

**MINUTES OF THE JUNE 9, 2020
CLATSOP COMMUNITY COLLEGE
BOARD OF DIRECTORS
REGULAR BOARD MEETING**

I. CALL TO ORDER

The meeting was called to order on Zoom by Chair Robert Duehmig at 6:34 p.m.

Board members present: Robert Duehmig, Rosemary Baker-Monaghan, Karen Burke, Anne Teaford-Cantor, Dave Zunkel, Sara Meyer, and Tim Lyman. Board members absent: None. Others present: Jerad Sorber, Dan McClure, Jade Jaconetti, Stephanie Homer, Doris Jepson, Angee Hunt, Julie Kovatch, Margaret Frimoth, Teena Toyas, ASG Representative Steven Ellsberg, Deputy Clerk JoAnn Zahn, President Chris Breitmeyer, and Recording Secretary Pat Schulte.

A. Adoption of Agenda

VP JoAnn Zahn requested a revision of the agenda to include an action item to authorize signers for the College's bank account under New Business. Karen Burke **moved to adopt the agenda as amended.** Anne Teaford-Cantor seconded. The motion carried unanimously.

II. PUBLIC FORUM

A. Introduction of Guests

Chair Robert Duehmig asked those present to introduce themselves.

B. Public Comment

There was no public comment.

III. APPROVAL OF MINUTES

Karen Burke **moved to approve the minutes of the May 12, 2020 Regular Board Meeting as presented.** Sara Meyer seconded. The motion carried unanimously.

IV. CONSENT AGENDA

A. Policies and Corresponding Procedures for Review

- BP 2710 Conflict of Interest (2nd reading and adoption)
- BP 3430 Prohibition of Harassment (2nd reading and adoption)

Rosemary Baker-Monaghan **moved to put the Consent Agenda in 2nd reading by title only and adopt the Consent Agenda.** Karen Burke 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 FY19-20 and FY18-19 by fund source. The Financial Summary also included revenues and expenditures as of May 31, 2020 compared to revenues and expenditures as of May 31, 2019 and to the FY 2019-2020 Budget. Tuition and fees revenue recorded through May FY19-20 is \$3.032 million or 92.59% of the adopted budget. Tuition and fee revenue is up 1.44% compared to May FY18-19. The \$3 per credit tuition increase, effective summer term, is reflected in year-to-date enrollment. The tuition and fee budget is \$3.275 million. The actual FY18-19 general fund ending fund balance is \$1.453 million.

State appropriations recorded through May FY19-20 are \$4.134 million representing four of the four quarterly payments. State appropriations in the FY19-20 adopted budget is \$3.644 million based on a \$570 million funding formula allocation. The legislatively approved community college allocation was \$640 million. The actual anticipated allocation was \$4.1 million annually for the FY19-21 biennium; however, the economic impact is anticipated to reduce community college state allocation in FY2020-21. Property taxes recorded through May FY19-20 are \$4.511 million. The actual FY18-19 property taxes received are \$4.851 million or 101.22% of the adopted budgeted. Other revenue recorded through May FY19-20 is \$667,000. Timber Proceeds are budgeted at \$450,000 and the full amount is represented as of May. The FY19-20 adopted budget beginning fund balance is \$1.1 million. The actual FY18-19 ending fund balance is \$1.453 million. Total actual General Fund expenditures through May are \$11.123 million, or 82.98% of budget, compared to \$10.656 million in May FY18-19 representing a 4.83% increase. Total estimated actual General Fund expenditures in FY18-19 are \$11.813 million or 92.86%.

VP Zahn said the College is still 1.44% higher in tuition and fees compared to last year. If not for COVID-19, we would have had a very good year. Chair Duehmig commented there will be a lot of uncertainty next year, and he appreciates all the hard work that goes into keeping the spreadsheets looking positive. VP Zahn said that CliftonLarsonAllen has offered a modeling tool for cash flow, which is like a dashboard and produces a very nice visual to be able to see what our cash looks like month to month. She is hoping to include it in the monthly financial reports, possibly as soon as the next Board meeting.

B. Report of the Board Chair

Chair Duehmig commented on the nice LIT graduation the Board just attended on Zoom. He said we have had a lot of social upheaval over the last few weeks after what happened in Minneapolis. The Board and Administration is publicly showing we are out to support our students of all genders and colors. Our college should be a safe place. Chair Duehmig said he appreciates the work our administration has done up to this point and will continue to do. We need to be loud in our voices for equality.

C. Report of the Board Representatives

OCCA

Anne Teaford-Cantor reported on the last OCCA Board meeting which was May 15. The focus of the meeting was on the impact of COVID-19 on community colleges and finding our way forward from that. She said the OCCA Board approved the budgets as planned with increased dues from the colleges. OCCA has a much bigger job going forward. Ron Fox is the new president for the coming year. At the time of the meeting, OCCA did not have the budget forecast for the state. For the community college system for this biennium, the budget is down \$2.7 billion, a 7.6% decrease. The forecast for the 2021-23 biennium is a decrease of \$4.4 billion which is 10%. OCCA will turn its attention to completely rethinking what we will go forward with in our next ask to the legislature because the pie will be smaller. All 17 community colleges will be working with OCCA staff on how to best go forward with an ask that will help us all survive. Ms. Teaford-Cantor said that for those of you who know him, Greg Hamann is retiring at the end of this school year.

President Breitmeyer said we are preparing the College for anywhere between a \$800,000 to \$1.5 million reduction in funding for the next fiscal year. He added

that we are preparing for a reduction in funding in the next biennium as well and are starting to prepare for the next three to five years.

CEDR

President Breitmeyer reported on the CEDR meeting. He said that CEDR is proposing the same budget but realizes there will probably be a lack of funding. CEDR is anticipating they will be at least 30% down. The good news is there has been a lot of federal support. At the meeting, they spent a lot of time talking about what will happen in Phase I of re-opening and trying to plan for Phase II. The goal of CEDR, and SBDC in concert with CEDR, is to minimize impact to businesses as much as possible. The hope is that new things will spring up in the place of businesses that are closing. CEDR will support businesses that are continuing as well as new investments in our county.

Foundation

Dave Zunkel said you heard from Angee Hunt who is really getting her feet wet with Foundation things and doing a great job. There were ten applications for emergency student needs. One of them was fulfilled from the CARES Act funding and the other nine were fulfilled by the Foundation. The Foundation received \$700 from employees for the emergency student needs fund. The committee working on the Foundation's visioning process has met twice and will meet on Thursday to come up with a mission statement and a plan. The Foundation has been very good at raising money for scholarships but is working on meeting other needs of students so they can persist and stay in school. Scholarship applications were completed in late May; there were 130 applicants. There are 15 to 20 individuals reviewing the applications. The review has been completed but scholarships have not yet been announced. There will be a virtual fundraiser coming up in lieu of the auction and dinner. The Foundation had received \$30,000 in sponsorships for the auction and dinner and the sponsors have donated that money to the Foundation. The Foundation hopes to raise at least that much and more from the virtual fundraiser.

D. Report of the President

President Breitmeyer provided some highlights from his report. He said he was involved in a group that worked on an Associate of Arts Transfer Degree and Associate of Science Transfer Degree which would allow community college students to transfer to universities with junior status. He said it is not what community colleges had envisioned. He added that it's an issue of equity given our student demographics. The group will continue that work and just had a strategy session on how to move it forward. President Breitmeyer said he may call on the Board to craft some statements in support of that work.

President Breitmeyer said there will be a virtual tribute to the 2020 graduates on the College website on June 12, the normal date of graduation. The tribute will include prerecorded messages from the President, Board Chair, Faculty Marshal, and Student Marshal. There will be a group faculty Zoom shot with congratulatory messages and a list of graduates and the degrees they are receiving. On social media, we will be directing people to that page. The Column will also be lit up green, and there are yard signs around town celebrating our graduates. Graduates will be receiving medallions with the design that VP Sorber has as his Zoom background. In response to a question from Sara Meyer, VP Sorber said there are 160 graduates. Chair Duehmig asked Board members to send Julie Kovatch a head shot of themselves and a congratulatory message to the graduates that will be posted on the graduation web page.

President Breitmeyer applauded what the team at Clatsop has done to meet the challenges caused by the pandemic. If not for the pandemic, we would have had a wonderful year. President Breitmeyer said CCC might be one of only two or three community colleges that are currently up in tuition. The College is going to experience a decrease in state funding, a potential decrease in property taxes, and tuition is unknown. President Breitmeyer pointed to the budget summary in his report that shows \$1.1 million in budget reductions which were formulated to do the least harm to students and staff as possible. Reductions were proposed in all areas (Academics, Finance and Operations, Marketing and Communications, President's Office and Board, and Student Services). President Breitmeyer clarified that the reductions in personnel are from employees who are retiring or leaving the college. Some positions will not be filled and there will be a delay in hiring for other positions. Essential positions will be filled, but it's likely that new hires will start at a lower salary because they are replacing employees who are at the top of their scales. President Breitmeyer noted that the College has been operating with very lean staffing already and the current situation challenges us

to be leaner for a period of time. The most recent revenue projections from the State are much better than they were previously. The latest projection is that CCC will receive a \$410,000 reduction in state support, down from an \$870,000 projection two weeks ago. President Breitmeyer cautioned that the reduction in state support could rise again. Other factors that will come into play include possible reductions in tuition revenue and property taxes. He said we have to be prepared for the worst case scenario. As we go through this fiscal year, we will build a decision tree so we can restore some of these cuts if funding becomes more favorable. However, we need to look ahead to the next biennium and will take a conservative approach so students can continue to get services. President Breitmeyer clarified that the reduction scenarios don't include savings from an early retirement proposal which will be discussed later on the agenda.

In response to a question from Tim Lyman, VP Sorber said he modeled a decrease in student enrollment anywhere from 7% to 20% down. President Breitmeyer said summer enrollment is up and fall enrollment is currently down about 9%. Mr. Lyman said historically enrollment rises when the economy goes down and asked if we have figures from the previous downturn. VP Sorber said he used 2008 as the base model for the high end projections. Fall will be a challenge to predict because students are delaying their decisions to see what the fall term looks like. Four-year institutions are telling students they can wait until August to let them know if they will be attending. VP Sorber said that's pushing our enrollment cycle further into the summer. He explained that the ERP changeover is this week so he can't access the enrollment data right now. His best guess is that fall enrollment will be up slightly. Chair Duehmig said he fully supports the concept that even if numbers look good now, we know we will have reductions in the next biennium. President Breitmeyer replied that he doesn't want to minimize the impact. It's not without pain, but we are planning for the future. When things go back to normal, we will be positioned well.

President Breitmeyer said CCC is committed to equity. He sent out a statement jointly with Associated Student Government, President's Cabinet, DEI Council, and Alliance for Equity in Education earlier this week. The statement went to students and employees and addressed CCC's commitment to taking conscious action to learn about and dismantle the injustice of the historic and continuing racism that so many citizens are standing up against today. President Breitmeyer emphasized that we cannot let this moment in time pass without action. We will continue that action through the next academic year and will actively engage in these kind of discussions. We will do whatever we can do in our part of the world to make it a better place for our citizens of color.

President Breitmeyer said that just today Peter Williams accepted the position of Vice President of Academic Affairs. He has over 30 years of progressive experience and joins us from Clark College in Vancouver, WA. He starts July 1, and we are excited to have him on board.

Staff Presentation by Dan McClure, Library Director

The staff presentation was given by Library Director Dan McClure. He shared his screen to show the 2018-19 Academic Library Trends and Statistics Survey. He said most of these markers were on an upward trajectory for 2019-20 when COVID-19 stole our thunder. Markers included average gate count per week, number of tours, database article downloads, classes he was invited to teach as a guest for one-shot instruction, circulation, and open hours per week.

Mr. McClure said the first thing he did when the library closed because of COVID-19 was to send out a communication to faculty and staff outlining how they were going to conduct library services without the library being open. During the closure, they have supported online instruction and also worked on lingering projects including cataloguing and classifying materials. Library staff have gone through the library shelf by shelf – eliminating some, replacing some, and repairing some. Next will be an inventory of the vast collection. Library staff have been working to eliminate duplicate records of patrons. In response to the move to online classes, the library initiated a contactless laptop pick-up for students and have been able to meet students' demand for laptops this term. The library will initiate contactless loans for staff starting July 6.

Mr. McClure said a lot of planning has gone into reopening. There are mandates from the state. The State Library has helped to plan for reopening. There will be a lot of emphasis on laptop distribution as well as online support. By fall, sneeze guards will have been installed. There will be a special emphasis on cleaning. Everyone in the library will be required to wear masks; staff will be required to wear gloves in addition to masks. Some staff members may need to work from home because they or their family members are at-risk.

To help with budget reductions, the library will eliminate the purchase of all books and DVDs, all equipment, all supplies, and all travel. Mr. McClure said so far they have not lost staff and that's a priority. We can survive without books but it is hard to stay open without people.

Mr. McClure shared his screen to show the bibliography of books and DVDS that relate to Black Lives Matter. The library has been working on bolstering its

collection related to the Black Lives Matter movement over the last year. Mr. McClure said he was pleased to receive the email from President Breitmeyer today addressing Black Lives Matter. Sara Meyer asked for the bibliography so she can post it on the AAUW website.

Mr. McClure said the library received a \$3,000 grant to buy more laptops for students. The library also just received a really nice a donation of photography books.

Report of the VP Academic Affairs

Margaret Frimoth referred to her report included in the packet. The only addition to the report was the \$3,000 grant that the library received. Dr. Frimoth said that LIT had a great graduation and she thanked everyone who was there. The students really appreciated it.

President Breitmeyer commented that he was able to attend the nurses' pinning ceremony, although there wasn't an actual pinning. The nurses were able to have an in-person celebration in Columbia 219 with appropriate spacing. President Breitmeyer observed that the bond the nurses have with each other is like no other.

Report of the VP Student Success

VP Sorber said the largest overriding priority is implementing Campus Nexus, the new ERP. TRIO is wrapping up their year with a lot of celebrations. Spring enrollment hasn't changed for the better. Summer enrollment is up. VP Sorber said he appreciates the work the faculty did around summer enrollment. Fall quarter FTE is down, but head count is up. More students are registering for fewer credits. Students are feeling uncertainty about the fall term. Moving forward, the theme will be enrollment. Student Services has implemented a new online orientation module. Tim Lyman asked VP Sorber about the significant drop in head count from 2018-19 to 2019-20. VP Sorber said he will look into it and get back to Mr. Lyman.

E. Report of the ASG Representative

Steven Ellsberg said this report is his last as ASG president. He thanked the Board for having him as ASG representative. Mr. Ellsberg said the College has been there for him. He added that he has personally felt support from this community in a massive way. He said our students' struggles are our struggles

and our students' victories are our victories. He would like the College to work toward a better process for student complaints. He emphasized we need to continue the positive momentum we have going. We have the responsibility to improve our environment to make it safe and supportive for all students. Mr. Ellsberg said he is forever grateful for having this opportunity. Chair Duehmig thanked Mr. Ellsberg for the work he has done and thanked him for his feedback. Sara Meyer asked if there is a new ASG president. Mr. Ellsberg replied he is running again.

VI. OLD BUSINESS

A. Sale of the PAC

President Breitmeyer said we are very close to executing the sale of the PAC. The closing date is June 30. VP Zahn said the revised purchase sale agreement is with the buyer and her legal to review. She doesn't anticipate there will be anything of controversy. Once it's finalized, we will be able to go through the closing process. In response to a question from Chair Duehmig, VP Zahn said it is no problem if the closing gets pushed into the next fiscal year.

VII. NEW BUSINESS

A. Approve FY 2019-20 Part-time Hourly Temporary Employee Rate Schedule

VP Zahn said there is only a small change in the rates for the next fiscal year related to a change in minimum wage to \$12/hour. She said this year there will be no cost of living of living adjustment being proposed for S&S and Confidential classified employees.

Anne Teaford-Cantor **moved to approve the FY2020-21 part-time hourly temporary employee rate schedule.** Sara Meyer seconded. The motion carried unanimously.

B. Amend FY2019-20 Appropriation Resolution 2019-20-04

VP Zahn said there are minimal changes in the general fund budget. The majority of the changes are in the grant fund related to an increase because of the federal CARES Act funding.

Rosemary Baker-Monaghan **moved to adopt Resolution 2019-20-04 amending the appropriations for the FY 2019-20 budget.** Dave Zunkel seconded. The motion carried unanimously.

C. Adopt FY 2020-21 Budget, Making Appropriations, and Imposing and Categorizing Taxes Resolution 2019-20-05

VP Zahn said this resolution represents the budget that was approved by the Budget Committee in May.

Rosemary Baker-Monaghan **moved to adopt Resolution 2019-20-05 adopting the 2020-2021 budget, making appropriations, and imposing and categorizing taxes. BE IT RESOLVED, that the Board of Education of Clatsop Community College adopts the budget for fiscal year 2020-2021 in the total sum of \$44,088,135 as now on file in the office of the Vice President of Finance & Operations, Clatsop Community College, 1651 Lexington Avenue, Astoria, OR 97103; and BE IT RESOLVED, that for the fiscal year beginning July 1, 2020, the amounts below are hereby appropriated for Clatsop Community College for the purpose indicated within the funds listed; and BE IT RESOLVED, that the Board of Education for Clatsop Community College hereby imposes the taxes provided for in the adopted budget at the rate of \$.7785 per \$1,000 of assessed value for operations and in the amount of \$1,035,085 for bonds; and that these taxes are hereby imposed and categorized for the tax year 2020-2021 upon the assessed value of all taxable property within the College district.** Anne Teaford-Cantor seconded. The motion carried unanimously.

D. Early Retirement

President Breitmeyer said one of the means we are able to use to meet the challenges of the current budget crisis is to offer some incentives for early retirement. VP Zahn said the only change we are requesting to the existing early retirement is an adjustment of the timeframe of notification. There are two potential incentives. One is for a July 15 notification for an August 31 retirement date and the other is for a December 1 notification for a December 31 retirement date. There are 14 employees who are eligible. Eligible individuals are at the top of the salary schedule and any replacement would be hired at a lower rate. VP Zahn

said there are employees who have shown interest. She clarified that this request is for this year only and would not be in effect after this year.

Rosemary Baker-Monaghan **moved to approve a one-time waiver of the notification and retirement date requirements of Policy 4.520 (Early Retirement – Administrative, Service/Supervisory, and Confidential Classified Staff) and applying to the Classified Employee and Full-time Faculty collective bargaining agreements due to the emergency situation caused by the Coronavirus pandemic.** Karen Burke seconded. The motion carried unanimously.

- E. Rescind Policies 6.030 Legal Names of Students (adopted 1/26/95); BP 2710 Conflict of Interest (adopted 11/27/18); and BP 3430 Prohibition of Harassment (adopted 9/11/18)

Rosemary Baker-Monaghan **moved to rescind policies 6.030, BP 2710, and BP 3430.** Dave Zunkel seconded. The motion carried with Robert Duehmig, Rosemary Baker-Monaghan, Karen Burke, Anne Teaford-Cantor, Sara Meyer, and Dave Zunkel voting aye. Tim Lyman abstained.

Rosemary Baker-Monaghan clarified that the policies the Board adopted earlier in the meeting replaced these policies that have been rescinded.

- F. Adding Second Signature to Bank Account

VP Zahn explained that yesterday she started the work of adding Stephanie Homer as a signer on College checks. Columbia Bank requires meeting minutes authorizing this transaction.

Sara Meyer **moved to authorize Stephanie Homer, Interim Director of Accounting Services, to sign College checks effective with signed signature cards for FY19-20.** Rosemary Baker-Monaghan seconded. The motion carried unanimously.

- G. New Hires

VP Zahn announced the following new hires: Maureen Storey has been selected as the new Grant Accounting Specialist. Stephanie Homer is assuming the role of Interim Director, Accounting Services.

VIII. ANNOUNCEMENTS/COMMUNICATIONS

The next Regular Board Meeting will be Tuesday, July 14, 2020 on Zoom. The Board Retreat will be held Wednesday, July 29, 2020 in Columbia 219 and/or on Zoom.

IX. BOARD FORUM

Sara Meyer said she is glad she is on this Board and expressed her appreciation for the LIT graduation.

Karen Burke said she really commends the College and all the people who worked on the anti-discrimination statement that was brought forward. She asked everyone to remember that one of our major groups that could face discrimination is our Hispanic population.

Rosemary Baker-Monaghan seconded what Karen Buke said. She offered her congratulations to LIT and all CCC graduates.

Tim Lyman issued a SWAG challenge to the Board to see how many coupons for free stuff they can get to hand over to VP Sorber for students. He said there will be a prize for the winner, although he hasn't figured out yet what that prize will be.

Dave Zunkel congratulated all the graduates.

Anne Teaford-Cantor said she has been doing a lot of Zoom meetings. She was able to attend two of the Thursday Night Live presentations and attended part of each VPAA candidate's interviews. She recommended that everyone see the Student Art Show online. She has been listening to a lot of webinars on different topics, including a really good one on racism. She emphasized that we need to keep our foot on the gas. She said she is a strong advocate of DEI and we will keep hearing from her. She offered her congratulations to the class of 2020.

Robert Duehmig said thank you to everyone on the Board and to the administration for all the hard work you do.

X. ADJOURNMENT

Without further business, the Regular Board meeting was adjourned at approximately 8:27 p.m.

Chris Breitmeyer, President

Robert Duehmig, Chair

Pat Schulte, Board Secretary