

**MINUTES OF THE JULY 13, 2021
CLATSOP COMMUNITY COLLEGE
BOARD OF EDUCATION
REGULAR BOARD MEETING**

I. CALL TO ORDER

The meeting was called to order by Vice-Chair Rosemary Baker-Monaghan at 6:30 p.m.

Board members present: Rosemary Baker-Monaghan, Karen Burke, Anne Teaford-Cantor, Sara Meyer, Tim Lyman, and Trudy Van Dusen Citovic.
Board members absent: Suzanne Iverson. Others present: Jerad Sorber, Peter Williams, Shaun Martin, Helen Keefe, Pat Keefe, Angee Hunt, Kenneth Sprague, Julie Kovatch, Peter Williams, Kevin Leahy, Kristen Wilkin, Desiree Noah, Margaret Frimoth, Stephanie Homer, Katie Frankowicz, Doris Jepson, Kirsten Hollenbeck, JoAnn Zahn, President Chris Breitmeyer, and Recording Secretary Pat Schulte.

A. Oath of Office

New Board member Trudy Van Dusen Citovic was introduced. Suzanne Iverson was not present.

The Oath of Office was taken by Trudy Van Dusen Citovic.

B. Election of Officers

Karen Burke **nominated Rosemary Baker-Monaghan as Board Chair for FY2021-22.** Sara Meyer seconded. The motion carried unanimously with Tim Lyman and Suzanne Iverson absent.

Anne Teaford-Cantor **nominated Sara Meyer as Vice Chair for FY2021-22.** Rosemary Baker-Monaghan seconded. The motion carried unanimously with Tim Lyman and Suzanne Iverson absent.

C. Adoption of Agenda

Karen Burke **moved to adopt the agenda as amended, adding Vaccine Education and Access under Old Business and tabling 1st reading of BP**

7120 Recruitment and Hiring under New Business. Sara Meyer seconded.
The motion carried unanimously with Suzanne Iverson absent.

II. PUBLIC FORUM

A. Introduction of Guests

Chair Baker-Monaghan asked those present to introduce themselves. Everyone introduced themselves.

B. Public Comment

The Chair 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, July 13, 2021. Any submitted public comment will be included in the meeting minutes and shared with all Board members.

Kirsten Hollenbeck, a student entering the second year of the nursing program, provided public comment. She is an active volunteer in the community and has sent all three of her children to CCC. She shared her experience attempting to access the scholarship portal. She was unable to access the scholarship portal and contacted the College multiple times and only heard back the first time. She was finally able to get her scholarship application in. Her daughter also applied for a scholarship through the portal. Ms. Hollenbeck's information was in her daughter's scholarship application. She was told by other students that her private information was in other students' scholarship applications. She met with VP Jerad Sorber multiple times. Ms. Hollenbeck doesn't care what caused the problem with the scholarship portal; she thinks it is the College's responsibility to fix it. She sees a lack of accountability to students. The Board needs to help get the focus back on the students. Maybe a survey should come out about things the College can actually control, such as the delivery of education and support services.

President Breitmeyer responded that he was made aware of this error in the scholarship application and said the College will take steps to provide better customer service. It's been challenging and it really is unacceptable. Student Services is going to look at their actual practices. President Breitmeyer said the survey suggestion is good. He does not

want people to feel that the College doesn't care. President Breitmeyer asked to have a follow-up conversation with Ms. Hollenbeck. Mr. Lyman said the lack of follow-up and follow-through is something he has experienced the two years he has been at the College.

Ms. Van Dusen Citovic said she appreciated Ms. Hollenbeck taking the time to share her experience. It's clear she prepared her statement to be timely. She agrees with Mr. Lyman's comment in the sense that she heard during the election and from various constituents wanting accountability. Ms. Van Dusen Citovic would like to see a report at the next board meeting about this situation and a higher level policy about communicating and holding ourselves to a higher standard of professionalism as an entity.

III. APPROVAL OF MINUTES

Sara Meyer **moved to approve the minutes of the June 8 Board Work Session as distributed.** Anne Teaford-Cantor seconded. The motion carried unanimously with Suzanne Iverson absent. Karen Burke **moved to approve the minutes of the June 8, 2021 Public Hearing on the Budget as distributed.** Sara Meyer seconded. The motion carried unanimously with Suzanne Iverson absent. Sara Meyer **moved to approve the minutes of the June 8, 2021 Regular Board Meeting as distributed.** Karen Burke seconded. The motion carried unanimously with Suzanne Iverson absent.

IV. CONSENT AGENDA

A. None

V. REPORTS/DISCUSSION ITEMS

A. Report of the Deputy Clerk

JoAnn Zahn provided a summary of the Statements and Revenues and Expenditures FY2020-21 and FY2019-20 by fund source. The Financial Summary also included revenues and expenditures as of June 30, 2021 compared to revenues and expenditures as of June 30, 2020 and to the FY 2020-21 Budget. Tuition and fees revenue recorded through June FY2020-21 is \$2.457 million or 76.35% of the adopted budget. Federal stimulus funding is eligible to replace COVID-19 related revenue loss which is represented by \$450,000 in tuition/fees and \$62,000 in event revenue loss.

The tuition and fee revenue is \$2.970 million, including the \$513,000 federal stimulus funds, and represents a 2% decrease from FY2019-20. Tuition and fee revenue is posted as revenue on the first day of each academic term.

State appropriations recorded through June FY2020-21 are \$2.757 million representing three payments (the second year of the biennium has a July payment). 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 June FY2020-21 are \$4.915 million and represent 102.49% 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 June FY2020-21 is \$274,000 which is the first timber allocation to the general fund. 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 June 2021 are \$10.784 million, or 75.97% of budget, compared to \$12.110 million in June FY2019-20 representing a 10.95% decrease. The June 2021 payroll charges were not posted to the system due to a technical issue requiring correction. Total estimated actual General Fund expenditures in FY2019-20 are \$12.085 million or 90.15% of budget.

The FY2020-21 audit field work is planned to be performed the week of July 26, 2021. The audit team visit is planned to begin the week of November 1, 2021.

The Board will be getting an amended June financial report. There were some technical difficulties that impacted June payroll being posted and reflected in this report. Lost revenue associated with tuition and fees and events due to the pandemic is \$512,000. There was an additional \$70,000 in lost bookstore sales. The College received just over \$3.5 million in federal relief funds and has until May 2022 to spend the funds on COVID related expenses. The College may have an additional year to spend the funds.

B. Report of the Board Chair

The Board Secretary will send out a poll to Board members to determine the best time and date to hold the Board Retreat. The Chair, Vice-Chair, and President Breitmeyer will develop a draft agenda with input from

Board members. Trudy Van Dusen Citovic offered to host the retreat at the Rosebriar.

C. Report of the Board Representatives

OCCA

Anne Teaforde-Cantor announced that this year was the long Legislative session that ran for six months. There is an extensive report in the Board packet. The good news is that we received funding for current community college service levels. The DEI Committee meeting held today focused on the statewide reopening on different campuses and the nationwide resistance to critical race theory. The immersive session was on adopting a cultural humility approach to combatting white supremacy culture. The OCCA Annual Conference is November 3-5 in Sun River. Four items passed by the legislature will have implications for the College: teacher created intellectual property rights, remote meeting law, firearms, and an unfunded mandate for women's personal hygiene products to be available on campus. The OCCA DEI Committee was established this year. The year prior there was an ad hoc committee that developed a DEI statement for OCCA. The ad hoc committee finished its process, and the standing DEI Committee was established. The committee made the decision to start with education for committee members. The committee has not yet started on policies and procedures.

CEDR

Sara Meyer said CEDR did not meet last month. There is a two-page spread on CEDR, SBDC, and Kevin Leahy in today's Business Journal. CEDR is in the process of putting up a new website in the next six months. About a year ago, the CEDR website was moved to the College. There is an SBDC statewide website.

Foundation

Foundation Director Angee Hunt provided the Foundation report. There is a new Arline and Cliff LaMear scholarship which provides two annual \$5,000 scholarships for degree and certificate seeking students with preference for first generation college students. Bandit Biking for Books is going well. Fernando Rojas is currently in Mitchell, OR. He had to forego Treasure Valley due to the extreme heat and lack of accessible locations to get water. To date, Bandit Biking for Books has raised over \$44,000 from sponsorships and donations and will provide textbook support to

students for 2021-2022. The Bandit Biking for Books t-shirt was designed by Russ Dickerson. The Foundation Board will meet in person on July 20.

Board Policy Committee

Karen Burke provided background on the Board Policy Committee. The Board of Education is a policy board and not a management board. It sets policy and approves budget. NWCCU holds the Board responsible for having up-to-date policies. Prior to the most recent accreditation visit in 2019, the Board started the process of reviewing and updating policies. The California Community College League developed standardized policies and procedures for community colleges. OCCA adopted the service; CCC subscribes to the OCCA Policy Framework service. Each OCCA policy and procedure template goes through a process of review by College departments, Cabinet, College Council, DEI Council and then goes to the Board Policy Committee. The committee reviews the policies before they go to the Board for 1st reading at one meeting followed by 2nd reading and adoption at the next meeting. Policy templates are divided into seven sections: General, Board of Education, General Institution, Academic Affairs, Student Services, Business and Fiscal, and Human Resources. All the policies are identified as legally required (not much leeway to change these policies), legally advised, recommended as good practice, and accreditation-related policies. There is a continuous cycle of review for all College policies. Once a new policy is adopted, the Board votes to rescind the policy or policies it replaces. Currently, Karen Burke, Rosemary Baker-Monaghan, and Anne Teaford-Cantor are on the Board Policy Committee.

D. Report of the President

President Breitmeyer provided a brief overview of his report. Graduation was a success. The Nursing Pinning Ceremony on campus was wonderful. There was a smaller but important virtual SBDC graduation. President Breitmeyer continues to be impressed by students, faculty, and staff. The College has formalized an arrangement with Columbia Memorial Hospital and signed an agreement that will effectively provide \$80,000/year for CCC's nursing program for the foreseeable future. It may lead to some support from Providence Seaside Hospital as well. It is a testament to the excellence of the nursing program as well as the excellence of instruction on campus. President Breitmeyer was part of a group that met with U.S. Secretary of Education Miguel Cardona and Representative Suzanne

Bonamici. It was a good conversation and President Breitmeyer was honored to be invited.

- Report of the VP Academic Affairs

VP Williams highlighted the new full-time faculty contract. He thanked the College administration and faculty who participated. The administration bargaining team was led by VP Williams and included Desiree Noah, Kristen Wilken, and JoAnn Zahn. The faculty bargaining team was led by Pat Keefe and included Julie Brown, Jake Campbell, Tina Kotson, Fernando Rojas, and Brett Nair, Oregon Education Association Consultant. It was an extremely collegial process. The full-time faculty voted two weeks ago to approve the contract. It was a positive experience.

- Report of the VP Student Success

There has been a surge in summer enrollment since the report was put together. For summer and fall, enrollment is about halfway between 2019 and 2020. Additional outreach efforts are being made to individuals in the applicant pool. Student Services will be reaching out to students who didn't complete during the last two years. The registrar's office completed 255 outbound transcripts for the month of June, completed 91 degrees and certificates, and ran 801 degree audits. Inquiry volume through the First Stop was 683 contacts. Students are able to complete online registration through Campus Nexus. There are fewer and fewer issues at this point. Challenges with Campus Nexus at the moment are related to the student accounts piece. Some of it is a product issue but some has to do with staff turnover. About half of enrollment includes students who are not directly accessing Campus Nexus, e.g., Job Corps, DPSST, dual enrollment. There will be an upgrade to the system with testing at the end of this month and go live in August. There will be significant portal updates that should smooth the student experience. The issue of classes not showing up on students' transcripts has mostly been resolved. When staff do the registrations for students, it is for those students who are not typical degree seeking students, e.g., dual enrollment, DPSST, Tongue Point Job Corps. These students do not go through the admissions process for one class. Mr. Lyman asked if there is there a go back for the Campus Nexus update if it creates more problems than it fixes. VP Sorber said he will check with Greg Riehl and have him check in with the vendor. Chair Baker-Monaghan requested that the answer be sent to all Board members.

VI. OLD BUSINESS

A. Vaccine Education and Access

Karen Burke **moved that the Board direct the administration to develop a plan for promoting COVID vaccine education and facilitating access to the vaccine for returning students and staff, with a report to the Board at the September 14 Board meeting.** Sara Meyer seconded. The motion passed unanimously with Suzanne Iverson absent.

VII. NEW BUSINESS

A. Proposed Regular Board Meeting Dates/Locations

Karen Burke **moved to approve the proposed 2021-2022 Board Meeting Dates for the second Tuesday of the month at 6:30 p.m. at the regular meeting location in Columbia Hall noting that the venue can change.** Anne Teaford-Cantor seconded. The motion carried unanimously.

B. Appointment of Clerk and Board Secretary for CCC District

The Vice President of Finance and Operations position is vacant right now, so only the Clerk and Board Secretary will be appointed at this time. The Deputy Clerk will be appointed when the VP of Finance and Operations position is filled.

Karen Burke **moved to appoint President Chris Breitmeyer as Clerk and Pat Schulte as Board Secretary for the CCC District.** Tim Lyman seconded. The motion carried unanimously with Suzanne Iverson absent.

C. Appointment of Budget Officer for FY2021-22

Karen Burke **moved to approve President Chris Breitmeyer as Budget Officer for FY2021-22 until the Vice-President of Finance and Operations position is filled.** Sara Meyer seconded. The motion carried unanimously with Suzanne Iverson absent.

D. Appointment of Board Representatives for FY2021-22

OCCA: By consensus, the Board of Education appointed Anne Teaford-Cantor OCCA Board representative.

CCC Foundation: By consensus, the Board of Education appointed Tim Lyman CCC Foundation Representative.

CEDR: By consensus, the Board of Education appointed Trudy Van Dusen Citovic CEDR Representative.

Board Policy Committee: By consensus, the Board of Education appointed Anne Teaford-Cantor, Rosemary Baker-Monaghan, and Karen Burke to the Board Policy Committee.

President's Evaluation Committee: By consensus, the Board of Education appointed Sara Meyer, Tim Lyman, and Karen Burke to the President's Evaluation Committee.

Spirit of Clatsop Award Committee: By consensus, the Board of Education appointed Rosemary Baker-Monaghan and Sara Meyer to the Spirit of Clatsop Award Committee. The Board will ask Suzanne Iverson if she is interested in serving on this committee.

E. Authorize FY2021-22 Signatures

Anne Teaford-Cantor **moved to authorize the College Clerk, the Deputy Clerk (currently vacant), the Vice President of Academic Affairs, and the Director of Accounting Services to sign orders and other transactions. The Clerk and the Deputy Clerk may use facsimile signatures.** Sara Meyer seconded. The motion carried unanimously with Karen Burke and Suzanne Iverson absent.

F. Designate Depository of Funds for FY2021-22

This action is a required ORS action on an annual basis. The College is currently working with Columbia Bank and U.S. Bank. Any change in banking would require an RFP.

Karen Burke **moved to adopt the list of qualified depositories in Clatsop County for public funds for FY2021-22 as designated by the Oregon State Treasury.** Sara Meyer seconded. Rosemary Baker-Monaghan, Sara Meyer, Karen Burke, Anne Teaford-Cantor, and Trudy Van Dusen Citovic voted aye. Tim Lyman voted no. Suzanne Iverson was absent. The motion carried.

G. Policies and Corresponding Procedures for Review

- BP 7120 Recruitment and Hiring – 1st reading

Karen Burke **moved to table 1st reading of BP 7120 Recruitment and Hiring to the September 14, 2021 Board meeting.** Anne Teaford-Cantor seconded. The motion carried unanimously with Suzanne Iverson absent.

H. Consider Approval of Three-Year Full-Time Faculty Agreement

VP Williams outlined the main points of the full-time faculty agreement which include:

- A 4% salary adjustment for FY21-22, 3% salary adjustment for FY22-23 and 2% salary adjustment for FY23-24.
- In addition, if the Consumer Price Index for the first quarter of the year 2023 (for FY23-24) is greater than 3% or less than 1.5%, the Faculty Association and the College may reopen Article 7, Compensation.
- Effective for FY22-23, the College will contribute to a 403(b) pre-tax retirement savings plan with a required dollar-for-dollar match up to \$600 annually.
- The Faculty President shall receive course release time equal to two (2) Workload Formula Points (WFP) per term. Previously, there has been no release time for the Faculty President.

Karen Burke **moved to approve the Clatsop Community College three-year agreement with the Full-Time Faculty Bargaining Unit as ratified by their membership.** Sara Meyer seconded. The motion carried unanimously with Suzanne Iverson absent.

I. Consider Authorization of RFP for Purchase and Installation of Simulation Manikins for Nursing Program

The nursing program uses technology to promote learning for students, including live simulation equipment. The nursing program would like to upgrade the male manikin and purchase a newborn manikin simulator. Simulators create situations for students to help them apply concepts they have learned and encounter situations that are not common in rural areas. One or two students take care of the “patient”. Other students watch and instructors debrief. For funding, the donation from CMH frees up \$30,000, and the CCC Foundation will provide the remainder of the cost. There is no cost to the College.

Tim Lyman **moved to authorize the Request for Proposal (RFP) for purchase and installation of an adult male simulation manikin and a newborn simulation manikin (including service plan, shipping installation, and training) for the Nursing Program. The total cost is anticipated to exceed \$50,000 but not to exceed \$55,000.** Anne Teaford-Cantor seconded. The motion carried unanimously with Suzanne Iverson absent.

J. Consider Adopting the 2021 Multi-Jurisdictional Natural Hazards Mitigation Plan

The last update to the Multi-Jurisdictional Natural Hazards Mitigation Plan was in 2015. It represents CCC being a special district: one of ten districts as part of this plan. It is a really good thing. The College has not been part of their plan in the past. The next step is to submit the plan to FEMA. It further connects the College to the community and to the County. There is no fiscal impact.

Karen Burke **moved to approve and adopt the 2021 Multi-Jurisdictional Natural Hazards Mitigation Plan and authorize the Chair to sign the Resolution and Order.** Sara Meyer seconded. The motion carried unanimously with Suzanne Iverson absent.

K. Reappointment of Budget Committee Members

Karen Burke **moved to appoint David Oser, Robert Stricklin, and Nicole Williams to new three-year terms of the Budget Committee ending June 30, 2024.** Karen Burke seconded. Rosemary Baker-Monaghan, Sara Meyer, Karen Burke, Anne Teaford-Cantor, and Trudy Van Dusen Citovic voted aye. Tim Lyman voted no. Suzanne Iverson was absent. The motion carried.

Al Arp and Rachel Jensen are the other members of the Budget Committee. There are two open positions.

L. Discussion of New Board Member Training Opportunities, Needs, and Board Member Handbook

OCCA will provide formal training for new board members in September. The Board of Education chapter of policies that is included in the board packet governs what the Board does. There should be a refresher on what constitutes a quorum, what should be done with email. Tim Lyman knows

now what he would have liked to have known two years ago. He would like to put together some materials with President Breitmeyer's cooperation.

M. Discussion of Date, Time, and Location of Board Retreat

Pat Schulte will send out a poll to determine a date and time for the Board retreat that works for everyone. The retreat will be four to six hours. Ms. Van Dusen Citovic offered the Rosebriar as a location for the retreat. Chair Baker-Monaghan will request feedback from the Board on the agenda.

N. New Hires

HR Director Desiree Noah announced that Amanda Cortez has been selected as the new Multidiscipline Social Sciences Instructor effective September 17, 2021 reporting to the VP of Academic Affairs. Kevin Staples has been selected as the new Instructor of Maritime Technology effective September 17, 2021 reporting to the Dean of Workforce Education and Training.

VIII. ANNOUNCEMENTS

The Chair pointed out the announcements and communications included in the Board packet. The next Regular Board Meeting is scheduled for Tuesday, September 14, 2021 at 6:30 p.m. in Columbia 219 and on Zoom. The OCCA Board Member Training is September 23-24, 2021. The OCCA Annual Conference is Nov. 3-5 at Sun River, OR.

IX. BOARD FORUM

Tim Lyman said what a pleasure it is to see everyone in person and in general how wonderful it is to see peoples' faces again. It is especially important to this Board to be in person to get those non-verbal cues.

Karen Burke concurred. The Board became relatively adept at Zoom and she appreciates the fact that it was a way to meet during the pandemic.

Trudy Van Dusen Citovic looks forward to meeting everyone in person and appreciates that Zoom was an option.

Sara Meyer said "Around Our Schools" is starting to interview at Tongue Point next month. Tongue Point is open but hasn't been able to recruit students.

Thank you to JoAnn Zahn for her contribution to the program that was on this morning.

Anne Teaford-Cantor attended the all-campus meeting that was held recently. She is so impressed with the faculty and staff and the level of engagement and questions that were asked. It is something to be proud of.

Rosemary Baker-Monaghan said it is lovely to see everyone in person.

X. ADJOURNMENT

Without further business, the Regular Board meeting was adjourned at approximately 8:46 p.m.

Chris Breitmeyer, President

Rosemary Baker-Monaghan, Chair

Pat Schulte, Recording Secretary