

**MINUTES OF THE AUGUST 12, 2020  
CLATSOP COMMUNITY COLLEGE  
BOARD OF DIRECTORS  
SPECIAL BOARD MEETING**

**I. CALL TO ORDER**

The meeting was called to order by Chair Robert Duehmig at 5:31 p.m.

Board members present via Zoom: Robert Duehmig, Rosemary Baker-Monaghan, Karen Burke, Anne Teaford-Cantor, Dave Zunkel, and Tim Lyman. Board members absent: Sara Meyer. Others present via Zoom: Peter Williams, Kristen Wilkin, Naomi Garbutt, Jade Jaconetti, Jerad Sorber, Katie Frankowicz, Deputy Clerk JoAnn Zahn, President Chris Breitmeyer, and Board Secretary Pat Schulte.

**A. Adoption of Agenda**

Chair Duehmig announced that Requests for Early Retirement for two individuals needs to be added to the agenda. Dave Zunkel **moved to add Requests for Early Retirement to the agenda.** Anne Teaford-Cantor seconded. Tim Lyman brought up a point of order. He said he had sent a request to add adopting Robert's Revised Rules of Order and the establishment of a Retention and Outcomes Committee to the agenda. Chair Duehmig thanked Mr. Lyman for reminding him and explained that this is a Special Board Meeting where the Board will only be considering the emergency adoption of policies related to Title IX, approval of the Fall 2020 COVID-19 Response Plan, and the requests for early retirement. The Board will not be conducting regular business but can add those items to the September Board agenda. Mr. Lyman agreed but expressed his concern that September will be too late for the Retention and Outcomes Committee to retrieve some of those students who might not be coming back. President Breitmeyer suggested setting up a meeting with him and VPs Jerad Sorber and Peter Williams to discuss retention and outcomes. Rosemary Baker-Monaghan commented that the Board Policies Committee discussed Robert's Rules of Order issues and wondered why there was not an OCCA policy related to it. The Board Secretary will check with Karen Smith at OCCA to see if there is a policy regarding Robert's Rules of Order. With no further discussion, Rosemary Baker-Monaghan **moved to adopt the agenda as amended.** Tim Lyman seconded. The motion carried unanimously with Sara Meyer absent.

## II. PUBLIC FORUM

- A. 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 Wednesday, August 12, 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. NEW BUSINESS

### A. Policies and Corresponding Procedures Related to Title IX

- Emergency Adoption of Policy BP 3430 Prohibition of Harassment – Revised *(1<sup>st</sup> and 2<sup>nd</sup> Reading)*
- Emergency Adoption of Policy BP 3433 Prohibition of Sexual Harassment under Title IX – New *(1<sup>st</sup> and 2<sup>nd</sup> Reading)*
- Emergency Adoption of Policy BP 3540 Sexual and Other Assaults On Campus – Revised *(1<sup>st</sup> and 2<sup>nd</sup> Reading)*

Karen Burke said these policies are legally required policies related to Title IX. The Board needs to adopt these policies by August 14 to be in compliance with new Title IX regulations. Anne Teaford-Cantor commented there wasn't much time given to adopt these policies. It is not the way we like to do things but it's required.

Rosemary Baker-Monaghan **moved to declare an emergency and put BP 3430, Prohibition of Harassment, BP 3433 Prohibition of Sexual Harassment under Title IX, and BP 3540 Sexual and Other Assaults on Campus in 1<sup>st</sup> and 2<sup>nd</sup> reading by title only.** Karen Burke seconded. The motion carried unanimously with Sara Meyer absent.

Rosemary Baker-Monaghan **moved to declare an emergency and adopt BP 3430, Prohibition of Harassment, BP 3433 Prohibition of Sexual Harassment under Title IX, and BP 3540 Sexual and Other Assaults on Campus.** Dave Zunkel seconded. The motion carried unanimously with Sara Meyer absent.

- B. Rescind Policies BP 3430 Prohibition of Harassment (adopted 9/11/2018) and BP 3540 Sexual Assaults on Campus (adopted 9/11/2018)

Rosemary Baker-Monaghan **moved to rescind Policies BP 3430 Prohibition of Harassment (adopted 9/11/2018) and BP 3540 Sexual Assaults on Campus**

**(adopted 9/11/2018).** Anne Teaford-Cantor seconded. The motion carried unanimously with Sara Meyer absent.

C. Requests for Early Retirement

President Breitmeyer said that Bill Antilla and Thom Trusewicz are requesting early retirement effective August 31 under the incentive plan the Board approved in June. Bill Antilla will still be helping out in Maritime and Kristen Wilken has his replacement lined up. Chair Duehmig extended the Board's appreciation to Mr. Antilla and Mr. Trusewicz.

**Karen Burke moved to approve early retirement for Classified employee Thom Trusewicz and Faculty Member Bill Antilla effective August 31, 2020.** Dave Zunkel seconded. The motion carried unanimously with Sara Meyer absent.

D. Approval of Fall 2020 COVID-19 Response Plan

Chair Duehmig expressed his thanks for making sure the Board had a red line copy of the Response Plan to review so they could see the changes. President Breitmeyer said the Board saw an earlier version of this plan at their retreat. It's an ever-evolving document. What the Board approves today will likely change at some point based on new information. This plan will be a standing item on Board agendas going forward. President Breitmeyer noted that VPs JoAnn Zahn, Jerad Sorber, and Peter Williams took a lead role in putting the plan together. VP Zahn said they had a lot of really good input from students, full-time faculty, part-time faculty, and the Classified Association. Many of those that participated in weekly meetings were not necessarily on contract and provided excellent feedback. VP Zahn acknowledged Cat Teague for taking control of the document, formatting it, and managing the changes. Much of the work was done at the last minute. VP Zahn said she really appreciates the teamwork that went into this plan. President Breitmeyer shared there was an all-campus Zoom meeting yesterday which was well attended with 88 employees in the meeting. There were excellent questions and he expects that as the plan is implemented and evolves, there will be more feedback. Karen Burke said that given the new mandate that masks be worn at all times in buildings on campus, the second bullet on page 9 needs to be modified. Page 10 needs to be modified as well in the section on laboratory instruction. President Breitmeyer said the practice will be that face masks must be worn indoors at all times, including in the classroom. The only exception is if someone is alone in their office with the door closed, then they may take off their face mask. In response to a question from Tim Lyman, VP Zahn said definitions are in the addendum. Mr. Lyman asked if face shields could be used instead of face masks. VP Zahn noted that the plan clearly states

that a face shield is not a substitution for a face mask. Chair Duehmig added that face shields are not an effective protection against the virus. President Breitmeyer said the change regarding face shields came up recently and we quickly adopted it, which is just an example of how we are adjusting to the latest research and information. In response to a question from Rosemary Baker-Monaghan on developing a written communicable disease plan (page 12), VP Zahn replied it is part of this plan and is part of the written communication Julie Kovatch is providing. Ms. Baker-Monaghan asked if it is a concern that we cannot modify our HVAC systems. VP Zahn replied that all our HVAC systems work. Interim Facilities Director Shaun Martin has evaluated all the HVAC systems and it is not a concern.

On a side note, Ms. Baker-Monaghan said that CCC's name is still on the reader board at the PAC and should be removed. VP Zahn said she will make sure it's addressed.

Chair Duehmig thanked everyone for putting together such a good plan. He said he appreciates all the work that was done on this plan; it is a living document.

Dave Zunkel **moved to approve the Fall 2020 COVID-19 Response Plan as written on the 12<sup>th</sup> of August.** Karen Burke seconded. The motion carried unanimously with Sara Meyer absent.

#### IV. ADJOURNMENT

Without further business, the Special Board meeting was adjourned at approximately 5:58 p.m.

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Chris Breitmeyer, President

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Robert Duehmig, Chair

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Pat Schulte, Board Secretary