

**MINUTES OF THE JULY 14, 2020  
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: Peter Williams, Jerad Sorber, Rinda Johansen, Angee Hunt, Julie Kovatch, Kristen Wilkin, Jade Jaconetti, Shaun Martin, Naomi Garbutt, Teena Toyas, Doris Jepson, Deputy Clerk JoAnn Zahn, President Chris Breitmeyer, and Recording Secretary Pat Schulte.

**A. Election of Officers**

Chair Duehmig gave a brief overview of the policies and procedures related to Board officers and the responsibilities of the Chair and Vice Chair positions. He said the Board strives to keep the Board Chair and Vice Chair on for two years with the Vice Chair moving up into the Board Chair role after two years. This year is Chair Duehmig's second year as Chair.

Karen Burke **nominated Robert Duehmig as Board Chair and Rosemary Baker-Monaghan as Vice Chair.** Dave Zunkel seconded. Robert Duehmig, Rosemary Baker-Monaghan, Karen Burke, Anne Teaford-Cantor, Sara Meyer, and Dave Zunkel voted aye. Tim Lyman abstained. The motion carried.

**B. Adoption of Agenda**

Rosemary Baker-Monaghan **moved to adopt the agenda as presented.** Sara Meyer seconded. The motion carried unanimously.

**II. PUBLIC FORUM**

**A. Introduction of Guests**

Chair Duehmig asked those present to introduce themselves.

B. Public Comment

Chair Robert Duehmig read the following statement: Public comment will be accepted by email addressed to [pschulte@clatsopcc.edu](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, July 14, 2020. Any submitted public comment will be included in the meeting minutes and shared with all Board members. *(Note from Board Secretary: no public comment was received.)*

**III. APPROVAL OF MINUTES**

Karen Burke **moved to approve the minutes of the June 9 Board Work Session; June 9, 2020 Public Hearing on the Budget; and June 9, 2020 Regular Board Meeting as distributed.** Dave Zunkel seconded. The motion carried unanimously.

**IV. CONSENT AGENDA**

A. None

**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 June 30, 2020 compared to revenues and expenditures as of June 30, 2019 and to the FY 2019-2020 Budget. Tuition and fees revenue recorded through June FY19-20 is \$3.032 million or 92.59% of the adopted budget. Tuition and fee revenue is up by .93% compared to June FY18-19. The tuition and fee budget is \$3.375 million. The FY 19-20 adopted beginning fund balance is \$1.1 million. The actual FY18-19 general fund ending fund balance is \$1.453 million.

State appropriations in the FY19-20 adopted budget are \$3.644 million based on a \$570 million funding formula allocation. The legislatively approved community college allocation was \$640 million. State appropriations recorded through June FY19-20 are \$4.134 million representing four of the four quarterly payments. Property taxes recorded through June FY19-20 are \$4.627 million. Other FY19-20 revenue recorded

through June is \$674,000. Timber revenues are budgeted at \$450,000 and the full amount is represented as of June. Total actual General Fund expenditures through June are \$12.110 million or 90.34% of budget compared to \$11.712 million in June FY18-19.

VP Zahn noted that tuition and fees revenue is up just under 1% which is pretty amazing considering spring term. Over the course of the last three months of the pandemic crisis, the College has saved over 2% compared to last year. There will be some adjustments for CARES Act expenses that were charged to the general fund and will be moved to the grant fund. Carryover will be at least \$1.5 million. Chair Duehmig commented that it is nice to see the ending fund balance as high as it is considering what we have been through. It really helps give us the momentum to potentially make structural changes through the next few years. In response to a question from Chair Duehmig, VP Zahn said timber revenue will depend on the timber harvest, weather, and exports. The first money that comes in from timber goes to the college debt which is about \$550,000 annually. Timber revenue above that goes to the general fund at \$450,000. Remaining timber revenue above those two requirements goes to plant and capital equipment. Rosemary Baker-Monaghan noted that timber has been declared an essential business and has been working during the shutdown. VP Zahn explained that debt is not paid out of the general fund; it is paid out of the plant fund. VP Zahn asked the Board to reserve the first, third, and fourth Tuesdays in May 2021 for Budget Committee meetings for fiscal year 2021-2022.

#### B. Report of the Board Chair

Chair Duehmig noted there are a few retirements this year. Margaret Antilla, Greg Dorcheus, and Angela Martin are retiring at the end of June. Bill Antilla and Thom Trusewicz are retiring at the end of August. The Board sends them their best as they move on. Kristen Wilkin said Dale Butz from the Alaska Maritime Center has been hired to replace Bill Antilla. Mr. Antilla will not be leaving entirely. He will be training Mr. Butz, teaching some classes, and working on new coursework with other maritime instructors. Chair Duehmig said thank you to Naomi Garbutt for all her work with us. She has been a great staff member and we will miss her. Ms. Garbutt thanked everyone for the opportunity to work as Board Secretary and Interim Director of HR.

C. Report of the Board Representatives

CEDR – President Breitmeyer said there has not been a meeting since the last Board meeting so there is not much to report.

Foundation – Dave Zunkel said we will be hearing from Angee Hunt later in the meeting and she will provide information about the virtual fundraiser. A committee of the Foundation Board has been doing a visioning process. It has met three times and the final report is pending. With regard to scholarships, 97 scholarships were awarded to 78 students for a total of \$121,000. The Foundation Board meets next week.

Board Policy Committee – Karen Burke said the Board Policy Committee met last month to review some policies. Right now, there is a bit of a hiatus on policies coming to the committee.

OCCA – Anne Teaford-Cantor reported that the OCCA Board met on June 24 and passed a supplemental budget. The OCCA Annual Conference and Board training is moving online. There are some developments in the legislative process. The cuts for this biennium will not be as deep as feared but the next biennium will be bad. The messaging philosophy from OCCA going forward is that community colleges are an essential service in the general economic recovery. The focus will be on how important community colleges are. To respond to the social unrest, OCCA has established a DEI subcommittee. Ms. Teaford-Cantor volunteered for the subcommittee which includes four members of the OCCA Board, the OCCA Executive Director, and the Executive Director of the Student Success Center. The subcommittee is working on items to send to the OCCA Executive Committee and OCCA Board, revising the mission statement to reflect that OCCA is serving DEI and the community at large, and putting together recommended action items involving training resources and materials. Ms. Teaford-Cantor said it's an interesting challenge because not all the community college boards are in the same place when it comes to DEI issues, so the subcommittee is working through how to come up with something that moves us forward and also works for the state as a whole.

D. Report of the President

There is no report in the packet but President Breitmeyer went over some highlights. CNS (Campus Nexus Student) went live. Staff are working

diligently to address issues and are getting good support from Anthology (the developer). Staff have been working seven days a week on Campus Nexus. The next module to go live will be the finance module. It was originally slated for August but will be pushed back to address some of the data issues as we transfer from RogueNet to Campus Nexus. After the finance module is the HR module and eventually the student recruitment module. We're excited about the data warehouse that will take data from RogueNet and convert it and transfer it to the new system. We will have access in the next couple of weeks and will get training on how to access the data. The transition to Campus Nexus was supposed to happen last fall. It's not just CCC's issue. We are part of a consortium with four other schools.

We have a draft of the MC report which is an economic impact report. According to the report, the College has an impact of \$123.2 million on Clatsop County. The report also talks about the return on investment for students and the return on investment for the county itself. The numbers we are seeing are higher than the numbers two or three years ago.

President Breitmeyer said his office has moved to Towler 205. VP Zahn's entire team will be located in the lower level of the library. HR will be in the former President's suite. President Breitmeyer recognized the Facilities team who moved a lot of furniture and a lot of boxes and said he appreciates their effort.

President Breitmeyer met with Senator Merkley today as part of a Town Hall. He was able to get some one-on-one time with Senator Merkley and discussed issues facing the College, including broadband for rural areas, challenges students have in going fully remote, and the next iteration of CARES Act funding (Heroes Act) which is not through the legislature yet. They also discussed the importance of funding for community colleges based on head count not just FTE. Most of our students are not full-time students so using full-time equivalency does not recognize the number of students we have.

President Breitmeyer addressed the plan for fall. There is guidance from the OHA and the Governor's Office that we are structuring the fall plan around. At the forefront is the safety of our students, faculty, and staff. President Breitmeyer said we received survey results that showed a significant percentage of students reporting they could not learn as well at a distance. The data was general and not broken down by specific courses.

President Breitmeyer and VPs Sorber, Williams, and Zahn have been working on how to address the needs of those students while keeping in mind safety and what the infrastructure can support. Ms. Baker-Monaghan commented that Tongue Point is problem-solving some of the same issues. They might be able to give some good advice about in-person instruction. President Breitmeyer said he would get in touch with Tongue Point. He added that we are looking at each classroom and what its capacity is. The Board will get a draft of the plan at the Retreat and then a final version of the plan at a Special Board Meeting in August. The Board needs to approve the final plan by September 1. Fall term starts September 28.

Chair Duehmig asked if the College is satisfied with the new campus management system. VP Sorber replied that it's a much more modern system with a lot of features he really likes. He is pleased with what the product has. One of the challenges is that it's very much an operationally focused system. It's not a system designed for doing a lot of data analysis. Those pieces are going to be available but they're still on the way. We are still in the process of implementation, but it's a much better system than Rogue. The upgrade is worth it but there is still a lot of work to be done to address all the issues. VP Sorber commended everyone working on Campus Nexus for all their hard work. Tim Lyman offered a general perspective on niche market software versus mass market software. Anytime you deal with something that's a niche market like this, you have implementation problems because it's not quite market ready. Anytime you deal with mass market software and try to customize it to a niche, you have implementation problems because you are trying to deal with all these customizations to your particular industry. You're going to get problems either way. What the College is going through is not out of the norm in any way when it comes to this kind of software. President Breitmeyer commented that other schools are also experiencing problems.

#### Staff Presentation

Foundation Director Angee Hunt reported on the online fundraiser. She gave some background on the annual auction which is a typical big fundraising event with sponsorships, special appeals, auction sales, and ticket sales. Last year, it grossed over \$120,000 and the net was \$101,000. Ms. Hunt said since we could not do the auction this year, we are dipping our toe into online fundraising. When we pulled the plug on the auction last spring, we had \$30,000 in sponsorships and some money from ticket

sales. Our sponsors and donors allowed us to use that money as match for our online fundraising appeal which was the backbone of our campaign. It was pretty much done through emails and the Foundation Board beating the streets. As of today, our total is \$38,000 in received funds and checks in the amount of \$11,000 coming in on top of that which will push us close to \$50,000. Combined with the sponsorships, we have \$80,000. Ms. Hunt said she is a firm believer that you have to do something once to know how to improve it in the future; they have identified some ways to be more effective. The Foundation is currently using two different softwares. One is specific to the auction and the other is Donor Perfect for the donor database. They are going to upgrade Donor Perfect to combine everything in one place. Ms. Hunt said Julie Kovatch was instrumental with the marketing and communication piece and helping us get on social media. The Foundation Board really stepped up. Gerry Swenson provided matching funds and was a big part of driving things along. Ms. Hunt said we tried to minimize the barriers to the ask. Part of the messaging was if you can't give, please help us get the word out. Dave Zunkel asked if we reached a bigger audience this way. Ms. Hunt replied there were 100 donors total with the online fundraiser. Last year's auction had about 200 guests but a lot of the guests were couples so there were still probably about 100 donors. This campaign had 21 new donors and also included some people who hadn't supported since 2014. The Foundation is using it as a springboard to where we can go. Ms. Hunt said as a coach, you celebrate the victories and then look to see where you can get the next success. She thinks there is a lot of potential in this area. She added that this campaign is outside the previous scope of the Foundation which was really focused on scholarships. Now we are beginning to focus on student needs in addition to scholarships. Mr. Lyman said he noticed there were no large Oregon foundations or community foundations listed and asked if grants are being applied for. Ms. Hunt replied that for this particular campaign, it was just the sponsors and donors but there are grant applications going out. We just received a grant from the Ford Family Foundation for \$10,000. Mr. Lyman asked if the Foundation has considered doing an auction online on eBay. Ms. Hunt said the upgrade to Donor Perfect will give us a platform for online auctions. She does have some items that were donated for the auction. There are some logistics to

work through, but it's possible. Mr. Zunkel complimented Ms. Hunt for really stepping up in her new position in difficult circumstances.

#### Report of the VP Academic Affairs

VP Peter Williams introduced himself and said he has 30 years of experience in higher education with 17 years in community colleges, has a PhD from OSU with an emphasis in community college leadership, and served as the Dean of Science, Technology, Engineering, and Mathematics at Clark College in Vancouver, WA. He has also worked at Spokane Community College, Kentucky University, Washington State University, and Webster University. He has been very involved in core undergraduate research opportunities and math pathways at the state level in Washington. He said he is really excited to be part of Clatsop Community College and Astoria.

#### Report of the VP Student Success

VP Sorber went over some highlights from his written report. Campus Nexus has been mostly dominating the work. VP Sorber said we are working through the clearinghouse reporting. They had to draw a line for the system of record. The spring quarter reporting to the clearinghouse is coming out of RogueNet. VP Sorber highlighted the work of Siv Barnum, CCC's registrar. She has been at the center of keeping the wheels turning and doing a really great job working through tremendous amounts of data cleanup. She has been working with Hazel Martinez on student billing issues. VP Sorber said Disability Services has been rebranded Student Access Services. The rebranding was based on feedback from students. He said the website is getting updated to improve utilization of Student Access Services as we move forward with adaptations we have to make around COVID 19. We received \$10,000 from the Ford Family Foundation to support the food pantry which is a partnership between the College, the Foundation, and Community Action. It is also supported by ASG. We are on track for a fall opening of the food pantry. VP Sorber met with Viviana Matthews, Executive Director of Clatsop Community Action, on Friday to talk about the new Veteran's Services Officer and looking at possibilities to expand options for veterans. The Upward Bound Summer Academies are online and doing great.

Tim Lyman said at the last meeting he issued a SWAG challenge to the Board to solicit donations for students. He fell down a bit on his own challenge and purchased some gift cards out of his own pocket. Chair



Duehmig says it just gives everyone more time to meet the challenge. VP Sorber thanked Mr. Lyman for the Fred Meyer gift cards. President Breitmeyer asked VP Sorber to send the Board the list of ideas that will help out students.

## VI. OLD BUSINESS

### A. Board Retreat: July 29, 2020, 11:00 a.m. – 4:00 p.m.

Chair Duehmig proposed a hybrid model for the Board Retreat based on the comfort level of each board member. For those who want to be in person, masks will be required and Columbia 219 will be set up for social distancing and Zooming with those who would prefer to attend virtually. Computer Services will assist with the technology.

## VII. NEW BUSINESS

### A. Proposed Regular Board Meeting Dates/Locations

Rosemary Baker-Monaghan **moved to approve the proposed 2020-2021 Board Meeting Dates for the second Tuesday of the month at 6:30 p.m. at the regular meeting location in Columbia Hall 219, noting that the venue can change unless otherwise indicated.** Karen Burke seconded. The motion carried unanimously.

There was discussion regarding a date in August for the Board to have a Special Board Meeting to approve the Fall 2020 COVID-19 Response Plan. The Board Secretary will send out a Doodle poll to determine the best date. Sara Meyer asked if the Board will have work sessions every month. Chair Duehmig clarified that the work sessions are additional and the Board just needs to set the regular meeting dates.

### B. Appointment of Clerk, Deputy Clerk, and Board Secretary for CCC District

Rosemary Baker-Monaghan **moved to appoint President Chris Breitmeyer as Clerk, Vice-President JoAnn Zahn as Deputy Clerk, and Pat Schulte as Board Secretary for the CCC District.** Anne Teaford-Cantor seconded. The motion carried unanimously.

C. Appointment of Budget Officer for 2020-21

Rosemary Baker-Monaghan **moved to appoint JoAnn Zahn, Vice President, Finance and Operations, as the Budget Officer.** Dave Zunkel seconded. The motion carried unanimously.

D. Appointment of Board Representatives for FY19-20

OCCA: Sara Meyer **moved to keep Anne Teaford-Cantor as the OCCA Board representative.** Rosemary Baker-Monaghan seconded. The motion carried unanimously.

CCC Foundation: Sara Meyer **moved to keep Dave Zunkel as the CCC Foundation representative.** Rosemary Baker-Monaghan seconded. The motion carried unanimously.

CEDR: Rosemary Baker-Monaghan explained that President Breitmeyer is the voting member on the CEDR Board and she is an alternate member because there are term limits. Dave Zunkel **moved that President Breitmeyer remain as the CEDR Board representative with Sara Meyer as alternate.** Karen Burke seconded. The motion carried unanimously.

Board Policy Committee: Karen Burke said the Board Policy Committee currently includes Rosemary Baker-Monaghan, Anne Teaford-Cantor, and Karen Burke. All three stated they were willing to continue. Sara Meyer **moved to keep Rosemary Baker-Monaghan, Anne-Teaford-Cantor, and Karen Burke as the Board Policy Committee.** Dave Zunkel seconded. The motion carried unanimously.

Spirit of Clatsop: The Spirit of Clatsop Award is a way to recognize community members with a long-term commitment to the college. The Board policy states that the committee meets and makes a recommendation for the award and the recommendation comes back to the Board for approval. The committee also includes the President. Sara Meyer **moved to appoint Rosemary-Baker Monaghan and Dave Zunkel to the Spirit of Clatsop Committee.** Anne Teaford-Cantor seconded. The motion carried unanimously. Ms. Baker-Monaghan noted that the policy does not require the award to be given out every year, but the committee is required to meet and talk about it on a yearly basis. The committee didn't meet last year.

Karen Burke noted that the Board talked about making the President's Evaluation Committee a standing committee and suggested that the

policy on committees should be taken back to the Board Policy Committee for revision. Rosemary Baker-Monaghan **moved to return the policy on committees to the Board Policy Committee to make the President's Evaluation Committee a permanent committee.** Karen Burked seconded. The motion passed unanimously. Sara Meyer noted that Tim Lyman wanted to add another committee and suggested waiting until after the retreat to send the policy back to the Board Policy Committee.

Rosemary Baker-Monaghan **moved to appoint Karen Burke, Sara Meyer, and Dave Zunkel to the President's Evaluation Committee.** Anne Teaford-Cantor seconded. The motion carried unanimously.

E. Authorize 2020-21 Signatures

Rosemary Baker-Monaghan **moved to authorize the College Clerk, the Deputy Clerk, and the Director of Accounting Services to sign College checks. The Clerk and the Deputy Clerk may use facsimile signatures.** Karen Burke seconded. The motion carried unanimously.

F. Designate Depository of Funds for 2020-21

Rosemary Baker-Monaghan **moved to adopt the list of qualified depositories in Clatsop County for public funds for FY21 as designated by the Oregon State Treasury.** Dave Zunkel seconded. The motion carried unanimously.

G. Approve Full-time Faculty Rollover Agreement

President Breitmeyer explained that faculty negotiations were up for renewal this year. He said we chose to go with a rollover proposal with an increase for faculty for the next year. There is a summary of the agreement in the packet which includes: addition of a Longevity Step (Step 22); a Memorandum of Agreement enabling a part-time faculty member to work up to a maximum of 26 Workload Formula Points for the year; a 3% salary adjustment for FY 20-21; and addition of a clause enabling the Title IX Coordinator to put into writing a complaint against a faculty member as required by law (if not done so by the complainant). President Breitmeyer said we recognize we are in challenging economic times but based on our funding and what we believe will be fiscally responsible, we are proposing a 3% adjustment which recognizes the faculty for the incredible amount of work they did to move courses online and shows them that we respect their work and honor their commitment to the College. President

Breitmeyer commended the faculty for all they did in such a short period of time and added that students experienced some remarkable academic successes in these challenging times.

**Rosemary Baker-Monaghan moved to approve the Clatsop Community College 2020-2021 rollover agreement with the Full-Time Faculty Bargaining Unit as ratified by their membership.** Karen Burke seconded. Robert Duehmig, Rosemary Baker-Monaghan, Karen Burke, Anne Teaford-Cantor, Sara Meyer, and Dave Zunkel voted aye. Tim Lyman abstained. The motion carried.

#### H. Approve Non-Represented Employees Cost of Living Increase

President Breitmeyer said the rationale for the cost of living increase for non-represented employees is similar to what we discussed for full-time faculty. This group has put in an incredible amount of work and we are proposing a 2.5% increase. Tim Lyman noted that the unemployment rate for Clatsop County as of January 1 was 3.1% and as of June 30 it is 24.4%. He does not share the optimism for the financial picture for this college in the next academic year. If not for tourism, Clatsop County would have seen an economic cascade. Mr. Lyman said he recognizes that everyone has worked very hard but feels this is not the right time to give raises for anyone. Sara Meyer asked how these raises might be perceived by people who are unemployed. On the other hand, she said we need to acknowledge the heavy work that is going on. Mr. Lyman responded that he recognizes it will be an unpopular position but said we acknowledge the heavy work by not talking about salary and staff decreases. In response to a question from Ms. Baker-Monaghan, VP Zahn said there are 50 individuals in the S&S group. There is a 2.5% increase for the Classified group and a 4% increase for part-time faculty that had been previously approved. The total increase for the four groups is approximately \$200,000. She said we have already identified reductions of \$1.1 million which we intend to implement. Since then, we have identified two individuals who will be taking early retirement which will result in additional cost savings. VP Zahn added that we have looked at this in a comprehensive fashion and recognize that in a small school, people wear many hats. It's absolutely a morale situation because we have contractual agreements and to exclude a group from receiving an increase is not right.

**Karen Burke moved to approve a 2.5% salary adjustment for non-represented Administrative and Service and Supervisory employees,**

**effective July 1, 2020.** Anne Teaford-Cantor seconded. Robert Duehmig, Rosemary Baker-Monaghan, Karen Burke, Anne Teaford-Cantor, Sara Meyer, and Dave Zunkel vote aye. Tim Lyman voted no. The motion carried.

I. Update on CCC Reopening Plan

President Breitmeyer pointed to the outline of the draft reopening plan included in the packet. The main focus is preventing the spread of COVID-19 which will include face masks, social distancing, and limiting the number of people on campus. JoAnn Zahn and Jerad Sorber have been intimately involved in this plan and now Peter Williams has come on board. President Breitmeyer said CTE classes will be in person on campus. VP Sorber said one of the data points they are looking at is where students have been successful. CTE students do much better in person. It's going to be a delicate balancing act to balance learning needs versus safety. In response to a question from Sara Meyer, VP Sorber said we are trying to get local school districts' plans about whether they will be in person or remote. VP Zahn said K-12 has guidance through the Oregon Department of Education. We are following HECC and OHA guidelines which are different. She noted that the information is regularly evolving. VP Zahn pointed out the key things the College has to do. The public health liaisons are Julie Kovatch for marketing and Shaun Martin for cleaning. The designated employee for the internal enforcement and complaint process is Jerad Sorber. The College is participating in a statewide consortium for procuring PPE. The consortium liaisons are Shaun Martin and Evon Jacobsen. Mr. Martin is also working with instructional leadership to identify things we need. Pedestals with hand sanitizer will be placed at the entrance of every building. VP Zahn recognized Jesse Fulton, full-time faculty in welding, for making additional pedestals for the hand sanitizer. VP Zahn said the reopening plan will be built around the OHA guidelines. The key principles will be listed verbatim in the plan. The plan is a living document and will be a standing item at the Regular Board Meeting every month and will be reviewed and updated as needed.

J. New Hires

Naomi Garbutt announced the new hires: Peter Williams is the new Vice President of Academic Affairs, Denise Roberts is the new Accounting Clerk II (Accounts Payable), and Lily Deufel (Jennifer Bakke's daughter) is the new Accounting Clerk I.

K. Discussion of Board Meeting Venue (In-Person, Zoom, or Combination)

The July 29 Board Retreat will be a combination of in person and Zoom. Chair Duehmig said it will give the Board the opportunity to see how it works and how we feel about moving forward with Board meetings in the future. He emphasized we need to respect everyone's comfort level.

**VIII. ANNOUNCEMENTS**

Chair Duehmig pointed out the announcements and communications included in the Board packet. The Board Retreat is on July 29. He said we will get a Doodle poll out to determine the date for the August meeting. Work Sessions for the coming year will be laid out at the Retreat. We want to build them based on our goals for the year.

**IX. BOARD FORUM**

Dave Zunkel encouraged everyone to stay well.

Anne Teaford-Cantor thanked Naomi Garbutt for her service and her help and said we will miss you.

Tim Lyman asked Naomi to move her mother to Oregon and said we will miss you. It has been a real pleasure.

Rosemary Baker-Monaghan seconded what Ms. Teaford-Cantor and Mr. Lyman said.

Sara Meyer said it's been nice knowing Ms. Garbutt. Good luck and come back. She noted that the public meetings are not being announced in the Astorian and asked if it is a requirement that public meetings are advertised. She said she would like to coordinate with Shaun Martin to tour the living machine at MERTS.

Karen Burke said the College is losing a lot of talent with Ms. Garbutt and all the retirees leaving.

Chair Duehmig thanked everyone for their hard work and all they do and said he would see everyone on July 29.

## X. ADJOURNMENT

Without further business, the Regular Board meeting was adjourned at approximately 8:45 p.m.

---

Chris Breitmeyer, President

---

Bob Duehmig, Chair

---

Pat Schulte, Recording Secretary