

**MINUTES OF THE MARCH 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, Mary Jackson, Rinda Johansen, Eldon Russell, Julie Kovatch, Siv Serene Barnam, Carolyn Adler, Tammy Heintz, Carla Moha, Greg Riehl, Helen Keefe, Deac Guidi, Kristen Wilkin, Angee Hunt, Kevin Leahy, Nichole Warwick, Margaret Frimoth, Krystal Brailsford, Stephanie Homer, Tina Kotson, Lloyd Mueller, Margaret Frimoth, Deac Guidi, TJ Lackner, Jabrielle Jones, Deputy Clerk JoAnn Zahn, President Chris Breitmeyer, and Recording Secretary Pat Schulte.

A. Adoption of Agenda

Dave Zunkel **moved to adopt the agenda as presented.** Sara Meyer 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, March 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

Karen Burke **moved to approve the February 9, 2021 Board Work Session and February 9, 2021 Regular Board Meeting minutes as presented.** Rosemary Baker-Monaghan seconded. The motion carried unanimously.

IV. CONSENT AGENDA

A. Policies and Corresponding Procedures for Review

- BP 7110 Delegation of Authority, Human Resources – 2nd reading and adoption
- BP 7350 Resignations – 2nd reading and adoption

Rosemary Baker-Monaghan **moved to put the consent agenda in 2nd reading by title only and adopt BP 7110 Delegation of Authority, Human Resources and BP 7350 Resignations.** Dave Zunkel 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 February 28, 2021 compared to revenues and expenditures as of February 28, 2020 and to the FY 2020-2021 Budget. Tuition and fees revenue recorded through February FY20-21 is \$1.703 million or 52.93% of the adopted budget. For FY20-21, there was no increase in the tuition rate of \$105 per credit. Tuition and fee revenue is posted as revenue on the first day of each academic term. Winter term tuition and fee revenue was reflected in the January 2021 financial report even though class registration began in November 2020. The spring 2021 tuition and fee revenue will not be recorded until the April financial report which will be presented at the May Board meeting.

State appropriations recorded through February 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 February FY20-21 are \$4.7 million and represent 98.01% 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 February 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 February are \$7.708 million, or 54.30% of budget, compared to \$7.940 million in February FY19-20 representing a 2.93% decrease. Total estimated actual General Fund expenditures in FY19-20 are \$12.085 million or 90.15% of budget.

The second allocation of funding from the CARES Act allows the College to allocate for lost revenue, including tuition and fees, loss of fees in Patriot Hall, losses in the bookstore, etc. Anything the College can document, it can backfill. Information on the third allocation should be coming out in the next 30 days.

B. Report of the Board Chair

Chair Duehmig congratulated the Nursing Department on the successful OSBN (Oregon State Board of Nursing) site visit. He thanked the Board members who attended the Zoom meeting with the OSBN reviewer.

C. Report of the Board Representatives

OCCA

The state legislature is in the midst of the long session. There is a legislative update call every Tuesday afternoon. Because of the pandemic, the Capitol is operating differently than it normally does. A better way to contact a legislator is to send email through Voter Voice. There may be some funding coming from the federal government that can be used for one-time projects. Ms. Teaford-Cantor is hopeful that building projects like the MERTS project might benefit from that funding. OCCA is tracking several bills, including health insurance for part-time faculty, mandatory fee posting for classes, and the makeup and voting structure of the HECC. The Legislative Summit will be virtual and is likely to be held on April 16.

CEDR

CEDR is co-sponsoring free online classes to learn about business. There is a class on March 18 on social media strategies. Individuals can go to SBDC or CEDR to register. There is a proposed 60% cut to funding for SBDCs. President Breitmeyer is working with community college presidents and Senator Betsy Johnson to reverse the 60% cut.

Foundation

The Foundation has been busy, but the Foundation Board has not met since the last meeting. Applications for scholarships will open on April 5. The Events and Outreach Committee is changing to the Community Engagement Committee which will raise money and community awareness. The Foundation will be putting out a newsletter at least three times per year. The first edition will be coming out later this month. Hard copies of the newsletter will be sent by direct mail to a database of 500 people the Foundation has connected with. There will also be a link to the newsletter on the website and a sign-up form to get an e-newsletter version.

Board Policy Committee

There is one new policy and two revised policies on the agenda. The next committee meeting is March 17; the committee will continue to move through HR policies.

Spirit of Clatsop Committee

The Spirit of Clatsop Committee has not met since the last meeting and will not meet again this fiscal year. There is an item in Old Business related to the Spirit of Clatsop Award.

D. Report of the President

President Breitmeyer provided a few updates. He commended the Nursing Program for its successful site visit. There were a few recommendations concerning how the College can be more supportive of the Nursing Program. Doris Jepson will bring these recommendations to the next Cabinet meeting. The College is working on summer and fall term COVID planning. Summer will be mostly remote with some classes on campus. In

the fall, operations will be more normal following guidance from the Governor's Office and the OHA. If faculty don't feel comfortable teaching in-person classes, they will be given the option to teach remotely. There will be another round of Federal relief funding to support students and shore up infrastructure. An in-person commencement will be held at CMH Field in June. The Board will be contacted soon about their role. An NWCCU ad hoc site visit will take place in April. VP Williams is taking the lead on accreditation. The next Board Work Session in April will take a deep dive into the reasons for enrollment declines over the past year. There are two main areas to focus on: short-term recruitment strategies to increase enrollment for fall and a long-term strategic enrollment management plan. The partnership with Eastern Oregon University is continuing.

President Breitmeyer provided a recap on how Campus Management (now Anthology) was chosen unanimously in 2018 by the five schools in the consortium. CNS (Campus Nexus Student) went live on June 15, 2020. There were severe issues with the product after Go Live, and it impacted registrations for Fall 2020 because students couldn't get into the system. It also led to a lot of issues for faculty and staff impacting workload and morale. Two letters of no confidence were received from the Classified and Faculty Associations which led to serious conversations around campus. Rogue Community College, one of the five schools in the consortium, sent a letter of dissolution to Anthology last fall. President Breitmeyer sent a letter of dissolution to Anthology on January 20 knowing there would be an update to CNS at the end of January. Of the nine issues with CNS that were identified, five have been significantly addressed. The issues that have been fixed were mainly compliance and reporting issues. What has not yet been fixed is the functionality for students and advising. After many conversations with users of the product, President Breitmeyer made the decision to stay with Anthology. Rogue Community College has moved forward with their dissolution and is in the middle of converting their data back to RogueNet. If CCC was to go back to RogueNet, it could not go back until summer. It would be a lot of work to move a full year's worth of data back, and there are costs involved as well. At this time, President Breitmeyer's recommendation is to move forward with Anthology.

E. Report of the VP Academic Affairs

VP Peter Williams introduced Mary Jackson, CTE Regional Coordinator and Career Pathway Coordinator, and Tammy Heintz, Career Pathway

Specialist. Mary Jackson has been with the College since 2016. She started in her current position in 2017-18. Tammy Heintz has been with the College since 2016.

Faculty and Instructional Staff Presentation – Mary Jackson, CTE Regional Coordinator and Career Pathway Coordinator, and Tammy Heintz, Career Pathway Specialist: *The Benefits of College Now and Career Pathway Opportunities.*

Mary Jackson shared a PowerPoint presentation on College Now and Career Pathway Opportunities. College Now is based on equity for students. The College Now program offers high school students the opportunity to earn college credit while still attending high school. The classes are taught at the high school by CCC approved high school teachers. High school CTE teachers must meet the qualifications and rigor of CCC instructors. Students can participate in College Now at the high schools, Coast Guard, and Tongue Point Job Corps.

Career Pathways are tied to the immediate region and focus on high demand, high wage jobs. Most Career Pathways are 12 to 24 credits. Career Pathway opportunities include Automotive Tech, Business, Criminal Justice, Historic Preservation, Welding, Fire Science, EMT/EMS, and Maritime Science. Tammy Heintz is the Career Pathway Specialist. She meets with students and encourages them to pursue Career Pathways. Ms. Heintz shared success stories of Career Pathway students. Career Pathway collaborating partners include Adult Basic and Secondary Education (ABE~ASE), Job Corps, Lives in Transition, U.S. Coast Guard, and Worksource Oregon.

VP Williams noted there is one correction to his report. Doris Jepson, Director of Nursing & Allied Health, was inadvertently left off the list of the members of the instructional team. The OSBN Site visit was a tremendous success. The report on CCC policies and procedures was submitted to NWCCU. Thank you to Pat Schulte for her assistance. *Vibes from the Veep*, which is sent to faculty and instructional staff, has been received with success. VP Williams will follow up on questions from the Board on whether the Living Machine needs to be upgraded to reach its full functionality.

F. Report of the VP Student Success

Enrollment is a little behind where it was last year at this time. It is about at the same point it was in 2020 when the College moved into remote operations due to the pandemic. Headcount is a little below where it was a year ago. Pre-college TRIO submitted its application for a new grant. Jon Graves, the pre-college TRIO Director, is feeling optimistic. Twenty-five wireless hot spots were purchased using CARES Act funding and have all been distributed to students. Additional hot spots will likely be purchased. Student Services is gathering feedback on what is and isn't working for students. Pre-college TRIO provided feedback on how entry processes are working, including the application and orientation processes. Ben Palenske immediately started making changes based on the feedback. Student Services is more accessible on campus. When someone calls the First Stop, a staff person will pick up the phone. Student Services is changing the advising model. A 1.0 FTE in advising will be added while remaining budget neutral. The food pantry is open Tuesdays and Thursdays from 11:00 a.m. to 2:00 p.m. for both students and community members.

G. Report of the ASG Representative

ASG President Jabrielle Jones had to leave the meeting early, but her written report is in the packet.

VI. OLD BUSINESS

A. Update on COVID-19 Response Plan

There are no changes to the COVID-19 Response Plan. There may be some modifications for summer on who can use Patriot Hall. OSHA permanent COVID rules are under discussion right now. There may be changes to the plan in the future in conjunction with OSHA rules.

B. Spirit of Clatsop Award

Chair Duehmig presented the Spirit of Clatsop Award. The award is generally designed to be given to someone who supports the College but is not part of the College. This year, the Spirit of Clatsop Award has been given to the CCC faculty and staff for their outstanding and sustained support for CCC and its students during the COVID-19 pandemic. Chair Duehmig showed the Spirit of Clatsop Award plaque which will hang in a very public place on campus.

VII. NEW BUSINESS

A. Policies and Corresponding Procedures for Review

BP 7130 Employee Compensation, BP 6300 Fiscal Management, and BP 6340 Bids and Contracts and their associated procedures have been reviewed by Cabinet, College Council, DEI Council, and the Board Policy Committee.

Rosemary Baker-Monaghan **moved to place BP 7130 Employee Compensation, BP 6300 Fiscal Management, and BP 6340 Bids and Contracts in 1st reading by title only.** Karen Burke seconded. The motion carried unanimously.

B. Rescind Policy 4.025 Personnel Selection and Term and Policy 4.525 Resignation – Confidential Staff

These policies need to be rescinded due to the new policies that were adopted earlier in the Consent Agenda.

Karen Burke **moved to rescind Policy 4.025 Personnel Selection and Term and Policy 4.525 Resignation – Confidential Staff.** Rosemary Baker-Monaghan Seconded. The motion carried unanimously.

C. Board Representatives' Reports

Tim Lyman proposed having Board representatives submit their reports in writing and move away from verbal reports. It will save time and give Board members a chance to formulate questions in advance of the meeting. Anne Teaford-Cantor said that providing an OCCA written report ahead of time would not be timely because things change so quickly, especially during the legislative session. While she could provide a written report, it would be “stale-dated” by the time of the meeting. Karen Burke felt that while she could support a written outline, it's important to provide verbal reports during the public meeting. Rosemary-Baker Monaghan supported having verbal reports during the Board meeting because it is a public meeting. She complimented the OCCA verbal reports because the information relevant to the College is summarized so succinctly. Sara Meyer said she is able to provide a CEDR/SBDC report ahead of time.

Tim Lyman **moved that Board representative reports (OCCA, CEDR, Foundation, Board Policy Committee, and Spirit of Clatsop Committee) will be submitted in writing; verbal reports eliminated.** Sara Meyer seconded. Tim Lyman voted aye. Robert Duehmig, Rosemary Baker-Monaghan, Karen Burke, Anne Teaford-Cantor, Sara Meyer, and Dave Zunkel voted no. The motion did not carry.

D. Minutes from Other Meetings Board Reps Attend

Tim Lyman proposed having access to minutes from meetings other Board members attend even if they are draft minutes and noted it should not create additional work. Anne Teaford-Cantor agreed it's easy enough to do but could be old information depending on timing. Rosemary Baker-Monaghan regards the BPs and APs that are coming to the Board as the minutes. The Board Policy Committee is reviewing the work that has been done by internal groups. The committee's role is to review the policies and make sure they are compliant. Chair Duehmig asked if the Board can just go with an agreement to provide minutes but not necessarily put it to a vote. Mr. Lyman agreed.

E. Report from VP Student Success on Registration Failures for Fall 2020

Tim Lyman asked to amend his proposed motion to change VP Student Success to the President, because the Board's only employee is the President, and to change the date the report is due to April 13. Mr. Lyman noted that one of the common mistakes of really capable people is to assume they know why something has happened. The point is we all think we have a good idea about what happened in the fall. Before we move forward, we really need to know what we are trying to correct. The enrollment drop across all community colleges from fall 2019 to fall 2020 is 23%; CCC's was 53%. The other four small community colleges didn't experience much drop in enrollment. We can safely assume the 23% drop is due to COVID. Is the other 30% drop due to the ERP? We need to figure out the cause before we can move forward on assumptions that may be incorrect. Anne Teaford-Cantor expressed concern about the specificity of the proposed motion and whether it is overstepping the board's role into micromanagement. It goes too far in specifying how the information is to be gathered rather than, from a governance board perspective, asking the president to provide certain kinds of information and letting him determine how to gather the information. Mr. Lyman replied it wasn't done last fall when it should have been done. He doesn't see any

movement at all or he wouldn't need to be specific. Chair Duehmig said the Board will be discussing enrollment at the next work session. The Board's role in April is to set some of those measures. President Breitmeyer said he will be prepared to have a report on the enrollment patterns from the last year to inform the discussion at the April work session. What we need to do is a sound strategic enrollment management plan. He will look to the Board for setting some reasonable goals and metrics and meaningful and reasonable benchmarks for progress. The report for the April work session will provide information about what the College has been doing regarding enrollment. Mr. Lyman compared the situation to trying to bail out the Titanic with a Dixie cup. Dave Zunkel noted that it seems that VP Sorber and his group have been working on enrollment. The data is difficult to obtain. In an ideal world, he would love to have this information. With limited resources, he would prefer to put money and time into increasing enrollment. He doesn't believe we are trying to bail out the Titanic with paper cups. Chair Duehmig agrees with Mr. Lyman there is concern with the enrollment numbers and agrees with Dr. Zunkel that he is not panicked. April is the chance to take the discussion to the next level.

Mr. Lyman said he will amend the proposed motion that was included in the Board packet with the following changes: President Breitmeyer instead of Vice President of Student Success; April 13 due date instead of May 10; #2 – survey data to include data from a minimum of 15% of students instead of 80%; #5 – data from a minimum of 50% of instructors instead of 80%; and #6 – data regarding inbound, outbound calls amended to say if such data is available from the phone system.

Tim Lyman moved that the President shall, by April 13, 2021, provide the Board with a comprehensive, fact-based report on the registration failure(s) of Fall 2020. The report shall include, at a minimum:

- 1. Survey of current/former students as to reasons for non-registration, and problems they encountered with the registration process.**
- 2. Said survey to include data from a minimum of 15% of students enrolled in for credit and certificate programs during 2019-2020 academic year.**
- 3. Survey of current/former staff and instructors as to problems they encountered with the registration process.**

4. **Said survey to include data from a minimum of 100% of registration and advising staff for the 2019-2020 academic year.**
5. **Said survey to include data from a minimum of 50% of instructors for the 2019-2020 academic year.**
6. **Data showing (if such data is available from the phone system):**
 - a. **Number of inbound calls re: registration/advising**
 - b. **Number and percentage of inbound calls re: registration/advising answered**
 - c. **Number and percentage of inbound calls re: registration/advising to voice mail**
 - d. **Number and percentage of inbound calls re: registration/advising to voice mail successfully returned (voice contact with student)**
 - e. **Number and percentage of inbound calls re: registration/advising to voice mail unsuccessfully returned (no voice contact with student)**

There was no second. The motion died for lack of a second.

President Breitmeyer indicated the first sentence in the motion will help him form the template for his report and he will look at the questions Mr. Lyman has asked. Rosemary Baker-Monaghan commented that VP Sorber's report this month was very helpful and shared what was going on behind the scenes. President Breitmeyer said a lot of work has been done by the Student Services staff. It tends to fall on Student Services, but it's really a global issue.

- F. **Comprehensive Plan from President to Boost Fall 2021 Enrollment to Fall 2019 Levels**

President Breitmeyer noted we are in the midst of developing a comprehensive plan for enrollment. Ms. Teaford-Cantor said she is concerned about the due date for the plan in the proposed motion because the Board hasn't had the April planning session yet. Mr. Lyman replied the date should have been last fall. He added that the Board hasn't done anything since last fall, and we have not heard what some of us feel we need to hear. The reason the due date is in May is because nothing gets done over the summer. If we have the report by May, it gives a couple of months to implement a plan. VP Sorber responded that we have been working on enrollment issues on multiple levels. For example, headcount is up but FTE is down, so perhaps CARES Act funding can be used to help

students attend school full-time. VP Sorber reflected that what he is hearing is that they haven't been communicating enough about what they are doing regarding enrollment. Mr. Lyman said he has 100% confidence in the long-range planning, but his concern is that he is not seeing any sense of urgency or anything addressing what needs to be solved right now. Chair Duehmig said as a Board we have to have confidence in the team running the College. It's about more than increasing the numbers in the fall of 2021.

Mr. Lyman **moved that The President shall, by May 10, 2021, provide the Board with a comprehensive plan to boost Fall 2021 Enrollment to Fall 2019 levels. Said report shall contain plan specifics and metrics; it shall not be an outline, but a complete plan detailing specific, quantifiable actions to be taken by faculty and staff.** There was no second. The motion died for lack of a second.

The Board agreed they would like to have a longer work session in April to focus on enrollment. The Chair will work with the Board Secretary to schedule a two-hour work session separate from the Regular Board Meeting during the same week.

G. Clatsop Community College Relationship with Anthology

Mr. Lyman withdrew his proposed motion stating there is data he needs before proceeding.

Sara Meyer asked Greg Riehl about his frustrations with Anthology. Mr. Riehl replied that last fall when Rogue Community College submitted their letter of dissolution to Anthology, he was very much on the fence. He can now say with confidence that with the time, effort, and resources Anthology has put into the product, they have made a great leap forward. When the consortium selected the product, Anthology didn't have a foothold in the community college product. CCC is helping Anthology develop a good product that will work for us and other community colleges. Anthology has made great strides. From a technical standpoint, we are closer to the goal of having a really good product with Anthology. If we were to roll back to RogueNet, we would have a minimum of one year's data to move back. Mr. Riehl said he is on the record that at this point in the project we are far better off moving forward with Anthology with the caveat that Anthology has to continue to put in the same amount of focus and attention they have been putting in. With that focus and

attention, we are going to have a very good product. Mr. Lyman asked if the Board could get a list of the milestones Anthology has to reach over the next few months to keep Mr. Riehl's confidence. President Breitmeyer said that what was upgraded and fixed in the last update was about compliance and reporting. Changes were not made in the front-facing for faculty and students which are still to come. He acknowledged that he did not communicate the positive things Anthology had done and should have made the pitch and provided the reasoning for staying with Anthology. Mr. Riehl and President Breitmeyer will work on sharing that information with the Board and entire campus community.

VIII. ANNOUNCEMENTS

The next Regular Board meeting is on Tuesday, April 13, 2021 at 6:30 p.m. There will be a two-hour Board Work Session on Strategic Enrollment Management the week of April 12. The Board Secretary will work with the Chair to determine the date. The Board Policy Committee is meeting Wednesday, March 17 at 9:00 a.m. The Board Agenda Prep Meeting is on Thursday, March 25 at 9:00 a.m. The WINGS virtual conference is Saturday, March 13.

IX. BOARD FORUM

Anne Teaford-Cantor congratulated the Nursing Program. She gave a shout-out to Kristin Shauck for her Ales and Ideas presentation. She listened in to the all-campus meeting and was really impressed with everyone's engagement and camaraderie.

Karen Burke congratulated the Nursing Program.

Tim Lyman said he has a great deal of confidence in the staff and faculty. What he has seen them do in the face of COVID and revamping the College is nothing short of miraculous. His only concern is that he doesn't see the sense of urgency in terms of enrollment numbers he hopes to be seeing.

Sara Meyer thanked everyone for tonight. She will run again for four more years.

Rosemary Baker-Monaghan said tonight was a good meeting. There was some good needed discussion. She has been concerned about enrollment and is glad we will be discussing it. In her opinion, the Nursing Program is the best in the state.

Bob Duehmig thanked everyone who was at the OSBN presentation. He appreciates everyone's dedication and hard work. Congratulations to the faculty and staff on winning the Spirit of Clatsop Award.

X. ADJOURNMENT

Without further business, the Regular Board meeting was adjourned at approximately 9:10 p.m.

Chris Breitmeyer, President

Robert Duehmig, Chair

Pat Schulte, Recording Secretary