

**MINUTES OF THE MAY 11, 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 6:31 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: Cam Preus, Peter Williams, Jerad Sorber, Jade Jaconetti, Desiree Noah, Angee Hunt, Julie Kovatch, Jake Campbell, Helen Keefe, Pat Keefe, Edie Olson, Rinda Johansen, Carla Moha, TJ Lackner, Lloyd Mueller, Kristen Wilkin, Greg Riehl, Kevin Leahy, Siv Serene Barnum, Margaret Frimoth, Mary Jackson, Teena Toyas, Kurt Donaldson, 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.

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, May 11, 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

Sara Meyer **moved to approve the April 13, 2021 Regular Board Meeting Minutes and April 14, 2021 Board Work Session minutes as presented.** Dave Zunkel seconded. The motion carried unanimously.

IV. CAM PREUS PRESENTATION

Cam Preus, Executive Director of OCCA, gave a PowerPoint presentation that provided an overview of OCCA activities over the last year, including:

- 2021 Legislative Session preparation.
- Commitment to racial equity.
- The virtual OCCA Annual Conference, November 4-6, 2020, with record-breaking attendance of 150.
- December 2020 OCCA Board meeting with a presentation by Dr. Raquel Rall on why governing boards should weigh in on racial issues, a board approved amendment to OCCA bylaws and board policies to include new DEI Committee, and a board approved Board DEI Statement in commitment to racial equity and supporting systemically marginalized students.
- CTE Month in February 2021 with Workforce Wednesdays Zoom sessions with legislators, legislative staff, and college representatives highlighting CTE programs at all the colleges. CCC presented during Week 3 on Maritime Science.
- A Community College Caucus meeting on February 11 with the strongest attendance ever by legislators and legislative staff.
- OCCA signed up for Voter Voice which is a grassroots campaign/advocacy platform that sends emails and tweets directly to legislators based on address. There are currently 349 advocates/contacts in the system.
- The National Legislative Summit held virtually February 8-10, 2021. Community colleges met virtually with Oregon's federal delegation.
- March Call-in Week, March 8-12, 2021, advocating for a \$702 million Community College Support Fund budget request.
- Community College Month in April.
- OCCA virtual Legislative Summit April 16.
- Forty-five students from the 17 community colleges selected for the All-Oregon Academic Team (AOAT) in coordination with Phi Theta Kappa Honor Society. Students were selected for their academic excellence, leadership, and community service. Valerie Mannix from CCC was selected for AOAT.

- A budget presentation made to the Ways and Means Subcommittee on Education on April 26 emphasizing that community colleges are Oregon's road to economic recovery. The budget ask is \$702 million for the Community College Support Fund to maintain current programs and services.

V. CONSENT AGENDA

A. Policies and Corresponding Procedures for Review

- BP 3820 Gifts – 2nd reading and adoption
- BP 7140 Collective Bargaining – 2nd reading and adoption

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

Rosemary Baker-Monaghan **moved to put the consent agenda in 2nd reading by title only and adopt BP 3820 Gifts and BP 7140 Collective Bargaining.** Karen Burke seconded. The motion carried unanimously.

VI. 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 April 30, 2021 compared to revenues and expenditures as of April 30, 2020 and to the FY 2020-2021 Budget. Tuition and fees revenue recorded through April FY2020-21 is \$2.412 million or 74.95% of the adopted budget. Federal stimulus funding is eligible to replace COVID-19 related revenue loss. Further analysis will be done to determine the revenue loss amount with the allocation completed before June 30, 2021. For FY2020-21, 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.

State appropriations recorded through April FY2020-21 are \$2.745 million representing three of the five payments. State appropriations in the FY2020-21 adopted budget is \$4.218 million based on the second year of the \$641 million community college allocation for the 2019-2021 biennium. Property taxes recorded through April FY2020-21 are \$4.7 million and represent 98.01% compared to budget. The actual FY2019-20 property taxes received are \$4.786 million or 102.79% of the adopted budget. Other revenue

recorded through April FY2020-21 is \$53,000. Timber Proceeds are budgeted at \$450,000. The FY2020-21 adopted budget beginning fund balance is \$1.4 million, and the actual beginning fund balance is \$1.849 million. The FY2018-19 actual budgetary basis ending fund balance is \$1.453 million. The FY2017-18 General Fund ending fund balance was \$1.748 million. Total actual General Fund expenditures through April 2021 are \$9.557 million, or 60.69% of budget, compared to \$9.971 million in April FY2019-20 representing a 4.16% decrease. Total estimated actual General Fund expenditures in FY2019-20 are \$12.085 million or 90.15% of budget.

At the time of the Budget Committee meeting on May 4, lost tuition and fee revenue was expected to be about \$450,000. It may be closer to \$500,000 which will be covered by the federal stimulus funds. For the general fund, the College is spending at about 86% of budget which is down 4% from one year ago. The final payment for timber revenue will come in August and will go into the plant fund. The College is eliminating Fund 12 which is the auxiliary fund. All items currently in Fund 12 will go into the general fund starting July 1. The College is in a very strong fiscal position going into FY2021-22.

No applications were received for the two open Budget Committee spots. The Board selects the Budget Committee members. There will be no Budget Committee appointed actions until next May 2022.

B. Report of the Board Chair

Chair Duehmig thanked the Board members and appointed Budget Committee members who were at the Budget Committee meeting last week. The FY 2021-22 Budget will be before the Board at the June 8 meeting. Anticipating there could be reductions in state funding associated with the pandemic, the College made \$1.1 million in reductions over the course of the last year. There was no reduction in state funding, so the \$1.1 million reduction in spending has put the College in a strong financial position. The College will end up with a beginning fund balance of \$2.2 million which is the largest in a long time. It puts the College in a really strong position going into the next year. The 2021-22 budget does not have any cuts to programs. The College is not laying anyone off. The College has one of the strongest ending fund balances in years. There are no tuition increases in the 2021-22 budget. The College has increased the amount of support it has been able to give to students. Things are looking very positive and everyone should be proud.

C. Report of the Board Representatives

OCCA

Anne Teaford-Cantor, Sara Meyer, Karen Burke, and Dave Zunkel attended the OCCA Legislative Summit two weeks ago. Julie Kovatch participated in a panel on virtual advocacy. Cam Preus is retiring. Ms. Teaford-Cantor participated in the OCCA Executive Director Search focus group. Retired Linn-Benton Community College President, Greg Haman, led that discussion. Greg Haman has been nominated to serve on the HECC. Today was the third OCCA DEI Committee meeting. The DEI Committee Charter has been approved by the committee. There was considerable discussion on whether there will be COVID-19 vaccinations required on community college campuses. Four public Oregon universities will require COVID vaccinations. Some community college faculty and staff are requesting this requirement. DEI advocates at the community college level are concerned about this requirement. It is partially an access issue, but also there are demographic groups who are wary of the vaccine because of the way they have historically been treated by the medical community. There is deep concern amongst people of color and indigenous groups. Enrollment across the state has been lower during the pandemic. It is a complex issue looking at who community colleges serve and how to keep everyone safe. The DEI Committee participated in an hour-long facilitated learning session on Oregon's tragic history of treatment of indigenous people and people of color. The DEI Committee meets the second Tuesday of the month from 2:00 to 4:00 p.m. The Legislative Session call is also the second Tuesday of the month. The state budget forecast comes out May 19. Community colleges won't know what the actual funding will be until that day at the earliest. If bills are not through the process to a certain point by May 14, they will be dropped. SB 554 (firearms policy) passed. It goes into effect 91 days after the end of the legislative session. It allows schools and colleges to ban firearms on campus even though people have a concealed gun permit. HB 3398 (paid FMLA) implementation has been delayed by one year. SB 667 relates to community colleges having a policy on faculty intellectual property rights. OCCA attorney Karen Smith is following the language very carefully. The next OCCA board meeting is this Friday morning.

CEDR

The next CEDR board meeting is May 25 at 3:30 p.m. on Zoom. There will be an awards event for area businesses on May 20 at 5:30 p.m. on Zoom. Preregistration is required. Kevin Leahy posted the registration link in the

Chat. The SBDC had its first Spanish webcast this last month. The Clatsop WORKS registration deadline is coming up.

Foundation

The Foundation has not met since the last Board meeting. It is scholarship season for the Foundation. The scholarship application deadline has been extended to May 31 because there has been a significant drop in student applications. VP Peter Williams has urged the faculty to communicate with students about applying for scholarships. There will be a message on BrightSpace about scholarship applications. The World of Speed closed, and CCC received \$375,000 for the automotive program. CCC will be getting an additional \$54,000 to support student educational expenses. There are six scholarships for automotive students to cover tuition, fees, and books. Bandit Biking for Books is proceeding well. There are 16 sponsorship partners. Over 50% of the goal has been received. Faculty member Fernando Rojas Galvan will be biking 1,600 miles to visit all 17 Oregon community colleges. Heading into June, sponsorships are the focus.

Board Policy Committee

The Board Policy Committee met April 21 and reviewed three new policies which are under New Business. The next meeting is May 19 at 9:00 a.m.

D. Report of the President

The ad hoc visit from NWCCU occurred on April 29. There is more work to do around the institutional planning process. The College is currently addressing it to be in compliance. The members of the Accreditation Technical Work Group includes the three VPs (Peter Williams, JoAnn Zahn, and Jerad Sorber) and the two Deans (Teena Toyas and Kristen Wilkin). The Accreditation Work Group includes the three VPs, two Deans, HR Director Desiree Noah, Communications and Marketing Director Julie Kovatch, Foundation Director Angee Hunt, FT Faculty Nancy Cook, and PT Faculty Seth Tichenor. Visits like this from NWCCU make the College better at what it does. The NWCCU evaluators called out everyone they met for their commitment and enthusiasm. It speaks well of the faculty and staff and their dedication.

To address the decline in dual enrollment, we are offering all juniors and seniors at all Clatsop County high schools one free course up to 4 credits over the summer, including all tuition, fees, and books. There is a lot of

interest. Across Oregon and across the country, there are much lower rates of the FAFSA being filled out. Normally, completion rates run about 80% to 85% and we are at around 40%. We are planning for what we can do to entice students to fill out the FAFSA. Students can literally fill it out right up to when the term starts.

April was Sexual Assault Awareness Month, and CCC partnered with Tillamook Bay Community College to offer the film, "Nevertheless" about sexual assault. The film could be viewed on demand during a specific window of time. There was a follow-up discussion a few days later. In addition, ASG and the DEI Council will be providing a panel discussion, "Yes, means yes. Let's talk about consent!" on May 12.

President Breitmeyer has had several listening sessions with different constituent groups on campus to listen to their challenges and concerns. The past year with the pandemic and the ERP implementation has been really challenging. From those listening sessions, concrete actions are occurring and will continue to occur to address the challenges that were identified. President Breitmeyer commended all those who were able to participate in the listening sessions and felt comfortable enough to share the challenges and offer solutions. President Breitmeyer is feeling invigorated and optimistic about where things are. He is happy to be working with such a dedicated group of faculty and staff.

There was just an upgrade to the ERP which addressed and improved a lot of things in the background. The next upgrade will be in July and will be much more front facing for the students, faculty, and staff. The main issue with students' inability to enroll has been resolved and registration is going smoothly.

Registrar Siv Serene Barnum gave an update on Commencement which will happen in person at CMH Field on June 18 at 4:00 p.m. Students will come to CMH Field in their vehicles. The only individuals who can exit the vehicle will be the student and two guests. The students will line up and enter the field from four different areas. Guests will sit socially distanced in the bleachers. Information was sent to students yesterday, including don't wear high heels, don't bring sunflower seeds, dress for the weather, etc. Helen Keefe is helping with volunteers. Board members will be sitting on the field. Faculty will be sitting with students and letting them know when it is time to go get their diploma. Students will be receiving gift bags. The main Commencement speaker is David Reid; there will be two student

speakers and a faculty speaker. About ten students who graduated in 2020 will also be participating. There will be a separate pinning ceremony earlier in the day for nursing students.

E. Report of the VP Academic Affairs

VP Peter Williams has formed a Strategic Enrollment Task Force to work on the strategic enrollment plan. Two weeks ago, negotiations commenced for the full-time faculty agreement.

VP Williams introduced Carla Moha, Business & Accounting Instructor, who gave the faculty presentation. Ms. Moha has a BA in Accounting from Western State College of Colorado and an MBA from Regis University. She is also a Certified Public Accountant.

Faculty and Instructional Staff Presentation – Carla Moha: *Business: A World of Possibilities.*

Ms. Moha provided a PowerPoint presentation on CCC's Business programs. There are a lot of different degree and certificate options, including:

- ASOT Business: 2-year transfer degree specializing in business
- AAOT: 2-year transfer degree (general with some business courses)
- AAS Business Management: 2-year degree in business (has more applied business skills classes than transfer degrees)
- AAS Accounting: 2-year degree in accounting (has more applied accounting and business classes than transfer degree)
- 1-year business certificate (first year courses of 2-year business degree)
- Career Pathways certificates (groupings of courses that are specialized on specific skillsets)
- Specific courses to build skillsets, such as QuickBooks online

Students in the business programs have different backgrounds and various levels of preparation, including recent high school graduates, Job Corps students, dual enrollment/simultaneous enrollment, Running Start, displaced workers, full-time employees pursuing degrees, future or current entrepreneurs, and other non-traditional students. In the past year with online offerings, there has been greater variety in the student population as well as their physical location. Many students who live in other parts of the country are taking business courses at CCC.

There are endless possibilities for careers in business, including marketing, management, human resource management, entrepreneurship, international business, accounting, and finance. There are currently many good job opportunities in the local community. Ms. Moha networks with the local business community and asks businesses what they are looking for in employees and then makes sure those items are covered in the business courses. Usually the Business program has more employers needing employees than students looking for jobs.

Business students are encouraged to participate in internships like Clatsop Works. Ms. Moha showed some examples of business plans from her Small Business Management course that has an entrepreneurship focus. Overall in Business programs, there are about 15 to 20 students per class and about five classes per term. There are 100 or more unduplicated students in Business programs.

F. Report of the VP Student Success

Registration opened up last week. Veterans were able to register on Monday, students with 45 or more credits on Tuesday, and everyone on Wednesday. Registration is tracking slightly ahead of last year for fall quarter. It is early in the cycle right now. The hiring process to bring on a couple of new advisors is nearing completion. Advising appointments have really picked up since the written report went out. The first round of HEERF 2 funding is going out to students this week (about \$196,000). The Business Office is working with Anthology to get the payments out through Bank Mobile. Student Services is moving forward with fall recruitment. There are a few headwinds floating around right now. One is partly related to FAFSA. Many of the high school students who have completed their high school requirements are not required to stay in school. Many of these students are working which has presented a challenge for the pre-TRIO team. The trend of a smaller overall number of admissions applications is continuing. However, there is an increase of 32% of students who have completed the admissions process. Admissions are monitored to make sure students complete registration. Roughly two-thirds of individuals using the food pantry are from the community and one-third are students.

G. Report of the ASG Representative

ASG President Jabrielle Jones was not able to attend the meeting or provide a written report.

VII. OLD BUSINESS

A. Update on COVID-19 Response Plan

There are no new updates to the COVID-19 Response Plan. At the OPC and OCCA board meetings tomorrow, there will be a discussion about whether or not to require vaccinations. The challenge is letting everyone know what fall is going to look like without knowing for sure what restrictions might be in place at that time. At the next Board meeting, there will be some updates to the plan. The College is seeking guidelines of OHA and the HECC to make sure that Clatsop is consistent with all community colleges. There is a lot of pressure on the Governor, the State, and the HECC to provide information as soon as possible and communicate consistently and early.

VIII. NEW BUSINESS

A. Policies and Corresponding Procedures for Review

- BP 7145 Personnel Files – 1st reading

There was no OCCA policy template. HR Director Desiree Noah developed the policy. Based on requests from Board members, Ms. Noah will add in required licensure status and will add definitions of potential supervisor and legitimate official purpose.

- BP 7150 Evaluations – 1st reading

There was no OCCA policy template. Ms. Noah developed the policy. HR is in the process of developing a performance management system along with software. Once in place, the policy and accompanying procedure may change. Completed performance evaluations would be part of an employee's personnel record.

- BP 7160 Professional Development – 1st reading

This policy may change once HR develops a robust professional development program.

There are current policies in place regarding evaluations and professional development, but they need to be updated.

Incorporating the suggested changes to BP 7145, Rosemary Baker-Monaghan **moved to put BP 7145 Personnel Files, BP 7150 Evaluations, and BP 7160 Professional Development in 1st reading by title only.** Karen Burke seconded. The motion carried unanimously.

B. Consider Approval of Self-Contained Breathing Apparatus (SCBA) Lease Purchase

Kristen Wilkin, Jake Campbell, Kurt Donaldson, and JoAnn Zahn presented the request and answered Board members' questions. The SCBA is needed for the Fire Response and Research Center. It will support CCC students and partners who utilize it. Naval Sea Cadets come from all over the nation. Mariners from all over the world take courses at CCC that lead to Coast Guard licensure. They are required to train in the SCBA. The current SCBA has a 15-year life expectancy which it will reach in June 2022. The College has the opportunity to get equipment that will last 30 years along with an educational discount of \$50,000. There is a lifetime warranty. The key piece is the 30-year lifespan and lifetime warranty for 25 packs. The company providing the SCBAs will also donate several pieces that the College would otherwise have to pay for. The packs come with the ability to update the software. The College could potentially end up being a training partner for the company providing the SCBAs. The purchase is a five-year lease, so it's essentially a capital lease like what has been done with technology and other purchases over time. It will be about \$23,000 to \$25,000 per year and will come out of the general fund.

Sara Meyer **moved to approve the purchase of Self Contained Breathing Apparatus under a 5-year financing option to support the Maritime and Fire Science programs and students effective July 1, 2021.** Anne Teaford-Cantor seconded. The motion carried unanimously.

C. FY21-22 Salary Adjustment for Non-Represented Employees

The request is for a 2% COLA increase for non-represented employees who are not part of one of the three associations. The increase reflects COLA for the region. The College has very dedicated employees and it's critical to continue to recognize that. The associated cost is approximately \$50,000. It's not currently in the budget but would be after July 1. The increase would be reflected in the July payroll.

Rosemary Baker-Monaghan **moved to approve a 2.0% salary adjustment for non-represented Administrative and Service and Supervisory**

employees, effective July 1, 2021. Dave Zunkel seconded. The motion carried unanimously.

IX. ANNOUNCEMENTS

There will be a Board Work Session on Tuesday, June 8 at 5:30 p.m. The Public Hearing on the Budget will be at 6:30 p.m. on June 8 followed immediately by the Regular Board Meeting. The Board Policy Committee is meeting Wednesday, May 19 at 9:00 a.m. The Board Agenda Prep Meeting is on Thursday, May 27 at 9:00 a.m. Commencement is Friday, June 18 at 4:00 p.m.

X. BOARD FORUM

Karen Burke said let's honor the nurses. May 12 is International Day of the Nurse celebrated on the anniversary of Florence Nightingale's birth. By 2030, there will be a shortage of approximately 13 million nurses nationwide.

Tim Lyman said he had nothing to share.

Rosemary Baker-Monaghan said she had nothing to share.

Dave Zunkel said some of us are up for election in a week. He hasn't run for a competitive election since senior class president 57 years ago. This one has had some twist and turns. He has concerns about the saveCCC website that gives pessimistic and misleading information for the voting populace. He has concerns about recruitment of candidates by a current Board member to replace Board members running for election. It's not good for Board morale or the Board. He has good feelings about where the College is headed, the administration, faculty, and staff. He is looking forward to whatever Board is reconstituted in July to address whatever is before the College.

Sara Meyer also has concerns. The Board had talked about having a Board Retreat prior to any change of the Board. She would like to do that with current members who have served on this Board and possibly new Board members. Rosemary Baker-Monaghan said the issue is that new Board members would not have taken office and would be guests, so it would be at the pleasure of the current Board. Tim Lyman suggested discussing it in June. Ms. Baker-Monaghan suggested asking OCCA to move up their new Board Member Training. Chair Duehmig said he and President Breitmeyer will check to see how other community colleges are doing it. The Board might split the usual retreat into different parts. Ms. Meyer is doing "Around our Schools" as a private citizen and has learned so much about what is happening on our campus. She

recommended it to others who want to learn more about the College. She is excited about what is happening at CCC.

Mr. Lyman requested having presentations from different departments such as we have been having over the past year.

Anne Teaford-Cantor said watch “Nevertheless” if you can. It was heart wrenching but worth it. She will not be able to attend graduation because of a family obligation.

Chair Duehmig said his husband spent the day with students from Astoria High School. After several hours with these students and their questions and their excitement about science and brains, he came away from it very excited about how enthused the students were. As people begin to come back out and operate on a more normal level, it's very encouraging to watch students get so excited about learning, so Chair Duehmig think there's a lot of hope out there.

XI. ADJOURNMENT

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

Chris Breitmeyer, President

Robert Duehmig, Chair

Pat Schulte, Recording Secretary