

**MINUTES OF THE APRIL 13, 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, Carolyn Adler, Nichole Warwick, TJ Lackner, Megan Tiller, Carla Moha, Holly Tumbarello, Rinda Johansen, Doris Jepson, Angee Hunt, Julie Kovatch, Helen Keefe, Edie Olson, Mary Jackson, Katie Frankowicz, Greg Riehl, Kevin Leahy, Teena Toyas, Shaun Martin, Stephanie Homer, Margaret Frimoth, 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.** Dave Zunkel seconded. The motion carried unanimously.

**II. PUBLIC FORUM**

A. Introduction of Guests

Chair Duehmig asked those present to introduce themselves.

Chair Duehmig asked President Breitmeyer to address the closure of all College campuses for seven days. President Breitmeyer relayed that a few employees have tested positive for COVID-19. These individuals interacted with numerous other individuals on campus. There was an emergency meeting of College leadership and the decision was made to close the campuses and go to remote operations for seven days. Public Health has been notified. Individuals who were potentially exposed have been notified and are self-quarantining. Chair Duehmig said the Board wishes everyone well.

## B. Public Comment

Chair Robert Duehmig read the following statement: Public comment will be accepted by email addressed to [pschulte@clatsopcc.edu](mailto:pschulte@clatsopcc.edu) or by mail to: Patricia Schulte, Board Secretary, 1651 Lexington Avenue, Astoria, OR 97103 before the close of business on Tuesday, April 13, 2021. Any submitted public comment will be included in the meeting minutes and shared with all Board members.

Nursing Instructor Carolyn Adler addressed the Board. She shared that she cares deeply about the College and is concerned about the financial viability of the College, how the pandemic has changed everyone's lives, how problems with CampusNexus have impacted enrollment and the campus culture, roadblocks that have been put in front of students, loss of trust from students, expanded online options at other colleges meaning students can enroll anywhere, and the need to mitigate all these issues going forward.

Biology Instructor Nichole Warwick shared her experiences as a faculty member, including working with an amazing group of dedicated and passionate peers, faculty working way beyond 9 to 5, the dedication of faculty in supporting and working to retain students, and faculty working with each student's individual needs and going above and beyond in providing emotional support for students. Ms. Warwick shared information about the classes she teaches and what she is working on, including writing nearly 500 pages of a textbook since fall term with three chapters to go. CCC students routinely score 15 to 20% above average in national anatomy and physiology exams.

Nichole Warwick introduced Megan Tiller, one of her students, who is activated National Guard right now helping vaccinate Oregonians. She is in her fifth quarter at CCC and works in the ER at CMH. Maintaining her career path and continuing to pursue her degree has been extremely impactful and extremely challenging. She has been taking tests late at night because she is working during the day. She started her college experience at a large university. At CCC, she feels like she is part of the community and the culture at the College. There have been plenty of challenges, and it would have been easy to quit. Her instructors, especially Nichole Warwick, have been extremely flexible and said let's make this work. Others, including Mallory Vollner, Siv Barnum, and Lisa Nyberg, not only know her name but make her feel cared for. Without

that, she wouldn't have made it. She wanted to say thank you sincerely to everyone.

Chair Duehmig commented that education is changing. It has been a very bizarre year, but there is light at the end of the tunnel.

### III. APPROVAL OF MINUTES

Karen Burke **moved to approve the March 9, 2021 Board Work Session and March 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 7130 Employee Compensation – 2<sup>nd</sup> reading and adoption
- BP 6300 Fiscal Management – 2<sup>nd</sup> reading and adoption
- BP 6340 Bids and Contracts – 2<sup>nd</sup> reading and adoption

These policies and procedures were presented at the last Board meeting for 1<sup>st</sup> reading.

Rosemary Baker-Monaghan **moved to put the consent agenda in 2<sup>nd</sup> reading by title only and adopt BP 7130 Employee Compensation, BP 6300 Fiscal Management, and BP 6340 Bids and Contracts.** Sara Meyer 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 March 31, 2021 compared to revenues and expenditures as of March 31, 2020 and to the FY 2020-2021 Budget. Tuition and fees revenue recorded through March FY20-21 is \$1.703 million or 53.72% 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 March 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 March 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 March 2021 are \$8.614 million, or 60.69% of budget, compared to \$8.790 million in March FY19-20 representing a 3.97% decrease. Total estimated actual General Fund expenditures in FY19-20 are \$12.085 million or 90.15% of budget.

VP Zahn provided an update on spring term tuition and fees revenue: \$848,454 associated with registrations has been received for spring term. Revenue will not be reflected until the April financial report. The College is down about \$450,000 in tuition and fee revenue but will be able to utilize the one-time COVID funds to offset the lost tuition and fees. There is one more payment in this fiscal year for state support. VP Zahn expects the College will be about whole with respect to tuition and fees. The College expects to receive the full \$450,000 in timber revenue. The College has provided \$3.3 million in financial aid to students with some of that coming from CARES Act funding. On the expenditure side, the College is continuing the trend of spending below budget. Expenditures are down just under 4% from a year ago. The College is in a strong fiscal position.

The Budget Committee meeting is May 4 at 6:30 p.m.

#### B. Report of the Board Chair

Chair Duehmig thanked everyone who spoke during the public comment section. At the last meeting, the Board awarded the Spirit of Clatsop to faculty and staff. The photo of staff and faculty with the Spirit of Clatsop award was screen shared.

## C. Report of the Board Representatives

### OCCA

The new OCCA DEI Committee has met twice. Traci Simmons and Erin Woods are co-chairs. The first meeting involved getting to know each other and setting ground rules for how the committee work will be done. The second meeting included a debriefing on a self-assessment, discussion on systemic bias and innate bias, and discussion on how different community colleges are responding to acts of hate and violence going on around the country. The committee is working line-by-line on its charter and is working with Karen Smith. Over the next five months, the committee will be doing training. The committee will meet once a month on the second Tuesday of the month. The weekly legislative update call was right before this meeting. Because of COVID, most of the meetings with the legislature are virtual. The process is not going the way it has in the past. The latest change is that the house floor session is in a complete logjam because the Republican caucus won't agree to a consent agenda. Consequently, all bills have to be read in entirety. The Ways and Means Committee is behind schedule. A lot fewer bills have been introduced this year. Several hearings are coming up, including the HECC budget bill and the Workforce bill. Ms. Teaford-Cantor is attending the Annual Legislative Summit being held virtually on Friday, April 16 from 8:00 to noon. Common course numbering is for courses that are taught across the community college system. Course objectives will be the same but content will vary.

### CEDR

The Enterprise Zone approved the applications for the Buoy Beer expansion and the Scouler Company Fishmeal Plant. It will generate an \$18 million investment into the economy. The SBDC has been doing an excellent job of getting the CARES Act funding for businesses out into the community. Accreditation for the statewide SBDC organization occurred the week of March 30. There were excellent commendations and no recommendations.

## Foundation

The Foundation's scholarship application process is open until May 15. To be involved in the scholarship review, talk to Foundation Director Angee Hunt. Reviewers will learn a great deal about the needs of students and where they come from. The hard copy Foundation newsletter went out to 500+ people in March and was well received. As a result of that mailing, the Foundation received a request to institute a new scholarship. Bandit Biking for Books has received \$7,500 in sponsorships. Faculty member Fernando Galvan-Rojas will start on July 5 and bike to all 17 community colleges in Oregon. Angee Hunt met with Velotech. They are excited to partner with the Foundation to help Bandit Biking for Books.

## Board Policy Committee

The Board Policy Committee met on March 22. The Board will see the result of part of that meeting in 1<sup>st</sup> reading tonight. Board policies 7145, 7150, and 7160 are starting through the process.

### D. Report of the President

President Breitmeyer referred to his report in the packet. He has been meeting with individual employees and employee groups and will share more of that information in the Work Session tomorrow.

### E. Report of the VP Academic Affairs

VP Peter Williams introduced Holly Tumbarello who is giving the faculty and instructional staff presentation on Medical Assisting: The Real Heroes in Healthcare. Ms. Tumbarello has been an RN for 32 years and has been at CCC for 15 years. She has been told she has unconventional teaching methods.

#### Faculty and Instructional Staff Presentation – Holly Tumbarello: *Medical Assisting: The Real Heroes in Healthcare*.

Holly Tumbarello shared a PowerPoint presentation on Medical Assisting (MA). Slides included: What is a medical assistant; nine-month certificate program; classes for fall, winter, and spring terms; medical assisting as a career; medical assisting as a bridge or transition to other programs; and a day in the life of the MA student. CMH and Providence Seaside Hospitals rely heavily on CCC's MA program. Seventy-three percent of MAs working at CMH came from CCC's program. In a letter of support, CMH

stated it relies heavily on CCC's program and would not be able to maintain staffing requirements without it. Eighty-four percent of MAs at Providence Seaside come from CCC's program. The MA Program can take 19 students next fall term due to social distancing. Before COVID, there were years the MA Program could run two full sections.

F. Report of the VP Student Success

Enrollment is still slightly down from last spring quarter. Some additional data has come in for winter quarter. Enrollment is down 4.7% for FTE and 7.6% for headcount. Student Services is in the process of hiring two advisor positions. With these positions hired, Student Services will be back up to staffing level pre-COVID and still remain budget neutral. There will be further discussion on enrollment at the Board Work Session tomorrow.

G. Report of the ASG Representative

ASG President Jabrielle Jones is not here tonight, but her written report is in the packet.

## VI. OLD BUSINESS

A. Update on COVID-19 Response Plan

There are no new updates to the COVID-19 Response Plan. The College is currently in remote operations for seven days due to the positive cases on campus. President Breitmeyer is planning an all-campus Zoom meeting to walk through the Response Plan. There are a number of new employees since the plan was put together. The College will continue to emphasize that all students, faculty, and staff still need to be wearing face masks and social distancing.

## VII. NEW BUSINESS

A. Policies and Corresponding Procedures for Review

- BP 3820 Gifts

There was a question about gift cards and whether they need to be given directly to the Foundation rather than to the College (e.g., to be given to students). Gift cards are considered a cash equivalent. Gift cards should be coordinated through the Foundation so the Foundation can be informed of the donation, update the donor database, and make

sure that donors are thanked and acknowledged for their gift. The anti-discrimination language in the policy and procedure are legislatively mandated. The language also helps support the equity lens.

- BP 7140 Collective Bargaining

There were no questions or concerns regarding BP 7140.

Rosemary Baker-Monaghan **moved to put BP 3820 Gifts and BP 7140 Collective Bargaining in 1<sup>st</sup> reading by title only.** Karen Burke seconded. The motion carried unanimously.

- B. Rescind Policy 4.105 Salary Placement

This policy needs to be rescinded because BP 7130 Employee Compensation was adopted earlier in the Consent Agenda.

Rosemary Baker-Monaghan **moved to rescind Policy 4.105 Salary Placement.** Karen Burke seconded. The motion carried unanimously.

- C. Consider Approval of the Faculty Appreciation Proclamation

Dave Zunkel **moved to designate the first full week of May as Faculty Appreciation Week and authorize the Board chair to sign and conduct the public reading of the proclamation into the record.** Anne Teaford-Cantor seconded. The motion carried unanimously. Chair Duehmig read the proclamation.

- D. Consider Approval of the Student Employment Week Proclamation

The College would like to start an annual tradition of recognizing the second full week of April as Student Employment Week. There are about 20 students currently. Rosemary Baker-Monaghan **moved to proclaim the second full week of April as Student Employment Week and authorize the Board chair to sign and conduct the public reading of the proclamation into the record.** Karen Burke seconded. The motion carried unanimously. Chair Duehmig read the proclamation.

E. Consider Approval of Community College Month Proclamation

OCCA is recommending that all 17 community colleges approve this proclamation. Rosemary Baker-Monaghan **moved to proclaim the month of April 2021 as Community College 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. Chair Duehmig read the proclamation.

F. Consider Approval of Purchase of New Firewalls for Campus Internet Upgrade

Director of Computer Services Greg Riehl provided information on the request to purchase new firewalls for the campus internet upgrade. Current internet access on campus is an antiquated model. It all goes through the Lexington campus and is super slow. There will be a 1gb connection at the Lexington campus, 500mb connection at the MERTS campus, and 200mb connection at the South County campus. New firewalls are needed at each campus. This purchase is eligible for CARES Act funds because it will improve remote work and remote instruction from all campuses. With the change, there will be a lower monthly internet cost. The firewalls will handle up to 2gb/second. The timeline is multi-phased. Hopefully, it will be completed during spring term. The work will be done on a weekend. The College also wants to upgrade the phone system. During the pandemic, providing phone service for remote work at home has been a challenge. Mr. Riehl will be talking to several vendors about a cloud-based phone system.

Rosemary Baker-Monaghan **moved to approve the purchase of firewalls for network use not to exceed \$64,700 and that the purchase be paid for with federal COVID funding.** Karen Burke seconded. The motion carried unanimously.

G. New Hires

Desiree Noah announced the following new hires. Ollie Baker has been selected as the new Patriot Hall Lead of Operations reporting to the Dean of Transfer Education effective March 23, 2021. Andrew Zingg has been selected as the new Academic Success Coordinator reporting to the Director of TRIO Student Support Services effective April 5, 2021.

## VIII. ANNOUNCEMENTS

The Board Work Session is tomorrow (Wednesday, April 14) at 6:30 p.m. There is a Budget Committee Meeting on Tuesday, May 4 at 6:30 p.m. There is a Regular Board meeting at 6:30 p.m. on Tuesday, May 11 at 6:30 p.m. The Board Policy Committee is meeting Wednesday, April 21 at 9:00 a.m. The Board Agenda Prep Meeting is on Friday, April 30 at 9:00 a.m.

## IX. BOARD FORUM

Tim Lyman: Nothing

Sara Meyer: If anyone has an interest in learning more about campus, get on KMUN and listen to the podcasts.

Dave Zunkel: He is looking forward to tomorrow night's meeting. He gets his second vaccination tomorrow.

Karen Burke: Nothing

Anne Teaford-Cantor: It is Sexual Assault Awareness Month. The RAINN (Rape, Abuse and Incest National Network) hot line is 1-800-656-HOPE.

Rosemary Baker-Monaghan: Thank you to Jade Jaconetti for her help in getting the college email working on my new laptop.

Bob Duehmig: Please be safe and take care of yourselves.

## X. ADJOURNMENT

Without further business, the Regular Board meeting was adjourned at approximately 8:53 p.m.

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Chris Breitmeyer, President

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Robert Duehmig, Chair

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Pat Schulte, Recording Secretary