

**MINUTES OF THE AUGUST 17, 2021
CLATSOP COMMUNITY COLLEGE
BOARD OF EDUCATION
SPECIAL BOARD MEETING**

I. CALL TO ORDER

The meeting was called to order by Chair Rosemary Baker-Monaghan at approximately 10:06 a.m.

Board members present: Rosemary Baker-Monaghan, Karen Burke, Anne Teaford-Cantor, Sara Meyer, Tim Lyman, and Trudy Van Dusen Citovic.
Board members absent: None. Others present: Kristen Wilkin, Jake Campbell, President Chris Breitmeyer, and Recording Secretary Pat Schulte.

II. APPROVAL OF MINUTES

Karen Burke **moved to approve the minutes of the July 13 Regular Board Meeting as distributed.** Sara Meyer seconded. The motion carried unanimously.

III. DECLARATION OF BOARD VACANCY FOR ZONE 3, POSITION 6

Although there has not been an official death announcement in the newspaper, the family has confirmed Suzanne Iverson's passing. Ms. Iverson was unable to attend the July 13 Board meeting so was never sworn in. Only family members can get access to death certificates, birth certificates, and other vital records and it is a lengthy process. Board policy does not require a death certificate in order to declare a board vacancy due to a death.

Anne Teaford-Cantor moved to declare a Board Vacancy for Zone 3, Position 6. Trudy Van Dusen Citovic seconded. The motion carried unanimously.

The Board vacancy will be advertised on the College website and press releases will be sent to local media. Interviews will be set up after applications for the Board position have been received. Chair Baker-Monaghan went over the interview questions which are in the Board vacancy policy. If Board members have suggestions for other questions, please contact the Chair.

IV. ADDITIONAL APPROVAL TO PURCHASE SELF-CONTAINED BREATHING APPARATUS (SCBA) FOR MARITIME AND FIRE SCIENCE PROGRAMS AS A SPECIAL PROCUREMENT

Kristen Wilkin, Dean of Workforce Education and Training, and Jake Campbell, Fire Science and Maritime Fire Instructor, presented information on the special procurement process for SCBA. In May 2021, the Maritime Science and Fire Science programs received Board approval to purchase upgrade/replacement SCBA (Self-Contained Breathing Apparatus). In beginning the bidding process, it was discovered that the equipment purchase of the 30-year life span SCBA was quoted with an educational discount that the manufacturer will not pass through to one of its distributors for bidding. This educational discount from 3M Scott Fire and Safety holds a purchase price of \$162,784 spread over five years with a leasing agreement having an interest rate of 2.96%. Other quotes from Curtis (\$172,176) and Cascade Fire Equipment Company (\$201,424) were for 15-year life span SCBA at a much higher cost to the College.

In addition to the notable price difference and the fact that the program does not want to lose the quote from the manufacturer if it uses the formal process, there are two additional rationale to consider regarding the exemption. First, 3M Scott has given a replacement guarantee. If the cylinders do not last past the 15-year point, the Fire Science program will be given new cylinders free of charge for the remaining 15 years. Second, purchasing 30-year SCBA in lieu of the traditional 15-year allows the Fire Science program to be supportive of this innovation and the advancement of the product line since the 30-year cylinder is on a special permit.

In response to questions from the Board, the exemption language is from the ORS, the replacement guarantee is in writing, and the 30-year cylinder is a new way of designing the same equipment.

Karen Burke moved to exempt certain public contracts or classes of public contracts from the competitive bidding requirements and approve a Special Procurement of the 30-year SCBA through 3M Scott Fire and Safety pursuant with ORS 279B.085 effective August 17, 2021. Sara Meyer seconded. The motion carried unanimously.

V. OTHER

The Chair explained that the in-person Board Retreat was cancelled and the Special Board Meeting moved to Zoom due to the spike in COVID-19 cases in Clatsop County. The situation will be reassessed in 14 days and the Board Retreat rescheduled if conditions warrant.

The OCCA Board Member Training is September 23-24, 2021. The location has been moved to Independence, OR. The OCCA Annual Conference is November 3-5 at Sun River, OR.

Trudy Van Dusen Citovic asked for an update on the student whose personal information in the scholarship application portal was accessible by other students using the portal. President Breitmeyer shared that he had a positive meeting with the student and she is satisfied with what the College has done to address her concerns. The issue resulted from students having trouble logging into the scholarship application software, which is not part of Anthology but is a separate software. Unfortunately, the fix that was implemented to address the login issue inadvertently created a situation where this student's personal information was accessible by other applicants. That software issue has been fixed. The issue of the student not receiving timely responses from staff has also been addressed, and software is now in place that will track the time to respond to emails. Any bottlenecks, whether they are due to process or personnel, will be addressed. Ms. Van Dusen Citovic pointed out that it's also a cultural issue and would like a more in-depth discussion on this topic at the retreat.

Karen Burke asked about the update to the ERP. President Breitmeyer responded that the update has not yet gone live. The team is working on the update in the virtual "sandbox" environment. Representatives of Anthology were on campus yesterday to meet with the team. Ms. Van Dusen Citovic asked for a demonstration of the software at the retreat.

Tim Lyman asked if someone from the SBDC could speak to the Board about goal setting at the retreat. Ms. Van Dusen Citovic asked if Laura Evans could join the Board at the retreat to talk about her experience with the application process for Workforce, which is not part of Anthology, and how it compares with the Anthology process.

VI. ADJOURNMENT

Without further business, the Special Board Meeting was adjourned at approximately 10:32 a.m.

Chris Breitmeyer, President

Rosemary Baker-Monaghan, Chair

Pat Schulte, Recording Secretary