carried unanimously.

IV. PROCLAMATIONS

- A. Proclamation of Classified Employee Appreciation Week – First Full Week of March

Chair Duehmig read the full text of the proclamation. Sara Meyer **moved to proclaim the first full week of March as Classified Appreciation Week and authorize the Board Chair to sign and conduct the public reading of the attached proclamation into the record.** Anne Teaford-Cantor seconded. The motion carried unanimously.

- B. Proclamation of Career Technical Education Month – Month of February

Chair Duehmig read the full text of the proclamation. Karen Burke **moved to proclaim the month of February as Career and Technical Education Month and authorize the Board Chair to sign and conduct the public reading of the attached proclamation into the record.** Anne Teaford-Cantor seconded. The motion carried unanimously.

V. AUDIT PRESENTATION BY CAROLINE WRIGHT OF CLA (CliftonLarsonAllen)

Caroline Wright of CliftonLarsonAllen gave a comprehensive report on the recently completed audit for the year ending June 30, 2020. Ms. Wright presented the Management Letter which was a high level overview of the audit. Ms. Wright thanked JoAnn Zahn, Stephanie Homer, Lloyd Mueller, and the people around them who helped with the audit. She said there were no unadjusted recommendations and no corrected misstatements that management wasn't already aware of as part of the audit process. There were no disagreements with management. Ms. Wright stated this letter is another level of assurance that management provided auditors with what they needed and everything was above board.

Financial Highlights included:

- The College's primary funding sources are public support from local property tax supplemented by grants-in-aid received from the state of Oregon. The COVID-19 pandemic significantly impacted spring term 2020 enrollment with a decline in reimbursable FTEs from 1,328.91 in the 2018-2019 academic year to 1,232.11 in the 2019-2020 academic year. If not for the pandemic impact, the College would have experienced enrollment growth in FY19-20.
- The 2019-2020 planning priorities included investment in new program development, student retention, and support services with an increase in general fund reserves.
- During the 2019-2020 fiscal year, the College provided more than \$3.034 million in financial aid to students in the form of grants, scholarships, student employment opportunities, and loans funded through the federal government, state of Oregon, and local funding.

There were items unique to 2020, including COVID-19, \$467,299 in CARES Act funding awarded, new ERP software, a change in key personnel in the accounting department, and the audit performed remotely. The CARES Act Addendum which had guidance for auditing the CARES Act funding didn't get issued until December 22, 2020.

Ms. Wright moved on to the financial statements and did a brief walk through of the information. In reviewing the financial statements, the first several pages express CLA's opinion on the financials provided by management. Ms. Wright stated that an unmodified opinion is the cleanest opinion CLA can provide, and that is what has been issued to the College. It is an A+ opinion. She then reviewed the "Management's Discussion and Analysis." Ms. Wright went through the different Notes to Financial Statements and the Required Supplementary Information.

Ms. Wright went over the Summary of Auditors' Results and noted no material weaknesses or significant deficiencies not considered to be material weaknesses in internal control over financial reporting. There were no material weaknesses identified in internal control over major programs. There were significant deficiencies identified that are not considered to be material weaknesses in internal control over major programs. She noted four findings that were considered significant deficiencies; two of these findings were repeat findings. The findings included:

1. Management did not determine if student status changes in enrollment and program were being updated accurately and timely and they did not ensure the error reports were timely responded to. The College was not in compliance with the requirements to timely respond to error reports and to properly report student enrollment data correctly or timely to NSLDS. (Repeat finding)
 - Recommendation: The College put a process in place to ensure all error reports are updated within the required 10 days. The College should also establish a process to ensure all students who have a status change are accurately and timely reported to NSLDS. This process should include understanding of NSC's processes and ensuring they are correctly reporting to NSLDS.
2. The College did not perform an IT Risk Assessment in the current year. The College was not in compliance with the requirements of the Gramm-Leach-Bliley Act. (Repeat finding)
 - Recommendation: The College review the risk assessment performed in July 2020 and ensure it addresses all of the requirements in 16 CFR 314.4(b).
3. Two of the 40 Pell disbursements tested were not reported within the required 15 days. These late submissions occurred in April 2020 as the Student Financial Aid department was adjusting to a remote environment. This change in the working environment caused the delay in reporting to the Common Origination and Disbursement (COD) system. A lack of timely reporting may prevent the College and other schools having the most accurate information available about students' Pell Lifetime Eligibility Used (LEU) and may lead to over-awards. (Not a repeat finding).
 - Recommendation: The College evaluate its procedures and policies around reporting Pell disbursements to COD to ensure that student information is reported timely even during periods of disruption.
4. An employee's time was incorrectly coded to a grant, and the error was not caught in the review process. The College charged salaries and benefits (\$2,480) to the grant that were unallowed costs. (Not a repeat finding)
 - Recommendation: The College put a process in place to ensure that all payroll costs charged to the grant and paid with federal funds are allowable.

In parting, Ms. Wright thanked the team. VP Zahn acknowledged all the hard work of Lloyd Mueller, Siv Barnum, Greg Riehl, and Stephanie Homer. The

number of hours everyone had to put in this year exceeded anything she has ever seen.

VI. CONSENT AGENDA

A. None

VII. 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 January 31, 2021 compared to revenues and expenditures as of January 31, 2020 and to the FY 2020-2021 Budget. Tuition and fees revenue recorded through January FY20-21 is \$1.699 million or 52.8% of the adopted budget. For FY20-21, there was no increase in the tuition rate of \$105 per credit. 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.

State appropriations recorded through January FY20-21 are \$2.745 million representing three 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 January FY20-21 are \$4.664 million and represent 97.25% 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 \$1.849 million. 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 January are \$6.666 million, or 46.96% of budget, compared to \$6.902 million in January FY19-20 representing a 3.43% decrease. Total estimated actual General Fund expenditures in FY19-20 are \$12.085 million or 90.15% of budget.

The annual report for the CARES Act funding was recently submitted. From March through December 2020, \$395,000 out of \$500,000 was spent. Of that amount, \$220,000 went to 333 students. In the next round of CARES

Act funding, CCC will receive \$1,078,000 with the same amount (\$220,000) to go to students. It is anticipated that a portion of the CARES Act 2.0 funding can go towards the general fund loss of tuition and fee revenue.

B. Report of the Board Chair

Chair Duehmig and President Breitmeyer met with Representative Suzanne Weber on Saturday in Tillamook and discussed how CCC is adapting to COVID, the overall picture of the College, the MERTS project, and getting a feeling about what is happening in Salem. Representative Weber understands the role the College can play and will be a strong ally.

C. Report of the Board Representatives

OCCA

There was an OCCA board meeting last Friday. Because of COVID, CTE Day in front of the Capital has morphed into CTE Month. OCCA has a marketing person on staff now who is doing a lot of advertising and promotion for CTE Month. In lieu of live demonstrations, there are now Workforce Wednesdays on Zoom. Clatsop's presentation will be on February 17. In the virtual legislative environment, a way to get involved in communicating with legislators is through the Voter Voice app. Later this year there will be a redistricting process, and there may be some tweaks to districts in Clatsop County. At the OCCA meeting, there was a wonderful DEI presentation from Rachel Rall on bias and privilege and equity. At the past meeting, OCCA made changes to the by-laws and policy to establish the DEI Committee. Ms. Teaford-Cantor is serving on that committee. There are 19 committee members, including community college board members, presidents, diversity officers, and an executive assistant. The OCCA Board accepted the audit of OCCA and the Student Success Center which got a clean bill of health this year. The OCCA Board reviewed the legislative and regulatory priorities for the 17 community colleges. There won't be a meaty budget forecast until May. OCCA's budget ask is \$702 million in funding with an additional \$35 million to go to innovation grants. Things are moving slowly this year because everything is being done virtually. There is a weekly legislative call with OCCA and board members, presidents, and staff from the 17 community colleges. The public testimony for HECC funding overall is going to be reduced from eleven days to seven or eight days. One of the bills OCCA is following closely, if passed, would provide funding that would come out of the general fund for a benefits coordinator for each of the 17 community colleges. Each community college is being

called to testify on HB 2864, which was passed previously on cultural competency. OCCA staff is working to coordinate and streamline staff for that testimony.

President Breitmeyer addressed the common course numbering project and legislation. He is part of the group working on this project which will require all public colleges and universities to have common course numbering for as yet an undetermined number of courses, such as Writing 121. The main goal is to ensure transferability for students. The content does not have to be the same, but the outcomes do.

Chair Duehmig noted that the legislature is required by law to finish out redistricting by end of the June, but the Census information will not be out until July.

Foundation

The CCC Foundation Board voted to approve 5% spending of the restricted and temporarily restricted funds, which totals about \$219,000, for 2021-22 scholarships and program support. This percentage is an increase from the 3% that was typically approved for spending in previous years. For the 2021 fundraising campaign, the Foundation is excited to organize a “Bandit Biking for Books” event. CCC faculty member Fernando Rojas Galvan contacted the Foundation and offered to ride his bike to each of the community colleges in Oregon during the month of July. His purpose is to bring awareness and help raise money to cover the cost of books for CCC students in degree and certificate programs. The Foundation is organizing a crowd funding fundraising campaign around this bike ride in support of books for CCC students. Julie Kovatch has been working to obtain videos of students to help with the messaging and communicate the impact of book costs for students. More details will follow as planning details are confirmed. The first four recipients of the Healthcare Diversity Scholarship were selected for Winter term 2021. Each recipient receives a \$1,000 scholarship. Students can receive up to two awards in an academic year. The DEI Council evaluates applicants and selects the recipients of these awards.

Board Policy Committee

The Board Policy Committee met last week. There are two policies on this agenda for 1st reading under New Business. The committee is scheduled to meet again on February 17 at 9:00 a.m.

D. Report of the President

The President noted some items that were not in his written report. The meeting with Representative Suzanne Weber went well. She is a strong community college advocate and has agreed to be part of the community college caucus. Senator Betsy Johnson is also a strong supporter of the College. Anthology provided an upgrade to CNS (Campus Nexus Student) at the end of January. Staff have been working in the upgraded environment for a few days. President Breitmeyer is working with individuals at the College to get their feedback on the upgrade. The letter of dissolution was sent to Anthology on January 20. The end of the 30-day period for notice of dissolution is February 20, but the College has the ability to extend that date. Mr. Lyman noted it will be two or three weeks before staff will be able to provide objective feedback.

E. Report of the VP Academic Affairs

There is a report due to NWCCU by March 1. VP Williams thanked the Board Policy Committee and the Board for their work on updating policies. The instructional team and faculty are having conversations about summer and fall teaching modalities. Many peers across the state are doing what they are calling a soft opening for fall. Without a crystal ball, there is no way to know what the state's requirements will be in the fall in terms of space for in-person classes.

Faculty Presentation – Jake Campbell, Instructor, Fire Science: *Fire Programs SWOT Analysis Review (Strengths, Weaknesses, Opportunities, Threats)*. When Mr. Campbell came to CCC a year ago, he did a SWOT analysis of the Fire Science Program to figure out areas where they can improve. The SWOT analysis helped him with understanding the fire science program. Eighty percent (80%) of the program's time is spent teaching maritime and 20% is spent teaching structural firefighters. The Fire Science program has been back in person since April. There are 23 degree seeking students. The Average is 20 to 25 students per year. Mr. Campbell invited the Board for a walk-through. A summary of the SWOT analysis follows:

Strengths

- Excellent people (Program Assistant Tony Como is amazing)
- Great flexibility in instructional capabilities
- Burn facility is in good condition
- Decent arrangement of equipment
- A lot of good partners who have donated equipment
- Outstanding community partnerships
- Active advisory committee dedicated to the programs
- Great internal partners at MERTS and access to additional resources
- High quality training at significantly less cost than competitors

Weaknesses

- Limited and aging reserve equipment
- Limited/insufficient staffing
- Budget constraints – funding the Fire Science program is essentially funding a fire department
- Capital needs – coming to a critical point with self-contained breathing apparatus
- Minimal storage capacity
- No back-up burn facility
- Lack of sufficient storage space for fire engine
- Delayed degree progression caused by course delays

Opportunities

- Increasing opportunity for contracted industry training
- Extensive growth potential
- Continued EMS program partnership
- Paramedic program lateral growth
- Enhanced course offerings for wildland firefighting
- Expanded maritime fire course deliveries and partnerships

Threats

- Funding sources for major capital needs
- Continued program enrollment decreases
- Maritime fire program shutdown due to aged-out equipment
- Lack of sufficient maritime program marketing
- Equipment reserves
- Staffing

F. Report of the VP Student Success

The spring registration cycle opened up this week. The food pantry will open in a little over a week. It's an amazing collaboration with the CCC Foundation to support this project along with Clatsop Community Action. Wireless hot spots are available for students. The hot spots are being paid for with CARES Act funds. The Welcome Center will be rebranded as First Stop. The goal is to make sure students only need to go to one place to get everything they need. Student Services is following through on an improved communication plan around registration. Mr. Lyman commented that the College needs to market for enrollees for the coming fall, hire an advertising agency, and print materials. If numbers are not back up for fall term, they will never be back up.

G. Report of the ASG Representative

Jabrielle Jones is the new president of ASG and the new ASG representative on the Board. ASG campus collaborative partnerships include the Guided Pathways Committee, the Bookstore Strategic Planning Committee, and the DEI Council. New partnerships include the food pantry and the Commencement Committee.

ASG is working on their Constitution, Handbook, Bylaws, and policies and procedures related to student government. ASG will create a new officer position for student representation from the MERTS campus. The ASG Clubs Coordinator has been working on building better communication with club advisors and officers, creating ASG official forms, and building a more efficient process for clubs to receive the best support possible from ASG.

The ASG Events Coordinator position is currently vacant. However, ASG is committed to hosting safe socially-distanced events. A Valentine's Day recognition is planned for local clinics and CMH to express gratitude for all they are doing. A local florist will create floral arrangements and small grab-and-go goody bags will be assembled by ASG. Well wishes will be given digitally through the college's social media outlets. ASG student ambassadors are working with Ben Palenske in Student Services to continue coordinated outreach efforts to increase student enrollment. The GSA Club and ASG are collaborating on developing a peer mentoring program for students transitioning from high school to college. The goal is to have the program guide completed by the end of the academic year with a pilot rollout for the summer 2021 term.

VIII. OLD BUSINESS

A. Update on COVID-19 Response Plan

There have been no new updates to the COVID-19 Response Plan. Planning for fall is still unknown. Higher education as a group has not been classified as eligible for vaccines at this time. In order to get a vaccine, faculty and staff need to be eligible in another group. Nursing students and nursing faculty have been vaccinated.

IX. NEW BUSINESS

A. Policies and Corresponding Procedures for Review

- BP 7110 Delegation of Authority, Human Resources – 1st reading
- BP 7350 Resignations – 1st reading

BP 7110 and BP 7350 and their associated procedures have been through Cabinet, College Council, DEI, and the Board Policy Committee. Rosemary Baker-Monaghan **moved to place BP 7110 Delegation of Authority, Human Resources and BP 7350 Resignations in 1st reading by title only.** Karen Burke seconded. The motion carried unanimously.

B. Update on the Nursing & Allied Health Programs Participation in the COVID-19 Vaccination Clinics

Doris Jepson, Director of Nursing & Allied Health, provided an update on the Nursing & Allied Health Programs participation in COVID-19 vaccination clinics. Chris Lehman, the coordinator for the Clatsop County response and a CCC Foundation Board member, contacted Ms. Jepson and offered vaccinations for nursing and allied health students and faculty. Everyone who wanted to be vaccinated was able to be vaccinated. Ms. Jepson has been working with the State to see if students can volunteer to help administer vaccines. There is an arrangement with CMH where students can sign up to be volunteers through CMH and are covered by CMH liability insurance and supervised by CMH staff. The OSBN (Oregon State Board of Nursing) site visit is the first week of March. There is a session scheduled with the Board on March 2.

C. Spirit of Clatsop Committee

The Spirit of Clatsop Committee is recommending a recipient for the Spirit of Clatsop Award. Chair Duehmig read the resolution for the proposed award which needs to be approved by the Board. The award will be given at the next meeting. Karen Burke **moved to approve the recipient for the Spirit of Clatsop Award proposed by the Spirit of Clatsop Committee.** Dave Zunkel seconded. The motion carried unanimously.

X. ANNOUNCEMENTS

The next Board meeting is on Tuesday, March 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, February 17 at 9:00 a.m. The Board Agenda Prep Meeting is on Thursday, February 25 at 9:00 a.m.

XI. BOARD FORUM

- Sara Meyer: The March 13 Virtual WINGS Conference is happening. If you want to help students go to college, please consider donating.
- Rosemary: Nothing to share.
- Anne: Nothing to share.
- Tim Lyman: This college is in big trouble. We need to go all out to get the numbers up for fall.
- Dave Zunkel: Congratulations to JoAnn Zahn and her team on the audit.
- Karen Burke: Thank you to the Spirit of Clatsop Committee who worked on the award. She can't think of a more fitting recipient.
- Robert Duehmig: Thanks to everyone for their hard work.

XII. ADJOURNMENT

Without further business, the Regular Board meeting was adjourned at approximately 8: 34 p.m.

Chris Breitmeyer, President

Robert Duehmig, Chair

Pat Schulte, Recording Secretary